EUROPEAN COMMISSION
CONSUMERS, HEALTH, AGRICULTURE AND FOOD EXECUTIVE AGENCY

Health Unit

Luxembourg,
Chafea LB/JR/at Ares (2015)

2015 CALL FOR PROPOSALS FOR PROJECTS: "Responding to health related challenges in Member States under particular migratory pressure"

THIRD PROGRAMME OF COMMUNITY ACTION IN THE FIELD OF HEALTH (2014-2020)

1. BACKGROUND AND PURPOSE OF THIS CALL

On 11 March 2014, the European Parliament and the Council adopted a Regulation establishing the third programme for the Union's action in the field of health (2014-2020)[1]. This programme entered into force retroactively from the 1 January 2014 onwards.

On 28 October 2015, the European Commission amended the Decision C(2015) 3594[2] of 2 June 2015 concerning the work programme for 2015 in the framework of the third Programme of the Union's action in the field of health (2014-2020) to support Member States under particular migratory pressure in their response to health related challenges[3].

This amendment was necessary in view of an unprecedented influx of migrants in clear need of international protection, and the need to provide support from the Health programme to organisations which take immediate actions and are able to quickly support Member States under particular migratory pressure to rapidly respond to possible communicable diseases and cross border health threats. It is also necessary to support public health capacity-building and develop appropriate tools, as well as increase access to medical expertise and information to support Member States to deliver the necessary health care. This requires adding new actions to the work programme and modifying the existing allocations to certain financing mechanisms. However, the maximum

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1 Regulation No 282/2014 of the European Parliament and of the Council of 11 March 2014 on the establishment of a third Programme for the Union's action in the field of health (2014-2020) and repealing Decision No 1350/2007/EC. OJ L86, volume 57; 21 March 2014.

2 Commission Implementing Decision C(2015) 3594 of 2 June 2015 concerning the work programme for 2015 in the framework of the third Programme of the Union's action in the field of health (2014-2020) and the EU financial contribution to the WHO Framework Convention on Tobacco Control, serving as a financing decision.

3 Commission decision C(2015) 7414/2 of 28 October amending Commission Implementing Decision C(2015) 3594 of 2 June 2015.

contribution of the Union for the implementation of the Programme for the year 2015 remains unchanged.

The Consumer, Health, Agriculture and Food Executive Agency (Chafea) is entrusted with the implementation of the third Health Programme.

The amended work programme 2015 refers to horizontal actions related to the specific objectives 1 and 2 of the Programme, namely:

1. In order to promote health, prevent diseases, and foster supportive environments for healthy lifestyles: identify, disseminate and promote the uptake of evidence-based and good practices for cost-effective health promotion and disease prevention measures by addressing in particular the key lifestyle related risk factors with a focus on the added value for the Union.

2. In order to protect Union citizens from serious cross-border health threats: identify and develop coherent approaches and promote their implementation for better preparedness and coordination in health emergencies.

2. OBJECTIVES

Annex I (point 2.1.5) of the amended work programme 2015 sets out the priority area for projects to be implemented through the present call. Only project proposals that directly correspond to the topic and description given will be considered for funding. One (1) area for proposals for projects is announced with the present call document.

Within the call, it is not possible to submit project applications covering other topics or priorities than the one for which the call is launched.

3. TIMETABLE

The final deadline for the submission of proposals is **12 November 2015**.

	Stages	Date/period
a)	Publication of the call	28/10/2015
b)	Deadline for submitting applications	12/11/2015
c)	Evaluation period (indicative)	16/11/2015 – 20/11/2015
d)	Information to applicants (indicative): Official letter	 ≤ 25/11/2015
e)	Signature of grant agreement (indicative)	≤ 31/12/2015
f)	Starting date of the action (indicative)	≥ 01/01/2016

4. BUDGET AVAILABLE

The total budget earmarked for the co-financing of projects is EUR 13 000 000. The table 'Eligible activities' under point 6 below indicates the indicative amount available for this call.

According to Article 7(3) of Regulation (EU) No 282/2014 in cases of exceptional utility, the contribution by the Union may be up to 80 % of eligible costs. Given the urgent nature of the topic of the present call, a contribution by the Union of up to 80% (exceptional utility) of eligible costs to the actions can be requested (see the amended Work Programme 2015, Annex I).

5. ADMISSIBILITY REQUIREMENT

- Applications must be submitted online via https://ec.europa.eu/research/participants/portal/desktop/en/opportunities/3hp/index.html.

- Applications must be drafted in one of the EU official languages.

Failure to comply with those requirements will lead to the rejection of the application.

Project proposals may be submitted in any official language of the European Union. However, in order to facilitate assessment by the evaluators, an English translation of the technical part (part B) should accompany any part B written in another EU official language.

6. ELIGIBILITY CRITERIA

6.1. Eligible applicants

Grant applications are eligible if submitted by legal persons. More specifically, the applicants[4] must be legally established public, non-governmental or private bodies.

Note that there is no minimum number of legal entities required –an application submitted by a single legal entity is therefore eligible. As a consequence both mono-beneficiary and multi-beneficiary applications are invited.

The application shall state the legal status of the applicant.

Eligible countries

Only applications from entities established in one the following countries are eligible:

- One of the 28 EU Member States;

[4] Wherever "applicants" is written this means the coordinator and the co-applicants, if applicable.

- Iceland and Norway;

- Entities from third countries in particular acceding countries, candidate countries and potential candidates benefiting from a pre-accession strategy, neighbouring countries and the countries which, have a bilateral agreement with the European Union, in accordance with the provisions of Article 6 of Regulation (EU) No 282/2014 on the establishment of a third Health Programme for the Union's action in the field of health (2014-2020). Please check the Frequently Asked Questions (FAQ) section of the Agency website for an update on the eligible third countries.

In accordance with recital 23 of the Regulation establishing the third health programme, collaboration should be facilitated with third countries not participating in the programme. This should not involve a financial contribution under the programme. Nevertheless, travel and subsistence expenses for experts invited from or travelling to such countries can be considered eligible costs in duly justified, exceptional cases, where this directly contributes to the objectives of the programme.

6.2. Eligible activities

Project proposals may be submitted for the priority area listed below. For full descriptions regarding the objectives pursued and expected results please consult the amendment of the work programme 2015. Proposals should match the specific description of a given action.

TITLE	INDICATIVE AMOUNT	Reference in amended WP 2015	Grants foreseen
Support Member States under particular migratory pressure in their response to health related challenges	EUR 4 000 000	2.1.5.1	One or more

Implementation period

As a rule, the maximum duration of project is 12 months. The grant application must specify the scheduled starting date (if possible) and duration of the action.

Applications for actions that have already commenced by the date on which the grant application is registered will be excluded from funding from the Health Programme.

The compliance with the eligibility criteria will be assessed based on the application content.

7. EXCLUSION CRITERIA

7.1. Exclusion from participation:

Applicants will be excluded from participating in the call for proposals procedure if they are in any of the following situations:

(a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

(b) they or persons having powers of representation, decision making or control over them have been convicted of an offence concerning their professional conduct by a judgment of a competent authority of a Member State which has the force of res judicata;

(c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify including by decisions of the EIB and international organisations;

(d) they are not in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the grant agreement is to be performed;

(e) they or persons having powers of representation, decision making or control over them have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such an illegal activity is detrimental to the Union's financial interests;

(f) they are currently subject to an administrative penalty referred to in Article 109(1) of the EU Financial Regulation.

7.2. Exclusion from award:

Applicants will not be awarded co-funding, in the course of the grant award procedure, they:

(a) are subject to a conflict of interest;

(b) are guilty of misrepresenting the information required by the contracting authority as a condition of participation in the grant procedure or fail to supply this information;

(c) find themselves in one of the situations of exclusion, referred to in the above section.

In order to demonstrate compliance with the exclusion criteria, the coordinator has to check the relevant box in online application. If selected for co-funding, all beneficiaries have to submit a declaration on their honour certifying that they are not in one of the

situations referred to in articles 106(1) and 107 to 109 of the Financial Regulation[5],[6]. The applicants should follow the instructions in the participant portal.

8. SELECTION CRITERIA

Only proposals which meet the eligibility and exclusion criteria will be assessed on the basis of the selection criteria.

8.1. Financial viability

Applicants must have stable and sufficient sources of funding to maintain their activity throughout the period during which the action is being carried out or the year for which the grant is awarded and to participate in its funding.

The financial viability of all beneficiaries will be assessed, except if:

a) the EU-contribution for the coordinator / other beneficiary is ≤ EUR 60 000:

b) the beneficiary is a public body

The documents that will be requested when assessing the financial viability include:

- the annual accounts (including the balance sheet and the profit and loss statement) for the past financial year for which the accounts were closed (for newly created entities, the business plan shall be submitted to replace the accounts);

In addition for a coordinator or other beneficiary requesting an EU-contribution of ≥ EUR 750 000 (threshold applicable per beneficiary):

- an audit report produced by an approved external auditor certifying the accounts for the last financial year available. This provision shall not apply to public bodies.

8.2. Operational capacity

Applicants must have the professional resources, competencies and qualifications required to complete the proposed action.

As evidence the general profiles (qualifications and experiences) of all relevant staff in all organisations involved in the proposed action must be provided.

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[5] REGULATION (EU, EURATOM) NO 966/2012 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002

[6] Commission Delegated Regulation (EU) No 1268/2012 of 29 October 2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union

9. AWARD CRITERIA

Part B of the information to be included in the application serves to evaluate the proposal against the award criteria.

Generally, it is expected that projects have an efficient management structure and a precise description of expected results.

As regards the award criteria, each proposal will be assessed according to criteria below, published in the amendment of the work programme 2015. Only proposals which meet the eligibility, exclusion and selection criteria will be further assessed on the basis of the award criteria.

Criteria	Maximum points	Threshold	Threshold in % of max. points
1 – Policy and contextual relevance	10	7	70%
2 – Pertinence of the geographical coverage of the proposal	10	6	60%
3 – Technical quality	10	6	60%
4 – Management quality	10	6	60%
5 – Overall and detailed budget	10	6	60%
TOTAL	**50**	**31**	

1. Policy and contextual relevance (10 points, threshold: 7 points)

Sub-criteria that are taken into account in the assessment:

- Relevance of the proposal in response to the call for proposals,
- Added value at EU level in the field of public health,
- Consideration of the social, cultural and political context.

2. Pertinence of the geographical coverage of the proposal (10 points, threshold: 6 points)

- The proposed activities must be carried out in at least 3 countries eligible under the 3rd Health Programme,
- Activities must be carried out in areas which are particularly affected by the high influx of refugees.

3. Technical quality (10 points, threshold: 6 points)

Sub-criteria that are taken into account in the assessment:

- Quality of the content, including the aims and objectives, target groups, methods, and planned outcomes,

- Technical complementarity and avoidance of duplication of other actions on-going in the field.

4. Management quality (10 points, threshold: 6 points)

Sub-criteria that are taken into account in the assessment:

- Quality of the planning and appropriate task distribution to implement the project,
- Relevance of the organisational arrangements, including financial management.

5. Overall and detailed budget (10 points, threshold: 6 points)

Sub-criteria taken into account in the assessment:

- Relevance and appropriateness of the budget,
- Consistency of the estimated cost per applicant and the corresponding activities.

Following the evaluation, all eligible proposals are ranked according to the total number of points awarded. Only proposals meeting all thresholds are eligible for co-funding. The highest ranked proposal or proposals will be awarded co-financing depending budget availability.

10. LEGAL COMMITMENTS

Following the evaluation, Chafea establishes a list of proposals recommended for funding, ranked according to the total number of points awarded. Depending on budget available, the highest ranked proposal(s) will be awarded co-funding.

In the event of a grant awarded, the coordinator is invited to enter in an adaptation period via an online grant preparation system (SYGMA). If successful, this should result in the signature of a grant agreement, drawn up in euro and detailing the conditions and level of funding.

Grant agreement: must be signed electronically first by the coordinator on behalf of the consortium and then by Chafea. In case of multi-beneficiary grant all co-beneficiaries must accede to the grant agreement by signing electronically the accession form to the grant.

11. FINANCIAL PROVISIONS

The Financial Regulation and the Rules of Application[7] are the reference documents for the implementation of the third Health Programme.

11.1. General Principles

Grants must comply with the following principles:

[7] Please refer to footnotes 5 and 6 above

a) Non-cumulative award

An action may only receive one grant from the EU budget.

In no circumstances shall the same costs be financed twice by the Union budget. To ensure this, applicants shall indicate the sources and amounts of Union funding received or applied for the same action or part of the action or for its functioning during the same financial year as well as any other funding received or applied for the same action.

b) Non-retroactivity

No grant may be awarded retrospectively for actions already completed.

A grant may be awarded for an action, which has already begun only where the applicant can demonstrate the need to start the action before the grant agreement is signed.

In such cases, costs eligible for financing may not have been incurred prior to the date of submission of the grant application.

c) Co-financing

Co-financing means that the resources, which are necessary to carry out the action, may not be entirely provided by the EU grant.

Co-financing of the action may take the form of:

- the beneficiary's own resources,
- income generated by the action,
- financial contributions from third parties.

d) Balanced budget

The estimated budget of the action is to be attached to the application form. It must have revenue and expenditure in balance.

The budget must be drawn up in euros.

e) Implementation contracts/subcontracting

Where the implementation of the action requires the award of procurement contracts (implementation contracts), the beneficiary must award the contract to the bid offering best value for money or the lowest price (as appropriate), avoiding conflicts of interests and retain the documentation for the event of an audit.

For public bodies: entities acting in their capacity of contracting authorities in the meaning of Directive 2004/18/EC or contracting entities in the meaning of Directive 2004/17/EC shall abide by the applicable national public procurement rules.

Sub-contracting, i.e. the externalisation of specific tasks or activities which form part of the action as described in the proposal must satisfy the conditions applicable to any implementation contract (as specified above) and in addition to them the following conditions:

- it may only cover the implementation of a limited part of the action;

- it must be justified having regard to the nature of the action and what is necessary for its implementation;
- it must be clearly stated in the proposal.

11.2. Funding form: mixed financing

Mixed financing grants are calculated on the basis of a detailed estimated budget indicating clearly the costs that are eligible for EU funding. The grant amount may neither exceed the eligible costs nor the amount requested. Amounts are indicated in euros.

- **Maximum amount requested**

According to Article 7(3) of Regulation (EU) No 282/2014 in cases of exceptional utility, the contribution by the Union may be up to 80 % of eligible costs. Given the urgent nature of the current refugee crisis, a contribution by the Union of up to 80% (exceptional utility) of eligible costs to the actions financed under the amended work programme 2015 can be requested.

Consequently, part of the total eligible expenses entered in the estimative budget must be financed from sources other than the EU grant (see section 11.1c).

- **Eligible costs**

To be eligible (direct and indirect) costs need to be actually incurred by the beneficiary of the grant and meet all the criteria indicated in the relevant articles of the grant agreement.

Please note that contributions in kind are not considered as an eligible cost.

Importantly, a guide on eligible costs, drafted specifically for this Call, including examples of eligible and non-eligible costs will be provided with the call specific documentation on the participant portal.

- **Calculation of the final grant amount**

Chafea establishes the final amount of the grant to the coordinator and the other beneficiaries (in case of multi-beneficiary grant) after completion of the action, upon approval of the request for payment containing the documents indicated in the grant agreement.

The final grant amount is calculated as indicated in the relevant article of the grant agreement.

EU grants may not have the purpose or effect of producing a profit within the framework of the action of the beneficiary. **Profit shall be defined as a surplus of the receipts over the eligible costs incurred by the beneficiary**, when the request is made for payment of the balance. In this respect, where a profit is made, Chafea shall be entitled to recover the percentage of the profit corresponding to the Union contribution. A partner

(coordinator or other beneficiary) requesting an EU-contribution of EUR ≤ 60 000, is exempted from this provision.

11.3. Payment arrangements

The payments generally consist of the following:

Chafea will execute a pre-financing payment (see relevant article of the grant agreement) to the coordinator within 30 days of the date when the last of the two parties signs the agreement, provided all requested guarantees have been received. In case of a multi-beneficiary grant all other beneficiaries have to accede to the grant agreement before the coordinator can transfer to them their share of the pre-financing.

Chafea will establish the amount of the final payment to be made to the coordinator on the basis of the calculation of the final grant amount (see section 11.2 above). If the total of earlier payments is higher than the final grant amount, the coordinator will be required to reimburse the amount paid in excess by the Chafea through a recovery order (see relevant article of the grant agreement).

11.4. Pre-financing guarantee

In the event that the applicant's financial capacity is not satisfactory, measures may be taken in order to limit the financial risks linked to the pre-financing payment. These may include a financial guarantee for an amount up that of the pre-financing payment or the inclusion of several reporting periods, leading to interim payments, subject to the approval of the periodic report.

If requested, the financial guarantee, in euro, shall be provided by an approved bank or financial institution established in one of the Member State of the European Union. When the beneficiary is established in a third country, the authorising officer responsible may agree that a bank or financial institution established in that third country may provide the guarantee if he considers that the bank or financial institution offers equivalent security and characteristics as those offered by a bank or financial institution established in a Member State. Amounts blocked in bank accounts shall not be accepted as financial guarantees.

The guarantee may be replaced by a joint and several guarantees by a third party or by a joint guarantee of the beneficiaries of an action who are parties to the same grant agreement.

The guarantee shall be released as the pre-financing is gradually cleared against interim payments or payments of the balance to the beneficiary, in accordance with the conditions laid down in the grant agreement.

No financial guarantee will be requested for a beneficiary receiving an EU contribution of EUR ≤60. 000 (low value grants).

12. PUBLICITY

12.1. By the beneficiaries

Beneficiaries must clearly acknowledge the European Union’s contribution in all publications or in conjunction with activities for which the grant is used in line with relevant article of the grant agreement.

In this respect, beneficiaries are required to give prominence to the name and emblem of the European Union on all their publications, posters, programmes and other products realised under the co-financed project.

To do this they must use the text, the emblem and the disclaimer available at http://ec.europa.eu/chafea/management/visual_identity.html.

If this requirement is not fully complied with, the beneficiary's grant may be reduced in accordance with the provisions of the grant agreement.

12.2. By the Executive Agency / the Commission

With the exception of scholarships paid to natural persons and other direct support paid to natural persons in most need, all information relating to grants awarded in the course of a financial year shall be published on an internet site of the European Union institutions no later than the 30 June of the year following the financial year in which the grants were awarded.

The following information will be published:

- name of the beneficiary,

- address of the beneficiary when the latter is a legal person, region when the beneficiary is a natural person, as defined on NUTS 2 level[8] if he/she is domiciled within EU or equivalent if domiciled outside EU,

- subject of the grant,

- amount awarded.

Upon a reasoned and duly substantiated request by the beneficiary, the publication shall be waived if such disclosure risks threatening the rights and freedoms of individuals concerned as protected by the Charter of Fundamental Rights of the European Union or harm the commercial interests of the beneficiaries.

13. DATA PROTECTION

The reply to any call for proposals involves the recording and processing of personal data (such as name, address and CVs of individuals participating in the co- financed action). Such data will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, the questions and any personal data requested are required to evaluate the application in accordance with the specifications of the call for proposal will be processed solely for that purpose by the Executive Agency / the Commission or third parties acting on behalf and under the responsibility of the Executive Agency/Commission. Data subjects may be informed regarding further details of the processing operations, their rights and how they may be enforced by referring to the privacy statement published in the participant portal: http://ec.europa.eu/research/participants/portal/desktop/en/support/legal_notices.html

and the Agency's website:

[8] European Union Official Journal L 39, of 10 February 2007.

http://ec.europa.eu/chafea/about/data_protection.html

Applicants are invited to check the relevant privacy statement at regular intervals so as to be duly informed on possible updates that may occur by the deadline for submission of their proposals or afterwards.

Personal data may be registered in the Early Warning System (EWS) only or both in the EWS and Central Exclusion Database (CED) by the Accounting Officer of the Commission, should the beneficiary be in one of the situations mentioned in:

- Commission Decision of 13 November 2014 on the Early Warning System to be used by the authorising officers of the Commission and by the executive agencies (2014/792/EU)

or

- the Commission Regulation 2008/1302 of 17.12.2008 on the Central Exclusion Database (for more information see the Privacy Statement on

http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm)

14. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

Proposals must be submitted via the participant portal.

Before submitting a proposal:

1. Find a call:

http://ec.europa.eu/research/participants/portal/desktop/en/opportunities/3hp/index.html

2. Create an account to submit a proposal:

http://ec.europa.eu/research/participants/portal/desktop/en/organisations/register.html

3. Register all partners via the beneficiary registry:

http://ec.europa.eu/research/participants/portal/desktop/en/organisations/register.html

Applicants will be informed in writing about the results of the selection process.

In submitting a proposal, the applicant accepts the procedures and conditions as described in this call and in the documents to which it refers. Applications that do not comply with these requirements will be rejected.

- **Contacts**

For problems with the online submission tools please contact the IT helpdesk set-up for this purpose via the participant portal website:
http://ec.europa.eu/research/index.cfm?pg=enquiries

For non-IT related questions a helpdesk at the Chafea is available at: +352 4301 37707, e-mail address: CHAFEA-HP-CALLS@ec.europa.eu weekdays between 9.30 – 12.00 and 14.00 – 17.00. The helpdesk is unavailable on weekends and public holidays i.e. 02 November 2015.

Frequently asked questions are published on the website of the Chafea: http://ec.europa.eu/chafea/health/faq.html

In all correspondence relating to this call (e.g. when requesting information, or submitting an application), reference must be clearly made to this specific call. Once the electronic exchange system allocated a proposal ID, the applicant must use this number in all subsequent correspondence.

After the deadline for submission modifications to the application are impossible.

- **Annexes:**

  - Guide for applicants
  - Model Grant Agreement