

Technical Description

Annex III to the Call for applications for the Designation of an EU Reference Laboratory for Public Health

# General instructions and Guidelines

Please follow the structure of this template when preparing your Technical Description. It has been designed to ensure that the important aspects of your planned work are presented in a way that will enable the evaluators to make an effective assessment of your application against the selection criteria. Please read carefully also the guidance provided for each section on the information expected within that section.

Please be aware that applications will be evaluated as they were submitted, rather than on their potential if certain additions / changes were to be made. This means that only applications that successfully address all the required aspects will have a chance of being successful.

Applicants should take note of the page limits for each section, and strike the right balance between necessary detail and conciseness. Excess pages will be disregarded.

Fill in the template with text in black font colour of minimum font size 12.

When referring to the applicant organisation(s), please use the same organisation name(s) and acronym(s) as in the Administrative Information sections in EUSurvey.



Please read carefully all the documents and instructions provided.

These guidelines and all text in <blue> in the subsequent sections are instructions on how to use the template. **Please** **ensure that you delete this section and all text in <blue> from the final document prior to submission**.

**Application for the designation of an EURL for public health in the field of <field > (ref: EURL-PH-2024-xx)**

**Applicant / Coordinator:** <organisation name of single laboratory applicant or coordinator of consortium applicant>

# Purpose and role of the EURL

<Describe your vision for the purpose and role of the EURL, in line with the requirements of the call.

This description should include a description of the EU-level public health landscape that the EURL will operate within, and how EURL fits in within it.

This section is limited to maximum two pages of text. Excess pages will be disregarded.>

[Your text here…]

# Complementarity with other actions — European added value

<Illustrate the EU added value of the proposed activities, and explain how the proposed activities are complementary to other supra-national activities carried out by other organisations, in particular relevant EURLs for food, feed and animal health and/or for in vitro diagnostics (IVD); relevant World Health Organization (WHO) Collaborating Centres (CCs) etc.

It is expected that applicants address the relevant organisations identified in the calls for applications, but applicants should also include additional activities / organisations as they find appropriate.

This section is limited to maximum two pages in total. Excess pages will be disregarded.>

[Your text here…]

# Scenario Workplans

<This section must describe the proposed workplans of the EURL in response to each of the two scenarios described in the call for applications, i.e. the tasks and activities that the applicant would implement as EURL over a two year period if the amount of funding specified in each scenario was made available.

Each workplan should include the following components:

* An outline of the approach and methodology behind the workplan. Explain why the proposed approach and methodology are the most suitable.
* Descriptions of and justifications for the proposed activities included in the workplan.
	+ Where relevant, this should also include the proposed methods for carrying out the tasks and actions
	+ It is required that the mandatory tasks included under section 2.4.1 of the call for applications are covered by both scenarios; however, tasks and activities described under the workplan for Basic Scenario do not need to be described again under the workplan for Expanded Scenario, unless they are changed or updated in a way that impacts on the Expanded Scenario workplan description
	+ In particular for the Expanded Scenario, describe the expected added value from the proposed additional activities for the network laboratories.
* Information on interlinking and dependencies between activities, and how the included tasks and activities form a cohesive workplan
* (For consortium applications) Information on what consortium partner will lead on which activities / parts of the work plan
* Please mention any foreseen outsourcing of minor parts of the planned activities outside of the applicant’s organisation(s)

Please note that applicants are not obliged to organise their proposed workplans into formal work packages, nor present lists of reports and deliverables within their workplan descriptions.>

# proposed Workplan under Basic Scenario

<The description of this section is limited to maximum eight pages in total. Excess pages will be disregarded.>

[Your text here…]

# proposed Workplan under Expanded scenario

<The description of this section is limited to maximum five pages in total. Excess pages will be disregarded.>

[Your text here…]

# Risk management

<The applicant should provide a simple risk analysis, to predict the risks that could prevent the successful execution of the workplans. Identify the most relevant external and internal risks and briefly describe some proposed risk mitigation actions. The applicant should explicitly address resource prioritisation issues that may occur in the event of available resources not being sufficient to meet both EURL and institute resource needs.

The description of this section is limited to maximum one page in total. Excess pages will be disregarded.>

[Your text here…]

# Resources and knowledge

<Provide a brief description of the applicant’s organisation(s), and how the profile(s) and expertise(s) of the organisation(s) fit(s) with the requirements of the proposed activities and of the call for applications, including access to the equipment and infrastructure needed for carrying out the proposed work. Include also a description of any experience that the organisation(s) has of carrying out similar work, and how this experience would benefit the implementation of the proposed activities.

Describe the applicant team and how the members of this team will work together to implement the proposed workplans. List the required functions by expertise, and provide short descriptions of the profiles of the key team members for these functions, with a focus on demonstrating the scientific and technical expertise and competence needed for carrying out the proposed work.

This section is limited to maximum two pages per applicant organisation, i.e. a single laboratory applicant has a maximum of two pages whereas a consortium of five laboratories has a maximum of ten pages. Excess pages will be disregarded.>

[Your text here…]

# Consortium set-up

<Only for consortium applications. Single laboratory applicants should leave this section blank.

Describe how each organisation has a clear role in the consortium, how the organisations in the consortium complement each other in terms of the required expertise, and how they will work together to implement the proposed workplans.

This section is limited to maximum one page in total. Excess pages will be disregarded.>

[Your text here…]

# Impact

<Define the short, medium and long-term effects of the proposed work. Identify the key stakeholder groups that would be impacted by the work of the EURL, and explain how they would benefit concretely from the proposed workplan activities.

This section is limited to maximum two pages in total. Excess pages will be disregarded.>

[Your text here…]

# Communication and dissemination

< Describe the communication and dissemination activities which are planned in order to communicate with the key stakeholders, promote the activities/results, and maximise the impact (to whom, which format, how many, etc.). Clarify how you will reach the relevant stakeholders and policymakers and explain the choice of communication and/or dissemination channels.

At minimum, a communication plan for

1. the relevant laboratory network(s) members, and
2. ECDC

must be presented.

This section is limited to maximum two pages in total. Excess pages will be disregarded.>

[Your text here…]