



BISTAIRS project - *Brief Interventions in the Treatment of Alcohol use disorders In Relevant Settings*

Kick-off meeting - May 2012

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European
Commission

ROLES AND RESPONSABILITIES

EAHC and EC (DG-SANCO): distinct Roles and Responsibilities

Commission (DG SANCO)

- Sets priorities in annual Public Health Work Plans (currently HP, HI, HS)
- Liaises with Member States

EAHC

- Launches calls for proposals and tenders
- Monitors projects
- Improves efficiency of management and dissemination

but close collaboration

- Steering committee meetings
- Regular « liaison meetings »
- Regular meetings at technical level
- Participation in evaluation committees

Roles and responsibilities - Project coordinator

- has full responsibility for ensuring that the action is implemented according to the agreement
- is the intermediary for all communication between the co-beneficiaries and the Executive Agency
- is responsible for supplying all documents and information to the EAHC which may be required under the agreement. Where information from the co-beneficiaries is required, the co-ordinator is responsible for obtaining and verifying this information and for passing it on to the EAHC
- establishes the payment requests on behalf of the beneficiaries

Roles and responsibilities - Associated Partners

- are responsible for carrying out tasks/activities assigned
- are responsible for (timely) producing the foreseen technical documentation
- are responsible for (timely) making available administrative/financial documentation (i.e. dated time sheets) throughout the project
- are responsible for (immediately) informing the project coordinator of any event which could affect/delay the implementation of the action

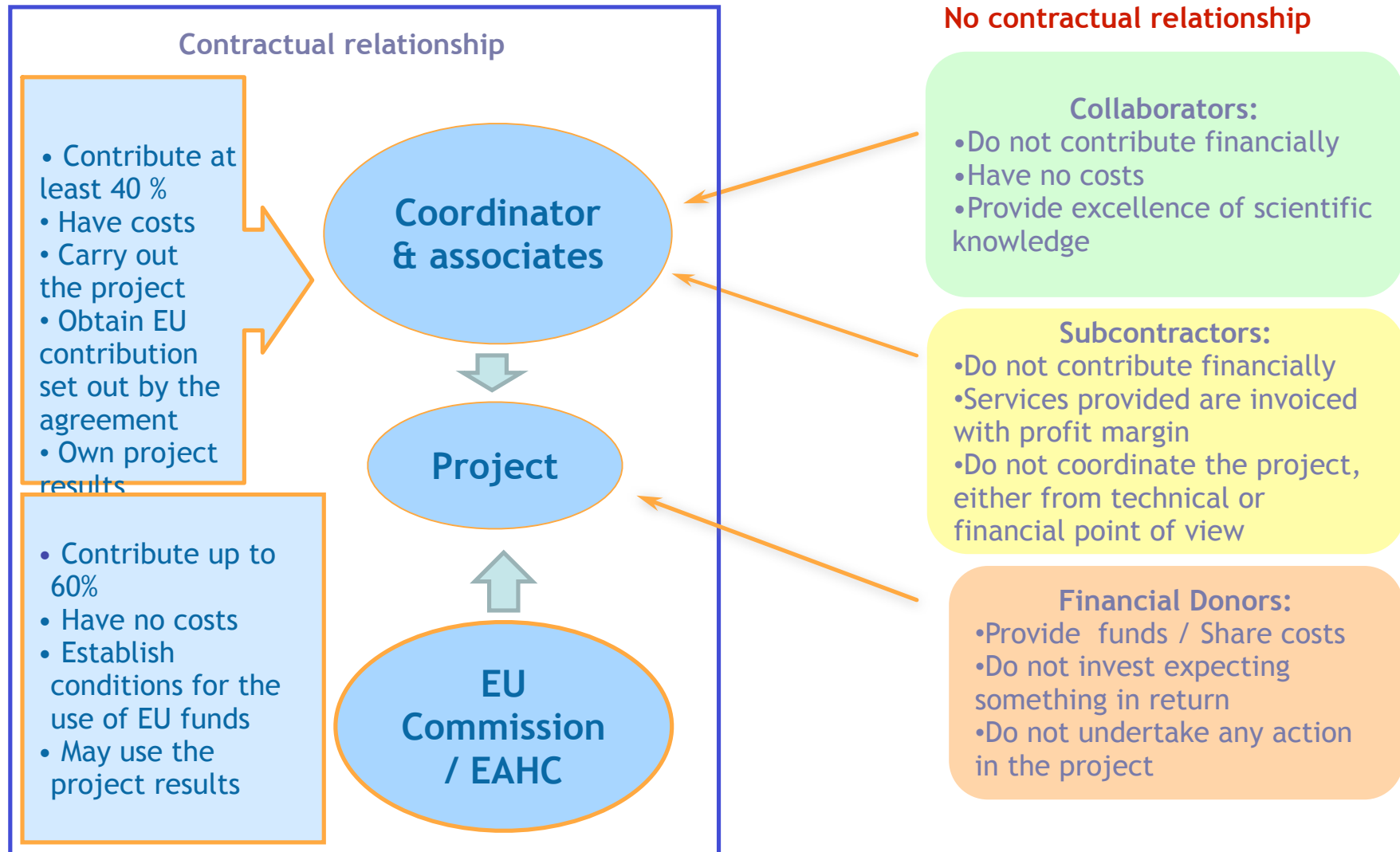


Roles and responsibilities - EU project coordinator (EAHC Scientific Project Officer)

Follow the action throughout the life-time:

- attend the kick-off meeting, and other project meetings (if necessary)
- follow-up the progress of the action (i.e. interim/final reporting, deliverable submission)
- deal with any enquiries regarding the project

Financial Aspect of Project, Roles and Responsibilities



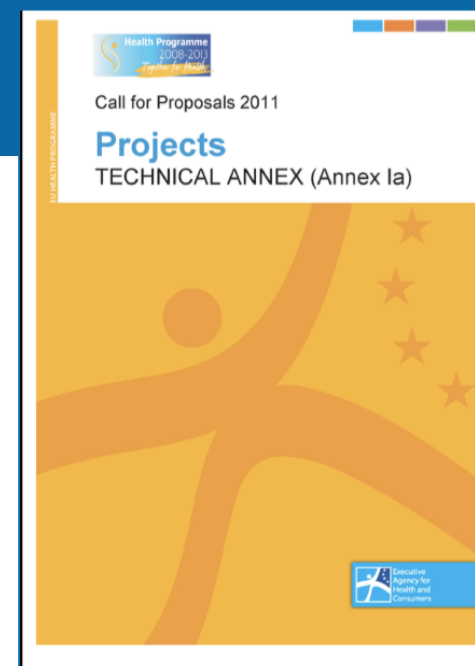
EXPECTATIONS

good technical implementation
good management

BISTAIRS - expected outcomes

Good practice on brief interventions to address alcohol use disorders in primary health care, workplace health services, emergency care and social services

BISTAIRS will result in a comprehensive set of tailored and field-tested BI tools, methods and materials. This will include an updated evidence report with a special focus on BI in workplace health care, emergency care and social services, and a map of their current implementation status across the EU. Based on this, guidelines for the development and rolling out of future BI implementation approaches in Europe will be provided, including a concrete plan for further dissemination across the EU.



Good Project Management



in co-operation with EAHC

Preparing and negotiating your project

Once the letter announcing the offer of co-funding arrives, contact your partners and review the outlines of the project, the budget and the distribution of tasks taking the comments in the evaluation report into account

Evaluation

Make a clear explanation of the evaluation strategy - including adequacy of methods proposed and indicators chosen (Internal, external and audits). **Don't forget to evaluate the impact of your project!**

Plan and re-plan your activities along the calendar agreed upon and pay attention to the financing cycle.

Pre-financing has a meaning!

Kickoff & Mid term meetings prepare carefully & send documents well in advance

Pay attention to your deliverables

All deliverables should be submitted to EAHC **within one month after dissemination**. This will allow us to monitor the progress of your project. We will also contribute to the dissemination by presenting your results to relevant bodies within the Commission and to co-ordinators of relevant projects

Reporting

Prepare the interim and final reports well in advance to allow for comments and suggestions from all the partners. **Make the reports clear and concise!**

Amendments of the contract are always possible - but are time-consuming and can often be prevented by careful planning

Dissemination

Prepare a strategy for dissemination of your results, considering **all relevant stakeholders**



Special Report of the Court of Auditors on the PHP 2003-2007 Conclusions and Recommendations 1/2

Overall conclusion:

‘The Court calls into question the utility of certain parts of EU public health programmes, such as PHP. It is difficult for such programmes to demonstrate any impact on citizens’ health.’

‘The Commission should bring project objectives in line with programme objectives and the refocused “action areas”

Special Report of the Court of Auditors on the PHP 2003-2007 Conclusions and Recommendations 2/2

The court of auditors report had clear recommendations to orient the implementation of the new Health Programme's annual work plans:

First the action areas should be reduced and DG SANCO should bring project objectives into line with the programme objectives;

strengthen the evaluation work package by setting quantified targets,

define performance indicators, in order to facilitate the monitoring of progress, and very important, to diversify the funding mechanisms, especially for funding networks of experts and non governmental organisations

Assessment of action results

- 1- Global evaluation, strengths and the weaknesses
- 2- Main results and Impacts on policy makers at EC, MS, regional/local level, health professional in their daily practice, general population and/or specific groups
- 3- Dissemination, target group and media used
- 4- Policy relevance



European
Commission

EAHC - Managing Grant Agreements & Contracts - Managing projects - European Commission - Windows Internet Explorer

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European Commission

EXECUTIVE AGENCY FOR HEALTH AND CONSUMERS

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Calls Health Programme

Calls Consumer Programme

Calls BTSF Programme

Managing projects



The Executive Agency for Health and Consumers works with several hundred partners, and co-funds their actions that usually take the form of projects.

Project management is a one type of management approach that is especially useful when organisations are faced with new problems and need to develop novel ways to solve them.

The EAHC has developed some distinctive procedures that need to be applied by project partners who receive Community funding.

In this section, which the Agency plans to develop, you'll be able to find applicable legislation, financial rules, reporting tools, templates, and useful contacts within the EAHC to help you manage your projects or other actions, and comply with EAHC requirements.

Links and documents

- Find a project: EAHC project database
- National Focal Points for Health Programme
- DG Health and Consumers
- Public Health Portal
- EU Agencies

Fact sheets for the preparation and management of projects

These fact sheets have been prepared by EAHC to inform and guide present and future project coordinators in their work. They cover several key issues from planning a project to its implementation and evaluation as well as the dissemination of the results.

- Fact sheet 1: **The importance of project planning**
 - How to prepare a successful project proposal - Nina Bergman, Swedish National Institute of Public Health
- Fact sheet 2: **Key elements of a project plan**
- Fact sheet 3: **Planning of Content Work Packages**
- Fact sheet 4: **Planning of project coordination**

Local intranet 100%

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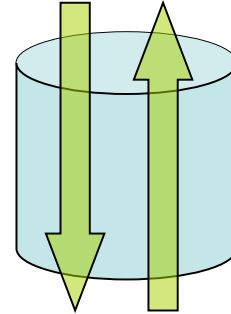
Communication



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EC (DG SANCO)

EAHC



Main Partner (Coordinator)

Collaborating Partner

Collaborating Partner

Collaborating Partner

Associated Partner

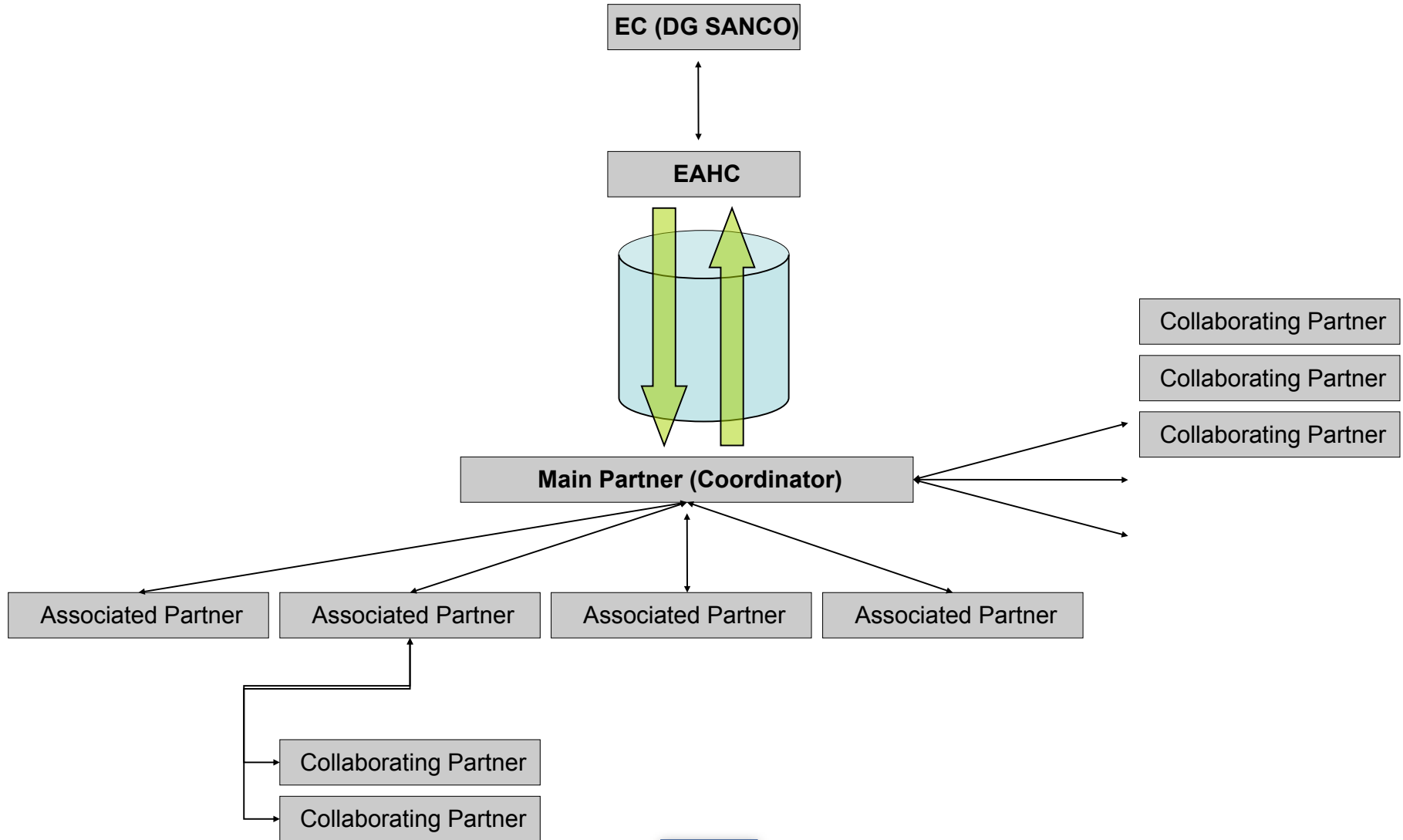
Associated Partner

Associated Partner

Associated Partner

Collaborating Partner

Collaborating Partner





Technical/financial reporting

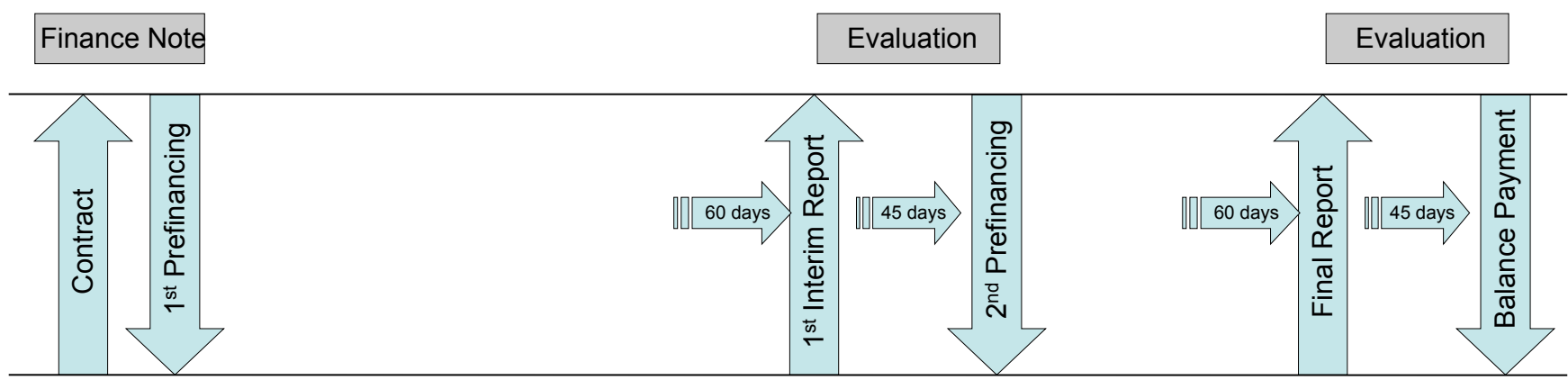


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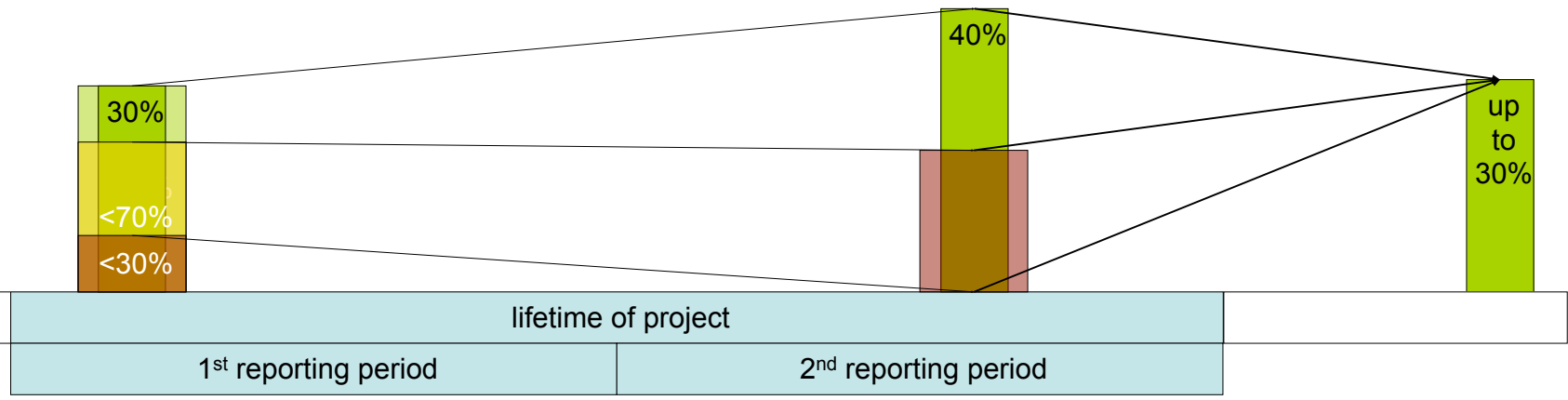


Financial Cycle

EAHC



Main Coordinator



Technical implementation report - outline

Horizontal work packages

- Wp1 management project: partnership, management structure, internal communication, communication strategy
- Wp2 dissemination strategy: dissemination plan (if available), stakeholder analysis/identification target group, dissemination content and means
- WP 3 evaluation strategy: evaluation plan (if available), definition indicators, periodicity, tools for information gathering

Core work packages (WP1-WP7)

- Methodology applied as planned
- Involvement of partners and target groups
- Coordination with other projects or activities
- Outcomes and deliverables achieved

Problems encountered - proposed or adopted solutions

Activities planned for the next period (only for interim reports)

Technical reports - some notes

Starting date, 1st May 2012

Reporting period, to be consistent with the grant agreement and the financial report (18 months, 36 months)

Executive summary, to be linked with the period reported (interim, final)

Overview of activities for the period covered in the interim report, to be consistent with the WPs descriptions

Deliverables, to be listed with a clear reference to number, description, WP responsible, authors (if necessary)

Financial reports

Interim - Cost declaration

- Following the structure of the budget estimation (Annex II, C)
- Breakdown by beneficiary + consolidated cost statement Request for further pre-financing
- Supporting documents (cost statements)

Final - Financial statement of the eligible costs

- Following the structure of the budget estimation (Annex II, A, B, C)
- Based on the costs actually incurred
- It may take the form of a recovery order, where the total amount of earlier payments is greater than the amount of the final grant determined

For reporting documentation and payment requests, please refer to the following articles in the grant agreement:

Art. I.5 - Payment arrangements; Art. I.6 - Submission of reports and other documents;

Art. II.15 - Requests for payment



Financial reports - some notes

All invoices of all costs must include:

- name of the project
- Grant Agreement (Project) number - 20111204
- details of what has been paid for with that particular invoice
- institution's name and NOT a personal name

The invoices must be kept as supporting proof of the costs as presented in the final financial report

There might be instances when the financial officer responsible for the project might also request the invoices when an interim report is submitted.

Other financial issues

Budget adjustments

Flexibility between the provisional budget and the effective amount transmitted for the final payment makes possible an adjustment of the budget (by transfers between items/headings) provided that:

- EAHC is timely informed in writing, **ALWAYS!!!**;
- the total eligible costs are not exceeded (Art. I.4.2);
- the adjustment does not affect the implementation of the project and the transfer between items does not exceed 20% of the amount of the item for

Above the 20%, a written request for an amendment to the agreement is required!

In any case, the EC maximum co-financing amount remains unchanged

Amendments 1/2

After signature of Grant Agreement, no changes can be made to any part of the document unless an official amendment is finalised

That amendment must be officially requested by the project coordinator by a letter to EAHC Director

All the requested changes have to be clearly addressed with sound justifications

Examples of changes requiring an amendment:

- change/withdrawal in associated partners
- addition of deliverables
- budget transfers (between beneficiaries, exceeding 20% of the recipient item/category)

Amendments 2/2

Budget Transfer:

- for budget transfers which are up to 20% of the recipient budget line, both the project coordinator and the Executive Agency must be at least informed (possibly in writing);
- for budget transfers exceeding the 20% of the recipient budget line, a formal amendment must be submitted to EAHC

Amendment should be kept at the minimum possible!

Particular Financial Matter

For partners whose monetary currency is not the EUR, please refer to Article II.16.1 of the Grant Agreement:

“Payments shall be made by the Executive Agency in euro. Any conversion of actual costs into euro shall be made at the monthly accounting rate established by the Commission and published on its website for the first day of the month following the end of the reporting period, unless the Special Conditions of the agreement lay down specific provisions. Payments by the Executive Agency shall be deemed to be effected on the date when they are debited to the Executive Agency’s account.”

<http://ec.europa.eu/budget/inforeuro/index.cfm?fuseaction=home&Language=en>



EC co-funding visibility *following Art. I.11 of the grant agreement*

ARTICLE I.11 – FURTHER SPECIAL CONDITIONS

I.11.3 Without prejudice to Article II.5.1, unless the Executive Agency requests or agrees otherwise, all communications or publications by the beneficiaries collectively or one of the beneficiary individually, which are related to the action, including conferences, seminars, videos, electronic communications or printed matter shall include the following statement: “*This [insert appropriate description, e.g. publication, conference, etc.] arises from the project [insert project title] which has received funding from the European Union, in the framework of the Health Programme.*”

'This initiative has received funding from The European Union in the framework of the Health Programme'



Thank you for your attention
and
GOOD LUCK!

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