

ANNEX 1

Submission of nominations for participation in joint actions

What is a joint action?

It is a collaborative action with as many as possible key players from Member States to develop / share / refine / test tools, methods and approaches to specific issues or activities, and engage in capacity building in key areas of interest. They are co-financed by the European Commission and authorities of the Member States.

Joint actions are co-funded through a direct grant procedure, i.e. no open call is published. That means that partners have to be preliminary nominated in order for the official proposal preparation process to start.

For further info please go to the following link

http://ec.europa.eu/chafea/documents/health/hp-factsheets/joint-actions/factsheets-hp-ja_en.pdf

Who can participate as a partner?

There are two types of organisations that Member States/countries participating in the 3rd Health Programme can decide to nominate to participate as partners, i.e. managing and carrying out the joint action with the lead partner, contributing with own funding and ensuring that the objectives of the action are met. These are the following:

Competent authority means the central authority of a Member State competent for the joint action topic on public health or any other authority to which this competence has been delegated. A competent authority can also be one at regional level, so a Member State/country participating in the 3rd Health Programme can nominate several competent authorities depending on its governance structure. Example of a central authority: the ministry of health. Example of a delegated authority: a governmental agency.

A designated body other than a competent authority is any other body which a Member State/country participating in the 3rd Health Programme intends to designate to participate on its behalf in a joint action through a transparent procedure and according to its relevant national legislation. Example of a designated body: a research institute or a non-governmental body.

This is in line with the 3rd Health Programme (Articles 7 and 8) whereby public sector bodies, in particular research and health institutions, universities and higher education establishments as well as non-governmental bodies can be mandated to participate in a joint action on behalf of a Member State/country participating in the 3rd Health Programme.

Mandatory notification

Transparency requirements have to be respected when granting Union funds, in order to comply with the general principles of sound financial management and transparency as laid down in the Treaties and the Financial Regulation.

Thus, whatever type of organisation is chosen to represent an EU member state/country participating in the 3rd Health Programme in a given joint action, such nomination needs to be formally notified to the Consumer, Health, Agriculture and Food Executive Agency (Chafea).

The reason is that funding for these actions is awarded via a direct grant procedure. This in turn requires that the potential beneficiaries of EU funding need to be known before Chafea is able to send invitations to prepare the proposals in view of signing grant agreements.

Checks

According Article 190(1)(d) of the Rules of Application of the Financial Regulation, the Member State/country participating in the 3rd Health Programme is fully responsible to put in place the nomination procedure and ensure that the requirements of transparency and legality are respected.

As mentioned in the invitation letter, after the submission deadline, nominations will be checked to verify that they fulfil the eligibility criteria. Chafea reserves its right to question the regularity of the nomination procedure and to carry out spot checks.

In this process Chafea requests during the submission of your nomination to upload the relevant supporting documents, further explanations below in “step 2”. These documents can be submitted in all EU languages.

Other types of participation

There are 3 other ways for an entity to participate in the joint action without the preliminary submission of a nomination:

'Subcontractors'

This is an organisation subcontracted by a joint action partner for the purpose of providing special expertise to the joint action. Please note that coordination and other essential tasks cannot be subcontracted.

During the proposal preparation each partner shall indicate to the coordinator of the joint action the activities that it aims to subcontract (if any).

'Collaborating stakeholders'

These may significantly increase the technical and scientific content of the joint action, as well as its relevance for different users in the Union.

They have no contractual relationship, nor do they receive any EU funding.

Note that it is not mandatory to involve collaborating stakeholders in the joint action.

During the proposal preparation each partner shall indicate to the joint action leader the collaborating stakeholders that may add value to the consortium.

'Affiliated entities'

These are organisations with a legal and/or financial link to a partner, a distinct legal personality and compliant with the eligibility criteria. They receive co-funding through the partner to which they are linked and contribute to reaching the objectives by providing support to the linked partner.

While they do not sign the grant agreement, they can actively contribute to the implementation of the action.

There are two options how entities can be affiliated to each other:

1. Several entities together form one entity, possibly specifically established for the purpose of implementing the action. They will be treated as one entity that needs to be nominated.

2. A partner has entities with legal or capital links. These links are not limited to the action nor established just to implement it.

Example: the partner may be the ministry of health and the affiliated entity an agency with competency in the subject area of the joint action, but which is directly controlled by the ministry.

During the proposal preparation each partner shall indicate to the joint action leader the affiliated entities (if any) for the grant preparation form as well as the sub-contractors and other collaborating stakeholders.

Web based tool registration

As mentioned above, the submission of the nominations of competent authorities and designated bodies other than competent authorities will be done through a web based tool which you can access here:

<https://ec.europa.eu/eusurvey/runner/JA2016>

To access it you will need to use the following password: **JA2016**.

All instructions are included directly on the web tool, as are the nomination forms that will need to be filled in and submitted.

The process is very simple and consists of two steps:

Step 1: Instructions and completion of the nomination form:

The editable .pdf template of the nomination form is found on the web based tool.

Please download it, fill it in, print it out and have it signed by the nominating authority. Once this first step is completed, please go back to the online web tool to complete the second step of the process.

The editable .pdf template has a limited number of visible characters; please double check that all filled fields are shown and readable before signature.

Step 2: Submission of the nomination form and the supporting documents:

In this step,

- a) please fill in a short online registration form consistent with the completed pdf nomination sheet..
- b) With the aim to gather the supporting documents to assess the eligibility criteria mentioned in [annex IV](#) of the work programme 2016 and in the check point above, please upload the following:
 1. For competent authorities: please upload the legal act through which the authority is established and its role is illustrated (can be submitted in in any EU languages). Example: [legal act establishing Chafea](#)
 2. If the competent authority appoints (a) designated body(ies): please upload the evidence of the official public announcement of each designation (e.g. print screens of the announcement on the official website of the competent authority, or extracts from the official journals) (valid in all EU languages).. Example: publication on the website of the Ministry of Health, here [the Ministry of Health of Italy](#)
- c) Upload the scanned signed version of your nomination and submit it.

Please note that the process will need to be repeated for each nomination in each joint action.

In case you need assistance please contact: chafea-HP-JA@ec.europa.eu