

Submission of nominations for participation in the Joint Action 2018

Introduction: what is a joint action (JA)?

It is a collaborative action among countries participating in the EU Health Programme to develop, share, refine and test tools, methods and approaches to specific issues or activities, and engage in capacity building in key areas of interest. A Joint Action is co-financed by the European Commission and participating competent authorities.

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

A Joint Action is co-funded through a direct grant procedure, i.e. no open call is published. It means that the competent authorities taking part in the Joint Action have to be nominated before the start of the proposal preparation.

There are two phases:

1. The **nomination phase**: each participating country is requested to nominate one competent authority to sign the grant agreement and thus become the direct beneficiary of the grant agreement.

This phase starts with this invitation letter and goes until the submission of nominations deadline, i.e. **up to 13th April 2018**.

2. The **proposal preparation phase**: the nominated competent authorities prepare the proposal

This phase starts the day after the deadline of the submissions of nominations, i.e. **from 28th March 2018**.

Nomination of the competent authority

Each country participating in the EU Health Programme is invited to nominate one competent authority empowered to sign the grant agreement and shall be responsible for the implementation of the action on behalf of its country.

A 'competent authority' is understood as the central authority within a country responsible for health or for a specific (public) health topic or any other authority to which that competence has been conferred. A competent authority may also be a regional authority, depending on the governance structure of the participating country.

The competent authorities manage and carry out the Joint Action together with the coordinator (lead competent authority for the joint action) contributing with their own funding and ensuring that the objectives of the joint action are met.

Other types of participation

The nominated competent authority may involve in the grant other participants, such as affiliated entities (see annex 2), subcontractors and collaborating partners.

*1) Entities affiliated to the nominated competent authority ('Affiliated entities'): These are entities or organisations that have a distinct legal personality, but **are linked to the nominated competent authority**. Affiliated entities receive co-funding through the nominated competent authority. While affiliated entities do not sign the grant agreement, they actively contribute to the implementation of the action.*

The two types of affiliation are further detailed under Annex 3, which also describes in detail the concept and modalities of affiliation, as well as the concept of "sole beneficiary".

2) Subcontractors

These are entities or organisations subcontracted by one or several nominated competent authorities 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) and shall include this in the proposal. Subcontracting must comply with the rules in force regarding public procurement.

3) Collaborating stakeholders or partners

According to the AWP 2018, the competent authorities must also identify and select the civil society organisations active at EU level that can make the most valuable contribution to the joint action. These organisations may be invited to join the action as collaborating stakeholders and/or participate in advisory structures.

Collaborating stakeholders have no contractual relationship, nor do they receive any EU funding. Even so, they can be invited to participate in the joint action meetings (for which costs may be reimbursed).

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

During the proposal preparation phase each competent authority shall indicate to the coordinator of the joint action the collaborating stakeholders that may add value to the consortium and shall include this in the proposal.

Checks

According Article 190(1)(d) of [the Rules of Application of the Financial Regulation](#), the country participating in the Health Programme is fully responsible for the nomination according to its national legislation.

As mentioned in the invitation letter, after the submission deadline, nominations will be verified to ensure the eligibility criteria are fulfilled. Chafea reserves its right to assess the regularity of the nomination procedure and to carry out checks.

During this process, Chafea requests for supporting documents, such as legal act establishing the organization, to be uploaded at the time of the submission of the nomination.

Registration of nominations via EU Survey website:

As mentioned above, the submission of the competent authority nominations shall be done through EU Survey website following this link:

<https://ec.europa.eu/eusurvey/runner/JA2018>

To access it you will need to use the following password: **JA2018!**

Instructions and nomination form to be completed and submitted are available directly on EU Survey website.

There are two steps to follow:

Step 1 - Instructions and completion of the nomination form:

The editable .pdf template of the nomination form is found on the EU survey.

Please download, complete, print and have the form signed by the nominating authority, normally the Ministry of Health or Health Board.

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

Step 2 - Submission of the nomination form:

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

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

Privacy and data protection:

Your contribution in the Joint Action will involve processing of personal data (such as name, email and phone number) with the aim to set up a list of participants of the Joint Action and share the data among those participants and participating countries.

All personal data collected by the EU Survey website and Chafea staff are processed in accordance with the provisions of Regulation (EC) N° 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regards to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

For more information, see the privacy statement of the EU Survey website available in this link: <https://ec.europa.eu/eusurvey/home/privacystatement>