



Luxembourg,  
EAHC LB/IK Ares (2012)

**2013 CALL FOR PROPOSALS FOR CONFERENCES**  
**SECOND PROGRAMME OF COMMUNITY ACTION**  
**IN THE FIELD OF HEALTH (2008-2013)**

**1. BACKGROUND AND PURPOSE OF THIS CALL**

On 23 October 2007, the European Parliament and the Council adopted a Decision establishing a second programme of Community action in the field of health (2008-2013)<sup>1</sup>. This programme entered into force on 1 January 2008 and 2013 will be its last year.

The second Health Programme is intended to complement, support and add value to the policies of the Member States and contribute to increased solidarity and prosperity in the European Union. The Programme's objectives are

- to improve citizens' health security;
- to promote health, including the reduction of health inequalities and
- to generate and disseminate health information and knowledge.

The 2013 work plan<sup>2</sup> sets out details of the financing mechanisms and priority areas for action to implement the programme. and is available at [http://ec.europa.eu/health/programme/docs/wp2013\\_en.pdf](http://ec.europa.eu/health/programme/docs/wp2013_en.pdf). The present call relates to the financing mechanism "conference grants"<sup>3</sup>.

Interested parties active in the field of public health are invited to submit an application to the Executive Agency for Health and Consumers ('Executive Agency' or 'contracting authority'), through this call for proposals for conferences; in accordance with the provisions of Annex I point 3.4.2 and Annex V of the 2013 work plan and this call text, in order to pursue the objectives of the second Health Programme.

The eligibility, exclusion, selection and award criteria, the procedures for application and approval and the indicative amount are described below.

---

<sup>1</sup> Decision No 1350/2007/EC of the European Parliament and of the Council of 23 October 2007 establishing a second programme of Community action in the field of health (2008-2013), OJ L 301, 20.11.2007.

<sup>2</sup> Commission Implementing Decision of 28 November 2012- 2012/C 378/07, OJ 8 December 2012, pag. 6

<sup>3</sup> The provisions of the 2013 work plan and those of the present call for proposals are mutually explanatory. Nevertheless, in case of ambiguities or discrepancies between the provisions of the 2013 work plan and those of the call for proposals, the former will take precedence over the latter.

## 2. OBJECTIVES

Conference grants may be awarded for the organisation of conferences that correspond to the three objectives of the Health Programme. To be awarded funding, conferences should promote the priorities of the European Union as set out in Commission Communication COM(2010) 2020 of 3 March 2010 *EUROPE 2020 — A Strategy for smart, sustainable and inclusive growth*. Particularly relevant issues include active and healthy ageing, sustainable health systems, health workforce, health threats and patient safety.

## 3. TIMETABLE

### Deadline

The final deadline for the submission of proposals is **22 March 2013** (date of post stamp).

	Stages	Date/period
a)	Publication of the call	20/12/2012
b)	Deadline for submitting applications	22/03/2013 (date of post stamp)
c)	Evaluation period (indicative)	25/03/2013 – 21/06/2013
d)	Information to applicants (indicative): Notification letter (results of the evaluation) Official letter (award decision)	$\geq$ 24/06/2013 $\leq$ 22/09/2013
e)	Signature of grant agreement (indicative)	$\leq$ 22/12/2013
f)	Starting date of the action (indicative)	$\geq$ 01/01/2014

## 4. BUDGET AVAILABLE

The total budget earmarked for the co-financing of conferences is estimated at EUR 600.000. Conferences may receive up to EUR 100 000 (maximum 50 % of the total budget).

## 5. ADMISSIBILITY REQUIREMENTS

- Applications must be sent (dispatched) no later than 22 March 2013 (date of post stamp).
- Applications must be submitted in writing (see section 14), using the application form available on the Executive Agency's website: <http://ec.europa.eu/eahc/health/index.html>
- Applications must be drafted in one of the EU official languages.

However, in order to facilitate assessment by the evaluators, an English translation should accompany any proposal written in another EU official language. Therefore,

if the proposal will be presented in another language than English, applicants should submit their applications both in hard copy (i.e. paper) and in electronic format in the chosen EU official language and in English.

Failure to comply with those requirements will lead to the rejection of the application.

## **6. ELIGIBILITY CRITERIA**

### **6.1. Eligible applicants**

Grant applications are eligible if submitted by:

- legal persons,
- entities which do not have legal personality under the applicable national law, provided that their representatives have the capacity to undertake legal obligations on behalf of the entity and offer guarantees for the protection of the Union's financial interests equivalent to those offered by legal persons.

The application shall state the legal status of the applicant.

In addition, only **public or non-profit-making bodies** are eligible for a conference grant. For example public administrations and other public sector bodies, as well as non-governmental organisations including, universities, higher education establishments, research institutions etc. can submit a conference proposal. **Private entities** are eligible only if they are non-for-profit. The assessment of the non-profit-making status of the applicant will be made on the basis of the statute or official registration certificate that should be provided together with the application form.

Only affiliated entities may take part in the action as partners, therefore they shall participate as applicants.

### **Eligible countries**

Only applications from entities established in one of the following countries are eligible:

- 27 EU Member States
- EFTA/EEA countries (Iceland, Liechtenstein and Norway) on the basis of the Agreement on the European Economic Area.
- Entities from other third countries, in particular the European Neighbourhood Policy countries, countries that are applying for, are candidates for or are acceding to membership of the European Union, and the Western Balkan countries included in the stabilisation and association process, may participate in the second Health Programme provided that the necessary agreements are in place. Of these countries, Croatia has concluded these arrangements with the European Union and participates in the Programme. Therefore, entities from Croatia are considered eligible for funding from the second Health Programme.

Finally, collaboration with the above third countries not participating in the Programme should be facilitated. This should not involve funding from the Programme. Nevertheless, travel and subsistence expenses for experts invited from or travelling to such countries can be considered eligible costs in duly justified, exceptional cases, where this directly contributes to the objectives of the Programme.

## **6.2. Eligible activities**

**Conferences organised by the Presidencies of the European Union fall outside the scope of the present call.**

Conferences must have a broad European dimension.

Applicants should ensure that the conferences build on and contribute to the dissemination of the results of other actions, in particular projects and joint actions of the second Health Programme and, where appropriate, the previous Public Health Programme or other relevant EU funding programmes. Details of previously funded actions are available at <http://ec.europa.eu/eahc>, more specifically in the project database: <http://ec.europa.eu/eahc/projects/database.html>.

## **6.3 Implementation period:**

For administrative reasons, conferences eligible for co-funding, apart from Presidency conferences, must take place in 2014.

Actions which have already commenced by the date on which the grant application is registered will be excluded from participation in the call. The duration of the action must not exceed 12 months.

In order to assess the eligibility, the following documents need to be provided: see section 14.

## **7. EXCLUSION CRITERIA**

### **7.1. Exclusion from participation:**

Applicants will be excluded from participating in the call for proposals procedure if they are in any of the following situations:

- (a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) they or persons having powers of representation, decision making or control over them have been convicted of an offence concerning their professional conduct by a judgment of a competent authority of a Member State which has the force of res judicata;

- (c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify including by decisions of the EIB and international organisations;
- (d) they are not in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the grant agreement is to be performed;
- (e) they or persons having powers of representation, decision making or control over them have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such an illegal activity is detrimental to the Union's financial interests;
- (f) they are currently subject to an administrative penalty referred to in Article 109(1).

## **7.2. Exclusion from award:**

Applicants will not be granted financial assistance if, in the course of the grant award procedure, they:

- (a) are subject to a conflict of interest;
- (b) are guilty of misrepresenting the information required by the contracting authority as a condition of participation in the grant award procedure or fail to supply this information;
- (c) find themselves in one of the situations of exclusion, referred to in section 7.1.

In order to assess the exclusion criteria, supporting documents need to be provided (please see section 14): applicants must sign a declaration on their honour certifying that they are not in one of the situations referred to in articles 106(1) and 107 to 109 of the Financial Regulation<sup>4 5</sup>, filling in the relevant form attached to the application form accompanying the call for proposals. This declaration of honour will be automatically created by the application form based on the entered data. The form needs to be printed and signed by the applicant. **Only original declarations of honour will be accepted.**

## **8. SELECTION CRITERIA**

### **8.1. Financial viability**

Applicants must have stable and sufficient sources of funding to maintain their activity throughout the period during which the activity is being carried out and to participate in its co-financing.

---

<sup>4</sup> [REGULATION \(EU, EURATOM\) NO 966/2012 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation \(EC, Euratom\) No 1605/2002](#)

<sup>5</sup> [COMMISSION DELEGATED REGULATION \(EU\) on the rules of application of Regulation \(EU\) of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union](#)

The verification of financial viability will not apply to public bodies, to international public organisations created by inter-governmental agreements or to specialist agencies created by the latter.

The applicants' financial viability will be assessed on the basis of the following supporting documents to be submitted with the application:

a) Low value grants ( $\leq$  EUR 60 000):

- a declaration on their honour.

b) Applicants requesting an EU-contribution of  $\geq$  EUR 60 000:

1. a declaration on their honour and,

2. the profit and loss account,

3. the balance sheet for the last two financial year for which the accounts were closed (for a newly created organisation, the business plan shall be submitted to replace the closed accounts);

4. the table provided for in the application form, filled in with the relevant statutory accounting figures, in order to calculate the ratios as detailed in the form.

## **8.2. Operational capacity**

Applicants must have the professional resources, competences and qualifications required to complete the proposed action.

Supporting documents to be provided (see also section 14):

1. Curricula vitae of all relevant professional staff in all organisations involved in the proposed action in the form of a short description of the main staff to be provided in the application form in the section foreseen for that purpose (4.2 – conference holder);

2. the activity report – including operational, financial and technical details – of the applicant, last available year;

## **9. AWARD CRITERIA**

As regards the award criteria, each proposal will be assessed according to the Work Plan 2013.

9.1. Content of the proposal (60 points, threshold: 30 points):

(a) Relevance of the content and expected results of the event in relation to the objectives and priorities described in the work plan for 2013 (15 points);

(b) Participation (15 points):

Applicants must clearly describe the expected number and profile/function of target participants in the event, making reference to distribution by Member State, organisation and type of expertise;

(c) European dimension (15 points):

Conferences must have a wide European Union dimension, with participants from 10 or more countries participating in the Health Programme;

(d) Follow-up and evaluation methodology (15 points):

Applicants must clearly describe the dissemination strategy. An adequate evaluation must be provided based on an evaluation plan with corresponding design, method, responsibilities and timing making use of indicators.

9.2. Management quality (40 points, threshold 20 points):

(a) Planning of the event (15 points):

Applicants must clearly describe the methodology, tools, timetable and milestones, deliverables, nature and distribution of tasks, and financial circuits, and provide a risk analysis;

(b) Organisational capacity (10 points):

Applicants must clearly describe the management structure, competence of staff, responsibilities, decision-making, monitoring and supervision;

(c) Overall and detailed budget (15 points):

Applicants must ensure that the budget is relevant, appropriate, balanced and consistent in itself and in relation to the objective/s of the conference.

Any proposal which does not reach all thresholds will be rejected.

In order to assess the award criteria, the following documents need to be provided: see section 14.

## **10. LEGAL COMMITMENTS**

Following the evaluation, a list is drawn up of proposals recommended for funding, ranked according to the total number of points awarded. Depending on budget availability, the highest ranked proposals will be awarded co-funding.

In the event of a grant awarded, a grant agreement drawn up in euro and detailing the conditions and level of funding, will be sent to the beneficiary, as well as the procedure in view to formalise the obligations of the parties.

Grant agreement: the 2 copies of the original agreement must be signed first by the beneficiary and returned to the Executive Agency immediately. The Executive Agency will sign it last.

Please note that the award of a grant does not establish an entitlement for subsequent years.

## **11. FINANCIAL PROVISIONS**

### **11.1. General Principles**

The Financial Regulation and the Rules of Application are the reference documents for the implementation of the Health Programme.

Grants must comply with the following principles:

a) Non-cumulative award

An action may only receive one grant from the EU budget.

In no circumstances shall the same costs be financed twice by the Union budget. To ensure this, applicants shall indicate the sources and amounts of Union funding received or applied for the same action or part of the action or for its functioning during the same financial year as well as any other funding received or applied for the same action.

b) Non-retroactivity

No grant may be awarded retrospectively for actions already completed.

A grant may be awarded for an action which has already begun only where the applicant can demonstrate the need to start the action before the grant agreement is signed.

In such cases, costs eligible for financing may not have been incurred prior to the date of submission of the grant application.

c) Co-financing

Co-financing means that the resources which are necessary to carry out the action or the work programme may not be entirely provided by the EU grant.

Co-financing of the action may take the form of:

- the beneficiary's own resources,
- income generated by the action or work programme,
- financial contributions from third parties.

d) Balanced budget

The estimated budget of the action is to be attached to the application form. It must have revenue and expenditure in balance.

The budget must be drawn up in euros.

e) Implementation contracts/subcontracting

Where the implementation of the work programme requires the award of procurement contracts (implementation contracts), the beneficiary must award the

contract to the bid offering best value for money or the lowest price (as appropriate), avoiding conflicts of interests and retain the documentation for the event of an audit.

For public bodies: Entities acting in their capacity of contracting authorities in the meaning of Directive 2004/18/EC<sup>6</sup> or contracting entities in the meaning of Directive 2004/17/EC<sup>7</sup> shall abide by the applicable national public procurement rules.

Sub-contracting, i.e. the externalisation of specific tasks or activities which form part of the action as described in the proposal must satisfy the conditions applicable to any implementation contract (as specified above) and in addition to them the following conditions:

- it may only cover the implementation of a limited part of the action;
- it must be justified having regard to the nature of the action and what is necessary for its implementation;
- it must be clearly stated in the proposal.

## **11.2. Funding form: mixed financing**

Mixed financing grants are calculated on the basis of a detailed estimated budget indicating clearly the costs that are eligible for EU funding. The grant amount may neither exceed the eligible costs nor the amount requested. Amounts are indicated in euros.

### **➤ Maximum amount requested**

The EU grant is limited to a maximum co-funding rate of 50% of **eligible costs** taking into account the maximum EU contribution referred to in section 4.

Consequently, part of the total eligible expenses entered in the estimative budget must be financed from sources other than the EU grant (see section 11.1c).

### **➤ Eligible costs**

Eligible costs are actually incurred by the beneficiary of a grant and meet all the criteria indicated in the grant agreement.

- Eligible (direct and indirect) costs are indicated in the grant agreement (also listed in the guide for applicants);
- Ineligible costs are indicated in the grant agreement (also listed in the guide for applicants).

Please note that contributions in kind are not considered eligible cost.

---

<sup>6</sup> Directive 2004/18/EC on the coordination of procedures for the award of public work contracts, public supply contracts and public service contracts.

<sup>7</sup> Directive 2004/17/EC coordinating the procurement procedures of entities operating in the water, energy, transport and postal services sectors.

### ➤ **Calculation of the final grant amount**

The final amount of the grant to be awarded to the beneficiary is established after completion of the action, upon approval of the request for payment containing the documents indicated in the grant agreement.

The calculation of the final grant amount is indicated in the grant.

EU grants may not have the purpose or effect of producing a profit within the framework of the action of the beneficiary. **Profit shall be defined as a surplus of the receipts over the eligible costs incurred by the beneficiary**, when the request is made for payment of the balance. In this respect, where a profit is made, the Executive Agency shall be entitled to recover the percentage of the profit corresponding to the Union contribution to the eligible costs actually incurred by the beneficiary to carry out the action or work programme. A beneficiary requesting an EU-contribution of EUR ≤ 60 000, is exempted from this provision.

### **11.3. Payment arrangements**

The payments generally consist of the following:

A pre-financing payment will be transferred to the beneficiary within 30 days either of the date when the last of the two parties signs the agreement, provided all requested guarantees have been received.

Pre-financing may be paid in several instalments. In that case, further pre-financing payments will be made within 60 days after the receipt by the Executive Agency of the progress report on the action's implementation. This further pre-financing payment may not be made until at least 30% of the previous pre-financing payment has been used up. Where the consumption of the previous pre-financing is less than 70%, the amount of the new pre-financing payment shall be reduced by the unused amounts of the previous pre-financing.

The Executive Agency will establish the amount of the final payment to be made to the beneficiary on the basis of the calculation of the final grant amount (see section 11.2 above). If the total of earlier payments is higher than the final grant amount, the beneficiary will be required to reimburse the amount paid in excess by the Executive Agency through a recovery order.

For more details, please see the grant agreement.

### **11.4. Pre-financing guarantee**

In the event that the applicant's financial viability is not satisfactory, a pre-financing guarantee for up to the same amount as the pre-financing may be requested in order to limit the financial risks linked to the pre-financing payment.

The financial guarantee, in euro, shall be provided by an approved bank or financial institution established in one of the Member State of the European Union. When the beneficiary is established in a third country, the authorising officer responsible may agree that a bank or financial institution established in that third country may provide the guarantee if he considers that the bank or financial institution offers equivalent security and

characteristics as those offered by a bank or financial institution established in a Member State. Amounts blocked in bank accounts shall not be accepted as financial guarantees.

The guarantee shall be released as the pre-financing is gradually cleared against interim payments or payments of balances to the beneficiary, in accordance with the conditions laid down in the grant agreement.

No financial guarantee will be requested if the EU contribution is EUR  $\leq$  60 000.

## **12. PUBLICITY**

### **12.1. By the beneficiaries**

Beneficiaries must clearly acknowledge the European Union's contribution in all publications or in conjunction with activities for which the grant is used in line with the grant agreement.

In this respect, beneficiaries are required to give prominence to the name and emblem of the European Union on all their publications, posters, programmes and other products realised under the co-financed conference.

To do this they must use the text, the emblem and the disclaimer available at [http://ec.europa.eu/eahc/management/visual\\_identity.html](http://ec.europa.eu/eahc/management/visual_identity.html).

If this requirement is not fully complied with, the beneficiary's grant may be reduced in accordance with the provisions of the grant agreement.

### **12.2. By the Executive Agency / the Commission**

With the exception of scholarships paid to natural persons and other direct support paid to natural persons in most need, all information relating to grants awarded in the course of a financial year shall be published on an internet site of the European Union institutions no later than the 30 June of the year following the financial year in which the grants were awarded.

The following information will be published:

- name of the beneficiary
- address of the beneficiary when the latter is a legal person, region when the beneficiary is a natural person, as defined on NUTS 2 level<sup>8</sup> if he/she is domiciled within EU or equivalent if domiciled outside EU,
- subject of the grant,
- amount awarded.

Upon a reasoned and duly substantiated request by the beneficiary, the publication shall be waived if such disclosure risks threatening the rights and freedoms of individuals concerned as protected by the Charter of Fundamental Rights of the European Union or harm the commercial interests of the beneficiaries.

---

<sup>8</sup> European Union Official Journal L 39, of 10 February 2007.

### 13. DATA PROTECTION

The reply to any call for proposals involves the recording and processing of personal data (such as name, address and CV). Such data will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, the questions and any personal data requested are required to evaluate the application in accordance with the specifications of the call for proposal will be processed solely for that purpose by the Executive Agency / the Commission. Details concerning the processing of personal data are available on the privacy statement at: [http://ec.europa.eu/eahc/about/data\\_protection.html](http://ec.europa.eu/eahc/about/data_protection.html)

Personal data may be registered in the Early Warning System (EWS) only or both in the EWS and Central Exclusion Database (CED) by the Accounting Officer of the Commission, should the beneficiary be in one of the situations mentioned in:

- the Commission Decision 2008/969 of 16.12.2008 on the Early Warning System (for more information see the Privacy Statement on:

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/legal\\_entities/legal\\_entities\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm)),

or

- the Commission Regulation 2008/1302 of 17.12.2008 on the Central Exclusion Database (for more information see the Privacy Statement on

[http://ec.europa.eu/budget/explained/management/protecting/protect\\_en.cfm](http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm))

### 14. PROCEDURE OF THE SUBMISSION OF THE PROPOSALS

A proposal is made up of a standard application form and supporting documents. To be considered as complete, the application must comply with the formal requirements described in the table below.

No modification to the application is allowed once the deadline for submission has elapsed. However, if there is a need to clarify certain aspects or for the correction of clerical mistakes, the Executive Agency may contact the applicant for this purpose during the evaluation process.

At any moment during the evaluation the Executive Agency may request clarification or additional documents. Such documentation must be delivered by the main applicant, **within the deadline specified in the request (no more than 5 working days)**, by e-mail to: [EAHC-PHP-CALLS@ec.europa.eu](mailto:EAHC-PHP-CALLS@ec.europa.eu) and by fax at: +352 4301 30359.

Applicants will be informed in writing about the results of the selection process.

#### ➤ Submission on paper

Application forms are available at [http://ec.europa.eu/eahc/health/conference\\_grants.html](http://ec.europa.eu/eahc/health/conference_grants.html).

Applications shall be submitted on the correct form, duly completed, dated, showing a balanced budget (revenue/expenditure), submitted in 2 copies (one original clearly identified as such, plus 1 copy), and signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation.

The table below lists all supporting documents which have to be submitted. These documents are the evidence so that the eligibility, exclusion, selection and award criteria, described above can be assessed.

Documents	Comments	Formal requirements	Criteria to be assessed
<b>PROPOSAL</b>			
Application form for conferences	The application form, to be downloaded from the website: <a href="http://ec.europa.eu/eahc">http://ec.europa.eu/eahc</a> , provides information on administrative aspects of the applicant as well as technical and financial information of the conference.	1 signed original + 1 photocopy + electronic version saved on CD-ROM/DVD/USB	Based on the information provided in the application form: eligibility criteria, financial viability and operational capacity under the selection criteria, and award criteria

<b>SUPPORTING DOCUMENTS</b>			
Declaration of honour	<b>Declaration of honour</b> stating that the applicants are not in any of the situations listed in Articles 106 and 107 of the Financial Regulation. This declaration of honour will be automatically created by the form based on the entered data. It needs to be printed and signed by the applicant.  <b>Signing the form occurs through signing the Declarations of Honour.</b>	Signed original to be included with the application package. <b>Only original declarations of honour will be accepted.</b>	Exclusion and selection criteria
Legal entity form "public entities"	The mandatory template is available under the following link: <a href="http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm">http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm</a>	1 original filled (typed) in English, duly signed, dated and stamped by an authorised legal representative.	Eligibility criteria

		The information must be consistent with the mandatory supporting documents as described in the legal entity form.	
Legal entity form "private entities"	The mandatory template is available under the following link: <a href="http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm">http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm</a>	1 original filled (typed) in English, duly signed, dated and stamped by an authorised legal representative. The information must be consistent with the mandatory supporting documents as described in the legal entity form.	Eligibility criteria
Conference programme	Draft version is accepted	2 copies	Award criteria
Annual activity report	Last available year	1 copy	Selection criteria

<b>SUPPORTING DOCUMENTS FROM PRIVATE BODIES ONLY</b>			
The organisation's status/articles of association	<b>These supporting documents are not required from public bodies</b>	1 copy, signed by the legal representative of the applicant organisation	Eligibility criteria
The official registration certificate of the association		1 copy, signed by the legal representative of the applicant organisation	Eligibility criteria
Organisation's accounts (profit and loss accounts and balance sheets) for the last two financial years		1 copy, signed by the legal representative of the applicant organisation	Financial viability under the selection criteria

for which the accounts have been closed which have been used as the basis information to fill in part 8.2 of the application form			
---	--	--	--

<b>MANDATORY CHECKLIST TO BE FILLED BY THE APPLICANT AS PART OF THE APPLICATION FORM</b>		
Checklist	This mandatory checklist helps the applicant to ensure that a complete and correct application is provided on time. Please check each applicable box, date and sign it.	1 signed original

**In submitting a proposal, the applicant accepts the procedures and conditions as described in this call and in the documents to which it refers. Applications that do not comply with these requirements will be rejected.**

**Be aware that only complete application packages will be admitted to the evaluation procedure. Applicants are responsible for ensuring that the application is complete according to the requirements specified in this chapter. Incomplete application packages or applications received in more than one package will be automatically excluded.**

Applicants shall submit their proposals in one single batch:

1. either by postal mail, preferably by registered mail, clearly postmarked on or before the deadline indicated above, to:

**CALL FOR PROPOSALS “HEALTH – 2013”  
CONFERENCES**

European Commission  
Executive Agency for Health and Consumers  
Bâtiment Jean Monnet

Rue Alcide de Gasperi  
L-2920 LUXEMBOURG;

2. or by hand delivery **at the following times: 9H00 to 16H30 Monday to Thursday and 9H00 to 16H00 on Friday** to:

**CALL FOR PROPOSALS “HEALTH – 2013”  
CONFERENCES**

European Commission  
Executive Agency for Health and Consumers  
Bâtiment Jean Monnet  
Rue Alcide de Gasperi  
L-2920 LUXEMBOURG;

either by the applicant in person or by an authorised representative, and confirmed by a duly signed and dated acknowledgment of receipt on or before the deadline indicated above;

3. or by private courier service to:

**CALL FOR PROPOSALS “HEALTH – 2013”  
CONFERENCES**

European Commission  
Executive Agency for Health and Consumers  
Bâtiment Jean Monnet  
Rue Alcide de Gasperi  
L-2920 LUXEMBOURG;

- i. If a dated acknowledgment of receipt is returned to the applicant by the private courier service, the date of delivery to the private courier service will act as proof of delivery.
- ii. In the absence of a dated acknowledgment of receipt by the private courier service, the date of delivery to the Executive Agency / Commission at the address above will be proven by a signed and dated receipt.

## **IMPORTANT NOTICE**

To avoid any delays in the call evaluation procedure, the Executive Agency will disregard and not process proposals sent before or on the set deadline, as described in section V above, but which have not been actually delivered by post or by private courier service to the Executive Agency / the Commission **before 19 April 2013**, even if late delivery is due to postal delays or to other reasons beyond the control of the applicant. It is understood that it is the responsibility of the applicant to ensure timely delivery of the proposal by a quality delivery service and that he will seek appropriate guarantees for the service he contracts to this effect.

**Submission by fax or electronic mail will not be accepted.**

➤ **Contacts**

A helpdesk at the Executive Agency will be available at: +352 4301 37707, e-mail address: [EAHC-PHP-CALLS@ec.europa.eu](mailto:EAHC-PHP-CALLS@ec.europa.eu) on weekdays between 9.30 – 12.00 and 14.00 – 17.00. Please note that the helpdesk will be unavailable on weekends and during the Christmas period (22 December 2012 to 2 January 2013 included).

Frequently asked questions are published on the website of the Executive Agency: <http://ec.europa.eu/eahc/health/faq.html>

In all correspondence relating to this call (e.g. when requesting information, or submitting an application), reference must be clearly made to this specific call. Once the Executive Agency / Commission has allocated a registration number to a proposal, indicated in the acknowledgement of receipt, the applicant must use this number in all subsequent correspondence.

No modification to the application is allowed once the deadline for submission has elapsed.

➤ **Annexes:**

- Application form
- Checklist of documents to be provided
- Model grant agreement
- Guide for applicants