3rd Health Programme 2014-2020

Joint Action 2017 on Health Information towards a sustainable EU health information system that supports country knowledge, health research and policy-making

1. What is a Joint Action (JA)?

- collaborative action among Member States, participating in the 3rd 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.

- co-financed by the European Commission and the Member States, through a direct grant procedure, i.e. no open call published.

- first, nomination of competent authorities to launch the official proposal preparation process

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

2. Nomination of competent authorities

Nomination of competent authorities

The MS participating in the 3rd 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. 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 delegated.

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

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.

3. Other participants in the JA: affiliated entities

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 of the Work plan describes in detail the concept and modalities of affiliation.

4. Other participants: subcontractors and collaborating stakeholders

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.

Collaborating stakeholders

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

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

 Note that 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.

5. Joint actions structure and governance

How are Joint Actions administered and monitored?

Structure and governance are important for the success of JAs.

The consortium and partnership agreement signed by JA partners set out the principles for collaboration and management.

The main partner and associated partners develop a standard operating procedure (SOP) that defines the governance and decision-making arrangements.

Each JA has a different governance structure, depending on its specifications and requirements.

The **main partner (Coordinator)** has an executive role in supporting the technical implementation of the action.

- It controls contractual, financial and knowledge management of the JA, and coordinates the administration of the project.

- The main partner also implements decisions of the Steering Committee and promotes dedicated tools and templates for technical, administrative and financial management.

- Its other key function is to communicate and report regularly to the Chafea and the Directorate-General for Health and Food Safety (DG SANTE).

Work package leaders: Each technical WP has a leader who ensures collaboration within the working group, requests the contribution of collaborating partners and delivers work**.**

Steering Committee (Executive Board) involves the coordinator, representing the main partner, and the WP leaders.

They are the project management team, by actively leading and contributing to implementation of the WPs.

The Steering Committee oversees the work and progress of individual WPs, especially monitoring the milestones and deliverables through periodic conference calls and meetings.

It also ensures that high standards of technical and administrative excellence are maintained, in order to facilitate successful delivery of the JA outputs.

The Committee is also responsible for resolving any potential conflict.

Officials of the Commission and Chafea are usually involved in the Steering Committee, but only as **observers** and have no voting rights.

The **Advisory Board is a group of external specialists** who advise on the coordination, evaluation and dissemination of the JA, and give recommendations on specific objectives and outputs of the project.

Examples of member of the Advisory board from other JAs:

http://ec.europa.eu/chafea/documents/health/leaflet/chafea-joint-action-2015_en.pdf

Helpful Documents **(sent with the Invitation letter)**

Link to create a draft proposal

Annual **Work Programme**

Guide for Applicants for Joint Actions

Model Grant Agreements

DRAFT TIME TABLE FOR JOINT ACTIONS 2017

February 2017	March 2017	April 2017	May 2017	June 2017	July 2017	August 2017
17/02/2017 DG SANTE sends the Invitation letter to PermRep of the MS&C* to nominate partners			11/05/2017 Deadline for nominations of partners	06/06/2017 Email to coordinator to prepare the proposal		
			29/05/2017 Infoday on Joint Actions (in Luxembourg)	06/06/2017 – send the link to submit the proposals		
-Nominations of partners and coordinators by the MS&C				-Selection of the coordinators among partners -Eligibility procedure through spot checks by Chafea -Preparation of the proposal by the partners - Publication of the guide for applicants on Chafea website		

September 2017	October 2017	November December 2017
07/09/20176 –Electronic submission of the proposal 12 to 15 September 2017 Evaluation of the proposals and Quality Assurance Workshop		Signature of the proposals
-Implementation by the coordinators of the changes suggested in the evaluation		

*MS&C: member state and all countries participating in the 3rd Health Programme

6. How to prepare a proposal?

Part A or administrative part

- Administrative information for each partner

- Statements to be accepted e.g. on exclusion criteria, operational capacity, financial viability, etc.

- Overview budget per partner – need to establish this before filling part A!

Part B or Technical Part

- 80 pages – free text & tables & charts

  - **50 pages for the technical description**

  - **30 pages for the budget tables**

  - **One table per partner**

  - **Overview table with person months per deliverable**

Co-funding: two rates

- Normal rate: up to 60%.

- In cases of exceptional utility: 80%.

- There is not obligation for each applicant to contribute equally to the action's budget.

- The minimum required percentage of own contribution applies at each partner level.

Two criteria for exceptional utility

- At least 30 % of the budget of the proposed action is allocated to Member States whose gross national income (GNI) per inhabitant is less than 90 % of the Union average.

- Bodies from at least 14 participating countries participate in the action, out of which at least four are countries whose gross national income (GNI) per inhabitant is less than 90 % of the Union average.

Key elements for a good proposal

- **Completeness:** check that your intended proposal includes all relevant information.

- Follow closely the format of the template of Part B and ensure that all the requested information is uploaded.

- Avoid mixing quality with quantity: it is not about the number of pages.

Key elements for a good proposal

- **Management quality:** clearly indicate the ability for high-quality management adapted to the scope of the intended activities of the organisation. Good financial management is a key component of management quality and adequacy between activities and requested budget is important.

Key elements for a good proposal

- **Orientation towards results and impact**: good proposals clearly show the results that will be achieved, and how the participants intend to disseminate and/or use these results.

- Good proposals include a sound and credible evaluation plan, not only focusing on process evaluation, but looking in particular at outcomes.

- Includes work packages that tackle policies and national implementation!

Evaluation process and criteria

- Eligibility

- Exclusion

- Selection

- Award

Award criteria

1 – Contribution to public health

2 – Technical quality

3 – Management quality

4 – Budget adequacy

7. Electronic submission of Joint Action proposals

- The **EU login account** is the European Commission's Authentication Service. It is the system for logging on to a whole range of websites and online services run by the Commission.

- The **Beneficiary Register** is the European Commission's online register of the beneficiaries participating in EU Programmes, such as Horizon 2020 programmes, the Health and Consumers Programmes and others.

- The **Participant Identification Code (PIC number)** is a 9-digit participant identification code, received upon completing the registration of the entity online.

- The **LEAR (Legal Entity Appointed Representative)** is the appointed representative within the beneficiary organisation to manage its data in the Electronic Submission System.

How will it work!

- Submitting an application is **only possible online via the Electronic Submission Service**.

- Proposals need to be submitted **BEFORE the deadline**.

- A **link to the Electronic Submission System** will be sent to each Joint Action coordinator after their nominations.

Step 3
Create a Draft Proposal
TEST MODE

HP-JA-2014

	Georgios Margetidis
	JA-01-2014
€	HP-PJ
THU 29	January 2015 17:00:00 Brussels Local Time
84	days left until closure

Configuration OK ✓

You're using Firefox 17 on Windows. **Adobe Reader (version 10,1,3,23) is installed.**

For more information, please consult the User Guide.

Create a Draft Proposal

Please enter the following information to create a draft proposal. Please note that fields marked with a star (*) are **mandatory**.

Your organisation

PIC* ❓ [   ]   Short name* ❓ [   ]

Organisations you have been previously associated with. Click to select.

PIC: 999985417
UNEW
KINGS GATE
NEWCASTLE UPON TYNE, UK
VAT: GB499672470

Search your PIC →

Search for your organisation   PIC [search]

Your Role

Please indicate your role in this proposal

🔘 Main contact

⚪ Contact person

Your Proposal

Please choose an acronym for your proposal. It will appear also in the "General Information" section of the submission form Part A and can also be updated there.

PIC search

✖

Find your organisation

You may enter a (complete or partial) organisation name (e.g. "Oxford" or "University of Oxford"). Entering additional information like country/city usually leads to better results. You may also search based on VAT number of the organisation in international format (e.g. "GB123456789")

| | search | clear | exit |

If your organisation is not in the system

- You need to first create a user account (European Commission LOGIN System).

- *You can then proceed to register your organisation through the European Commission's Beneficiary Register.*

- To complete this registration process, you will need to provide information about your entity legal status and its finances.

Make sure, you and your partners' organisations are registered.

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

European Commission >Research & Innovation > Participant Portal > Organisation Search

HOME   FUNDING OPPORTUNITIES   HOW TO PARTICIPATE   EXPERTS   SUPPORT

LOGIN   REGISTER

H2020 Online Manual
Reference Documents
Beneficiary Register
Financial Capacity Self-Check
SME Participation

Beneficiary Register

H2020 ONLINE MANUAL

The Commission has an **online register of the beneficiaries** participating in the EU research and innovation or education, audiovisual and cultural programmes. This allows consistent handling of the beneficiaries' official data and avoids multiple requests for the same information.

If you want to participate in a project proposal, your organisation needs to be registered and have a **9-digit Participant Identification Code (PIC)** that is the unique identifier of your organisation and will be used as a reference by the Commission in any interactions.

Is your organisation already registered? Search PIC

As you have to register your organisation only once, please see first if it has already been registered.

SEARCH

If you did not find your organisation in the register, you can start its registration below.

Register your organisation

Please note that you need to have a valid ECAS account to start registering your organisation or update its data. Login in the Portal or create your account, if you are a new user.

Please keep the legal data of your organisation at hand. You may check the information that will be necessary in the user manual. To start registration, click on the button below.

Legal Entity
Registration

REGISTER ORGANISATION

You can quit the registration process at any time; the data entered can be saved as a draft and you may **continue**

Step 3
Create a Draft Proposal
TEST MODE

HP-JA-2014

Georgios Margetidis

JA-01-2014

€ HP-PJ

THU 29 January 2015 17:00:00 Brussels Local Time

84 days left until closure

Configuration OK ✓

You're using Firefox 17 on Windows. **Adobe Reader (version 10,1,3,23) is installed.**

ℹ For more information, please consult the User Guide.

Create a Draft Proposal

Please enter the following information to create a draft proposal. Please note that fields marked with a star (*) are **mandatory**.

Your organisation

PIC* ❓   999985417   Short name* ❓   UNEW

Search for your organisation PIC   **search**

Your Role

Please indicate your role in this proposal

◉ Main contact

◯ Contact person

Your Proposal

Please choose an acronym for your proposal. It will appear also in the "General Information" section of the submission form Part A and can also be updated there.

Acronym*   HELLO   Please restrict acronym to latin characters only

characters)*   HELLO ais to support Sskldbvsukjdvbskjdc bfdb nskjdv b.s,dgvbsfhdbvg
Character count:

Put Acronym and Summary ➡

Next ➡ next > >

cancel ✕

Submission and Evaluation of Proposals Assent Disclaimer

By pressing the following button, you accept the terms and conditions of usage of this site and more specifically :

Proposal pre-registration data

1. Information used for the pre-registration and creation of a draft proposal: Call, topic, type of action; Participant Identification (PIC) code of your Organisation, Acronym, Short Summary, Panels and Keywords. (Step3) and the list of participating organisations (Step4) - can be used by the services in charge for the planning of evaluations.

2. Short Summary describes briefly the purpose of the proposal with a maximum of 2,000 characters. Entering at least keywords will help the services in the planning of the evaluations. Coordinators may choose to enter 'xxx' at this stage should they prefer not disclosing any data. The 'Short summary' information is then copied to the "Abstract" field in the administrative form and can be modified there.

If you do not wish any of your pre-registration data to be available to the European Commission/service in charge prior to call closure then please send an email to the Participant Portal Service Desk (address available at the foot of the screen and in the User Guide).

Part B

3. **File format:** For the Technical Annex (part B) you must use exclusively PDF ("portable document format", compatible with Adobe Acrobat version 5 or higher, with embedded fonts). Annexes might have an obligatory page limit. Please check for the number and type of mandatory or optional annexes for the call in the relevant call documentation. Annexes with excess pages where page limit applies, will receive a watermark upon upload to the system. Users will receive a warning when trying to submit an annex with excess pages.

4. **Time constraints:** Preparation and uploading of the PDF formatted technical annex may take some time. You should ensure that this has been completed in time, well before the call closure deadline.

Submission

5. In order to be made available for evaluation, proposals must be submitted prior to the call closure deadline. Likewise, modifications to proposals or uploaded attachments are also required to be submitted prior to the call closure deadline or they will not be taken into account. Proposals may be submitted or withdrawn at any time prior to the call closure deadline. There is only ever one version of a submitted proposal, as submission over-writes the previous version.

Personal Data

6. We will process personal data in accordance with Regulation No 45/2001 and according to the "notifications of the processing operations" to the Data Protection Officer (DPO) of the Commission/Agency (publicly accessible in the DPO register). Read more on the Legal Notice of the Participant Portal.

"*Regulation (EC) No 45/2001* of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement

Accepting creates
draft proposal

accept   decline

From: European Commission <no-reply@ec.europa.eu>
To: MARGETIDIS Georgios (CHAFEA)
Cc:
Subject: Draft proposal HELLO created

Europa / Research / Participant Portal notif

Dear Proposal Participant,

You have successfully created a draft proposal in the Participant Portal Submission System:

Proposal acronym : HELLO
Draft proposal ID : SEP-210228133 (a final Proposal ID will be assigned as soon as the proposal is s
Call : HP-JA-2014
Type of action : HP-PJ
Topic : JA-01-2014
Call closure : 2015-01-29 17:00:00
Your ECAS ID : margege

You can review, edit and submit your proposal at any time from My Proposals tab (https://ec.europa.

With kind regards,
European Commission - Participant Portal Submission System team

This email has been auto-generated. Please do not reply to this account. Your email will not be read.

Confirmation by email, Including "draft proposal ID"

Step 4

Manage Your Related Parties

TEST MODE

HP-JA-2014

Georgios Margetidis

JA-01-2014

HP-PJ

THU **29** January 2015 17:00:00 Brussels Local Time

84 days left until closure

Acronym | ID | PIC | Contact

Acronym

HELLO

Configuration OK ✓

You're using Firefox 17 on Windows. **Adobe Reader** (version 10,1,3,23) **is installed.**

For more information, please

Parties

In this step you as coordinator should manage and review the participants of your proposal. Only you as coordinator can edit the elements on this screen.

Note: Your changes will be applied only after you click the "Save changes" button.

Number of participants: 1   **Add Partner** ?

1 🏛 **Coordinator**

✏ **UNEW**

UNIVERSITY OF NEWCASTLE UPON TYNE
KINGS GATE, NE1 7RU NEWCASTLE UPON TYNE, UK
PIC: 999985417

👥 **Contact** ➕ ?

Georgios Margetidis - Main contact   ✉ ✏ ℹ

Step 4

Manage Your Related Parties

TEST MODE

HP-JA-2014

- Georgios Margetidis
- JA-01-2014
- € HP-PJ
- THU 29   January 2015 17:00:00 Brussels Local Time
- 84   days left until closure

Acronym | ID | PIC | Contact

Acronym

HELLO

Configuration OK ✓

You're using Firefox 17 on Windows. **Adobe Reader (version 10,1,3,23) is installed.**

For more information, please

Parties

In this step you as coordinator should manage and review the participants of your proposal. Only you as coordinator can edit the elements on this screen.

Note: Your changes will be applied only after you click the "Save changes" button.

Number of participants: 2   **Add Partner**   ?

1   **Coordinator**   **Contact** ➕ ?

✏ **UNEW**

UNIVERSITY OF NEWCASTLE UPON TYNE
KINGS GATE, NE1 7RU NEWCASTLE UPON TYNE, UK
PIC: 999985417

Georgios Margetidis – Main contact ✉ ✏ ⓘ

2   **Partner**   **Contact** ➕ ?   ✕

✏ **INSTITUT NATIONAL DE LA SANTE ET DE LA RECHERCHE MEDICALE (INSERM)**

INSTITUT NATIONAL DE LA SANTE ET DE LA RECHERCHE MEDICALE (INSERM)
101 Rue de Tolbiac, 75654 PARIS, FR
PIC: 999997833

Georgios Margetidis – Main contact ✏ ✕ ⓘ

Step 4

Manage Your Related Parties

TEST MODE

HP-JA-2014

👤	Georgios Margetidis
☁	JA-01-2014
€	HP-PJ
THU 29	January 2015 17:00:00 Brussels Local Time
84	days left until closure

| Acronym | ID | PIC | Contact |

Acronym

HELLO

Configuration OK ✅

You're using Firefox 17 on Windows. **Adobe Reader (version 10,1,3,23) is installed.**

For more information, please

Parties

In this step you as coordinator should manage and review the participants of your proposal. Only you as coordinator can edit the elements on this screen.

Note: Your changes will be applied only after you click the "Save changes" button.

Number of participants: 3   **Add Partner** ❓

1 🏛 Coordinator   👥 Contact ➕ ❓

✏ **UNEW**
UNIVERSITY OF NEWCASTLE UPON TYNE
KINGS GATE, NE1 7RU NEWCASTLE UPON TYNE, UK
PIC: 999985417

Georgios Margetidis - Main contact ✉ ✏ ℹ

2 👤 Partner   👥 Contact ➕ ❓ ✖

✏ **INSTITUT NATIONAL DE LA SANTE ET DE LA RECHERCHE MEDICALE (INSERM)**
INSTITUT NATIONAL DE LA SANTE ET DE LA RECHERCHE MEDICALE (INSERM)
101 Rue de Tolbiac, 75654 PARIS, FR
PIC: 999997833

Georgios Margetidis - Main contact ✉ ✏ ✖ ℹ

3 👤 Partner   👥 Contact ➕ ❓ ✖

✏ **CIBERER**
CIBER ENFERMEDADES RARAS
CL ALVARO DE BAZAN 10, 46010 VALENCIA, ES
PIC: 997457112

Francesc Palau - Main contact ✏ ✖ ℹ

- My Organisation(s)
- My Proposal(s)
- My Project(s)
- My Notification(s)
- My Expert Area

Participant Portal Submission service will be unavailable on **7th of November between 08:00 and 10:00 AM (CET)**, while system maintenance is performed. We apologise for any inconvenience this may cause. ✕

My Proposals

H2020 ONLINE MANUAL

This page provides a list of all proposals relating to you as a participant, as follows:

- proposals you have initiated or submitted as a Coordinator/Principal Investigator, or
- proposals you have contributed to as a project participant

You can view, edit or download your draft or submitted proposals, depending on the proposal status and the deadline of the relevant call.

To start preparing a new proposal, go to Funding Opportunities, to the page of the call or topic that you want to apply for, and enter the **electronic submission system.**

LEGEND	ED Edit Draft	VD View Draft	VS View Submitted	DE Delete Proposal	FO Follow-up

Show 10 ▾ entries   EXCEL   Search: [   ]

PROGRAM ▲	CALL	FUNDING SCHEME	PROPOSAL ID	ACRONYM	STATUS	REMAINING TIME	ACTIONS
3HP	HP-JA-2014	HP-PJ	SEP-2102281 33	HELLO	Draft		ED DE

Edit or Delete ➜

Showing 1 to 1 of 1 entries.   ← PREVIOUS   1   NEXT →

Step 5
Edit Proposal

TEST MODE

HP-JA-2014

Georgios Margetidis

JA-01-2014

€ HP-PJ

THU 29 January 2015 17:00:00 Brussels Local Time

84 days left until closure

Acronym ID PIC Contact

Acronym
HELLO

Edit Proposals' Forms

In this step you can edit the administrative forms and upload the proposal itself. ❓

WARNING: This proposal contains changes that have not yet been submitted...

Administrative Forms

Edit will open the forms in Adobe Reader. ❓

Next

[edit forms]   [view history]   [print preview]

Part B and Annexes

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments. ❓

[download templates]

Part B   [upload]   ⊗ ❓

Annex:Audit Reports   [upload]   ❓

Configuration OK ✓

📄 You're using Firefox 17 on Windows. **Adobe Reader (version 10,1,3,23) is installed.**

ℹ️ For more information, please consult the User Guide.

Electronic Grant preparation

- Grant preparation online ("back & forth" principle between Agency and beneficiaries).

- Electronic signature by LEAR (Legal Entity Authorised Representative) – no paper copies of grant agreement.

- Partners join the agreement after signature.

- Monitoring and reporting online: Deliverables, Payment requests, Reports, etc.

Step 5
Edit Proposal

TEST MODE

HP-JA-2014

Georgios Margetidis

JA-01-2014

€ HP-PJ

THU **29** January 2015 17:00:00 Brussels Local Time

84 days left until closure

Acronym | ID | PIC | Contact

Acronym

HELLO

Edit Proposals' Forms

In this step you can edit the administrative forms and upload the proposal itself. ❓

WARNING: This proposal contains changes that have not yet been submitted...

Administrative Forms

Edit will open the forms in Adobe Reader. ❓

[edit forms]   [view history]   [print preview]

Part B and Annexes

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments. ❓

[download templates]

Part B   [upload]   ⊗ ❓

Upload Part B

Annex:Audit Reports   [upload]   ❓

Configuration OK ✅

You're using Firefox 17 on Windows. **Adobe Reader** (version 10,1,3,23) **is installed.**

ℹ For more information, please consult the User Guide.

New Grant Agreement

- New model grant agreement aligned to H2020 procedures.

- **Interim Payment** instead of 2nd pre-financing.

- **Simplified cost structure** (Staff, Other Costs, Subcontracting), budget shifts without amendment.

- All partners sign the grant agreement.

- **Consortium agreement** mandatory.

8. Evaluation Strategy for Joint Actions

Why?

- Did we do what we said we would do? -> Description of activities
- What did we learn about what worked and what didn't work? -> Reasons for success
- What difference did it make that we did this work? -> Impact
- What could we do differently? -> Future of this and other projects
- How do we plan to use evaluation findings for continuous learning? -

Consumers, Health,
Agriculture and Food
Executive Agency

What is evaluation?

- systematic appraisal of the success of a project, in terms of results and quality

- results: whether the project objectives have been achieved

- quality: whether the outcomes meet the needs of the target group(s)

Types of evaluation

- Progress evaluation – to assess progress towards the project objectives, milestones and identifying unexpected developments

- Outcome evaluation – to assess whether the project resulted in demonstrable effects on specifically defined outcomes

- Impact evaluation – to assess intended, unintended and long-term effects

- Cost-effectiveness and cost-benefit analysis to assess efficiency by comparing outcomes to costs

Evaluation Plan

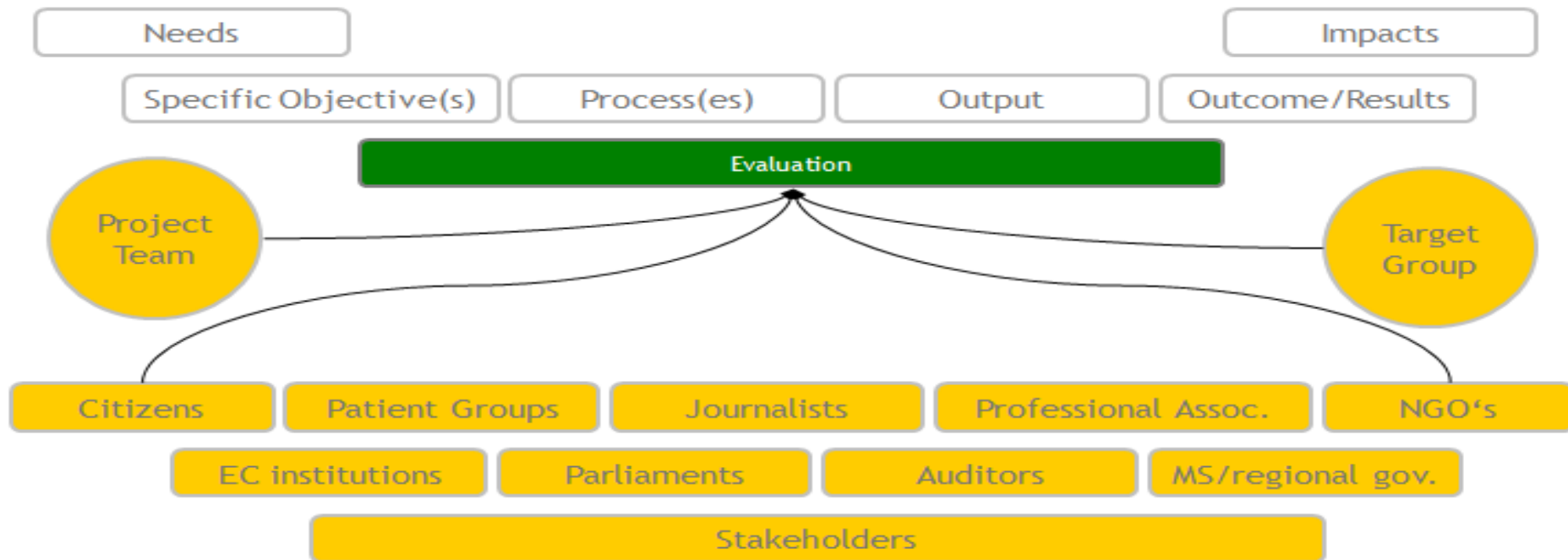Step 1: Engage stakeholders.

Step 2: Describe the program.

Step 3: Focus the evaluation design.

Step 4: Gather credible evidence.

Step 5: Justify conclusions.

Step 6: Ensure use and share lessons learned.

CDC: Framework for Program Evaluation in Public Health, 1999:
http://www.cdc.gov/mmwr/preview/mmwrhtml/rr4811a1.htm

Stakeholders...

- *Those Involved in Project Operations*
  - ... the way forward might be altered as a result of what is learned
- *Those Served or Affected by the Project*
  - ... opening an evaluation to opposing perspectives can strengthen the evaluation's credibility
- *Primary Users of the Evaluation*
  - ... who are in a position to do or decide something regarding the project/topic
  - ... caution is required for preventing misuse of the evaluation process

Who is using the evaluation?

- *You and your consortium!*
- *Target group(s)*
- *Public*

- *EC Institutions*
- *Member States*
- *Stakeholders, Policy makers*
- *Audits*

Check specifications of...

- **Need(s)** – nature and magnitude of problem/opportunity, populations affected, way of change
- **Expected Effects** - what must be accomplish to be considered successful organized by time from specific (immediate) to broad (long-term), External factors might affect success.
- **Activities** - specific steps, strategies, or actions in logical sequence
- **Resources** - time, talent, technology, equipment, information, money, and other assets
- **Logic Model** - sequence of events for bringing about change by synthesizing the main elements into a picture of how the project is supposed to work

As you know…
S.M.A.R.T objectives

- **Specific** - Specify the target group and the factors that need to be changed
- **Measurable** - Formulate objectives in a measurable format e.g. numbers to be reached, increased awareness by 25 %...
- **Appropriate** - Make sure objectives are achievable and attainable, acceptable for the target group?
- **Realistic** - Ensure that you can realistically achieve the objectives given the project's resources: time, money, staff?
- **Time-bound** - Connect objectives to a time line. State when you will achieve the objective e.g. within 3 months, by February 2015?
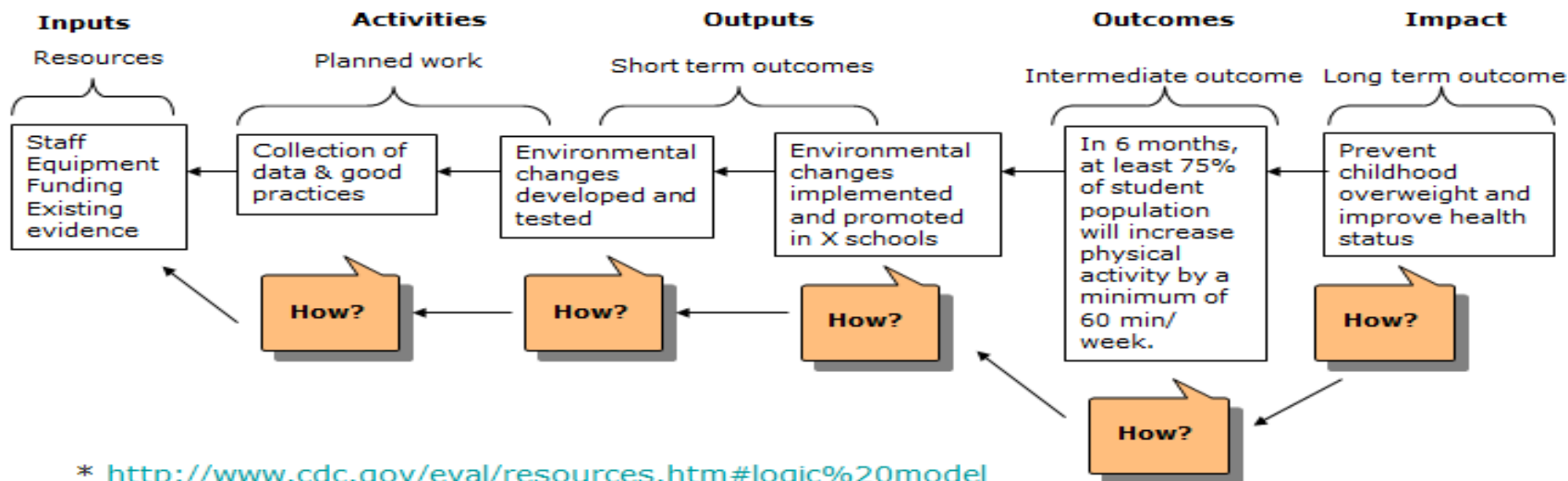
Logic model development: an example

Green et al.: Integrating quasi-experimental and inductive designs in evaluation

Evaluation 21(4)

Gather credible evidence

- **Indicators** - translate general concepts of the project, its context, and its expected effects into specific measures that can be interpreted
- **Sources** - persons, documents, or observations that provide information for the inquiry, mix of sources, inside vs external sources, criteria for selecting
- **Quality** - appropriateness and integrity of information used, Well-defined indicators enable easier collection of quality data
- **Quantity** - amount of evidence gathered, be estimated in advance with a clear, anticipated use
- **Logistics** - methods, timing, and physical infrastructure for gathering and handling evidence, analysis plan, strategy for communicating findings etc.

Compiling information that stakeholders perceive as trustworthy and relevant...

- *Choose **indicators** that **meaningfully** address evaluation questions*
- ***Describe** fully the attributes of **information sources** and the rationale for their selection*
- *Establish **clear procedures** and train staff to collect high-quality information*
- ***Monitor the quality** of information obtained*
- ***Safeguard the confidentiality** of information and information sources*

Indicators...

- ... are used to _measure the performance_ of the project
- ... should be directly _linked_ to the _specific objectives_
- ... are the base for the evaluation as they measure progress and the level to which the objective is reached
- ... aim at process, output, outcome/impact

Formulation of an indicator

Step	Examples of a training/exchange programme
Basic indicator	Professionals trained
Quantity	Number of professionals trained
Quality	Number of professionals trained in quality control that passed the test
Time	Number of professionals trained in quality control that passed the test in 2010
Target	Increase from x to y in the number of professionals trained in quality control that passed the test in 2010

Justifying Conclusions

- **Standards** - reflect the values held by stakeholders, provide the basis for forming judgments
- **Analysis and Synthesis** - detect patterns in evidence, either by isolating important findings (analysis) or by combining sources of information to reach a larger understanding (synthesis)
- **Interpretation** - figuring out what the findings mean, to determine the practical significance of what has been learned
- **Judgments** - statements concerning the merit, worth, or significance of the project, comparing the findings and interpretations against selected standards
- **Recommendations** - actions for consideration resulting from the evaluation

Ensuring Use and Sharing Lessons Learned

- *Lessons learned in the course of an evaluation do not automatically translate into informed decision-making and appropriate action*

- ***Design*** *- a clear design that is focused on who will do what with the findings*

- ***Preparation*** *– skills to translate new knowledge into appropriate action, knowledge brookering*

- ***Feedback*** *- Stakeholder feedback is an integral part of evaluation, particularly for ensuring use*

- ***Follow-Up*** *- might be required to prevent lessons learned from becoming lost or ignored in the process of making complex or politically sensitive decisions, advocate for the evaluation's findings during the decision-making phase*

What is specific for an Joint Action?

- *Higher volume of Health Programme co-funding*
  -> higher expectation of measurable impact
- *Expectations of increased Member State involvement*
  ->uptake, commitment
- *Might be the logical follow-up of projects*
  -> reference to it
- *Higher expectations of sustainability*
  –> activities to be "institutionalised" or permanent
- *Characterised by implementation (rather than knowledge prod.)*
  -> rate of implementation
- *Characterised by broad dissemination among ALL Member States*
- *Higher number of partners*
  -> follow-up of management, work processes, etc.

Further Information…

Project Management in Public Health in Europe
http://ec.europa.eu/eahc/documents/health/leaflet/project_management2.pdf

Further Links...

- *Public Health Agency of Canada: Guide to Project Evaluation* http://www.phac-aspc.gc.ca/ph-sp/resources-ressources/guide/framwork-eng.php

- *EC Regional Policy: EVALSED – the resource for the evaluation of socio-economic development* http://ec.europa.eu/regional_policy/sources/docgener/evaluation/evalsed/index_en.htm

- *CDC: A Framework for Program Evaluation* http://www.cdc.gov/eval/framework/index.htm

9. Dissemination strategy

Recommendations

The dissemination strategy must start with a **stakeholder analysis**

A stakeholder is any person potentially interested or affected by the results of the action

Stakeholder Analysis

Make a clear definition of your stakeholders, make a list of institutions by type (Ministries, Civil Society Organisations, Scientific/Academic Community, Public Health Professionals, Health related Private Sector, EU (MEP Committee, Committee of Regions, DG's…)

Prioritize your stakeholders

Start the list at the beginning of the action and fill it in with names of people and contact details

Less is often more: there is little point in attempting to reach groups that have no interest or are not influenced by the results

Then you can elaborate **the Dissemination Plan**

Message : what will be disseminated
Audience: to who (the stakeholders)
Means: how (use dissemination channels adapted the to the target audience and chose the format of the results in accordance with target needs….type of terminology, length of documents, level of details)
Timing: when (for your action and considering the agenda of your audience)
Purpose: why (do you need to Raise awareness, Inform, Engage, Promote?)

Not "everything for everyone"

Don't forget the Compulsory Deliverables

Website – include a link to the Chafea and DG Sante web-sites and to the partners organisations websites

Promotional Brochure – Flyer (what the project is)

Layman version of the final report

9. Lessons from the experience of a coordinator

SCHEDULE PROPOSAL PREPARATION

AGES

PRELIMINARY WORK

>12 months

NOMINATION

1 month

INFODAY

3 months

prepare:
- ✓ proposal
- ✓ consortium agreement

PROPOSAL UPLOAD

proposal evaluation
+
poss. **invitation** to
quality assurance workshop

6 weeks

EVALUATION SUMMARY REPORT

4 weeks

grant agreement preparation
fully electronically

UPDATED PROPOSAL UPLOAD +
DECLARATION OF HONOUR
signed by all partners

GRANT AGREEMENT +
CONSORTIUM AGREEMENT
signed by CHAFEA and all partners

COORDINATOR:

> 500 hours

START OF REIMBURSEMENT_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

START OF THE

JOINT ACTION

PRELIMINARY WORK

HOW TO START?

AGES

define

AIM & GENERAL OBJECTIVES
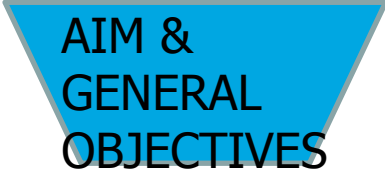
Why am I doing the project?
What do I want to achieve?

specify

SPECIFIC OBJECTIVES

Find
PARTNER / STAKEHOLDER
supporting you

split

WORK PACKAGES

Management | Dissemination | Evaluation
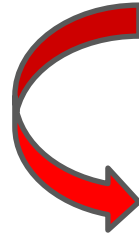
INFODAY

proposal evaluation

+

poss. **invitation** to
quality assurance workshop

6 weeks

EVALUATION SUMMARY REPORT
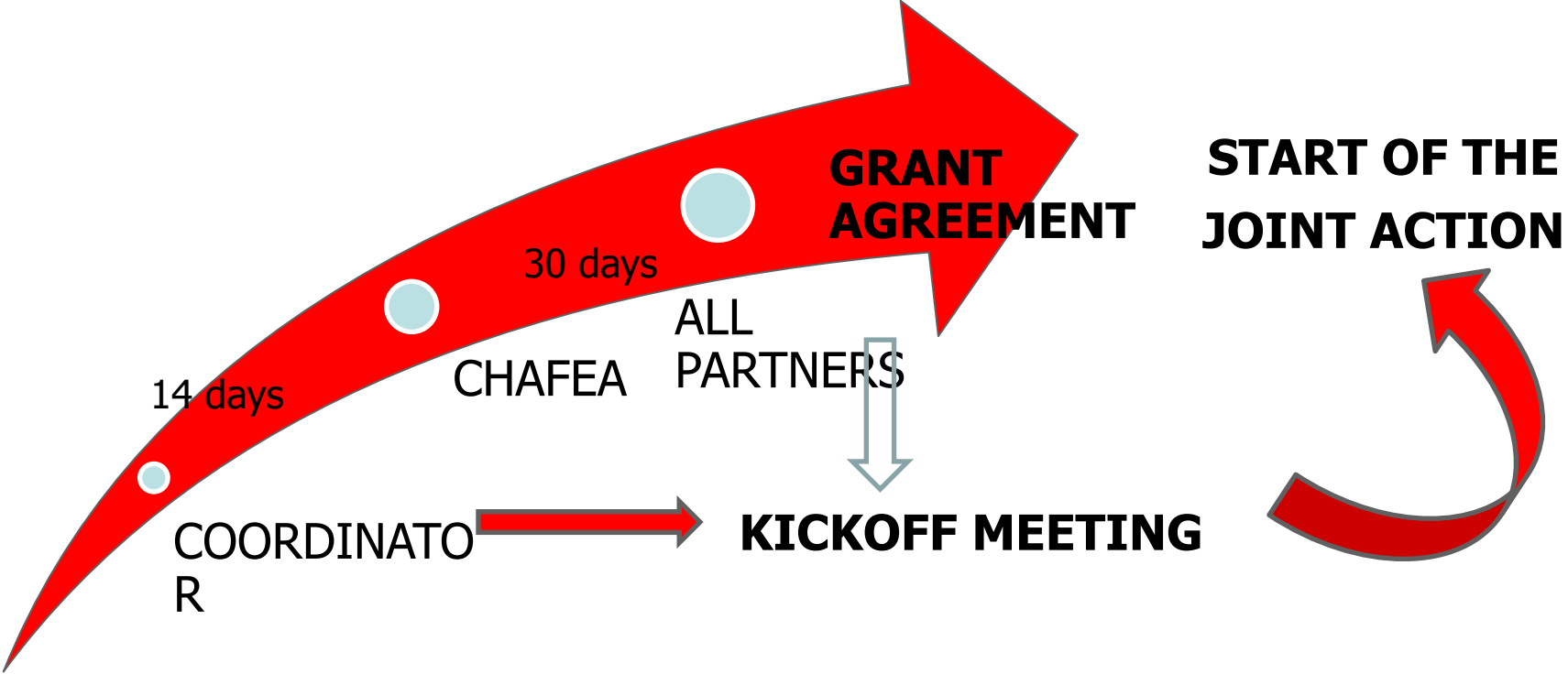
grant agreement preparation
fully electronically

4 weeks

UPDATED PROPOSAL UPLOAD +
DECLARATION OF HONOUR
signed by all parties

AGES

GRANT AGREEMENT

START OF THE JOINT ACTION

30 days

ALL PARTNERS

14 days

CHAFEA

COORDINATOR

KICKOFF MEETING

ATTENTION: If less than 90% of the participants sign the GA, the project ends.

Hold know how in your entity ➡️

RISK ANALYSIS and MANAGEMENT

how to proceed if personnel changes

➢ Let enough colleagues take part

➢ Give / ask for periodic update

THANK YOU