

Submission of nominations for participation in Joint Actions 2017 NEW APPROACH

Introduction: what is a Joint Action (JA)?

It is a collaborative action among Member States/ countries (MS/C) participating in the third Health Programme 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.

For further information on this specific funding mechanism please go to [this link](#).

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

Therefore, there are two phases to follow:

1. The **nomination phase**: MS/C are requested to nominate one appropriate competent authority to sign the grant agreement and thus become the direct beneficiary of the grant agreement.

The nomination phase starts with the sending of this invitation letter until the deadline of the submissions of the nominations.

2. The **proposal preparation phase**: nominated competent authorities may involve affiliated entities (see annex 2), subcontractors or collaborating stakeholders. These participants do not sign the agreement.

The proposal preparation phase starts once the nomination phase is finished. The proposal preparation phase will kick off with the *Info-day on Joint Actions*.

Nomination of competent authorities

The MS/C participating in the third Health Programme are invited to nominate one competent authority empowered to sign the grant agreement and responsible for the implementation of the action on behalf of that MS/C. The competent authorities may implement activities in cooperation with other entities (affiliated entities, subcontractors or collaborating stakeholders).

Competent authority means the central authority of a Member State competent for health/specific (public) health topic or any other authority to which this competence has been conferred.

A competent authority can therefore also be one at regional level, depending on the governance structure of the MS/C. Example of competent authorities: the ministry of health, a governmental agency, a national institute of public health, a regional health authority.

The competent authority is managing and carrying out the Joint Action with the coordinator (lead competent authority for an action) contributing with own funding and ensuring that the objectives of the action are met:

Only one competent authority has to be nominated by each MS/C per Joint Action as signatory partner for grant agreements under the AWP 2017.

For the Joint Actions 2017, the number of signatory partners is limited to one competent authority per country per Joint Action. The nominated competent authority may however

implement activities in cooperation with other entities. Such cooperation can be ensured through the following types of participation:

Entities affiliated to the nominated competent authorities ('Affiliated entities')

These are organisations that have a distinct legal personality, but are linked to the nominated competent authority.

Affiliated entities receive co-funding through the participating competent authority. While they do not sign the grant agreement, they actively contribute to the implementation of the action.

Annex 2 describes in detail the concept and modalities of affiliation.

Other types of participation

There are 2 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 nominated competent authority 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 nominated competent authority shall indicate to the coordinator of the Joint Action the activities that it aims to subcontract (if any).

Collaborating stakeholders

Collaborating stakeholders have no contractual relationship, nor do they receive any EU funding. Even so, they can be invited to participate in the Joint Actions meetings (reimbursable costs).

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

It is not mandatory to involve collaborating stakeholders in the Joint Action. However, this type of participation can ensure appropriate representation of civil society organizations active in the relevant health fields at EU level.

During the proposal preparation phase each nominated competent authority shall indicate to the coordinator of the Joint Action the collaborating stakeholders that may add value to the consortium.

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 supporting documents (example: legal acts for competent authorities) to be attached with the submission of the competent authority's nomination.

Web based tool registration

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

<https://ec.europa.eu/eusurvey/runner/JA2017>

To access it you will need to use the following password: **ECJA2017?**

All instructions are included directly on the webtool, as are the nomination forms that will need to be completed and submitted.

The process 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:

In this step, please fill in a short online registration form consistent with the completed pdf nomination sheet. Upload the scanned signed version of the latter and submit the nomination.

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