

**Partnership Annual Conference (PAC)  
Seventh Conference  
Copenhagen, Denmark  
28 October 2010**

<b>Reference</b>	PAC 7/7.5/1
<b>Title</b>	Proposed rules for the NDPHS project labelling
<b>Submitted by</b>	Secretariat
<b>Summary / Note</b>	These rules have been developed consistent with the NDPHS Strategy, which stipulates that the NDPHS should introduce an official project labelling procedure based on clear-cut guidelines, which would guarantee that the label would not be misused. They have been consulted with the Expert Group Chairs and ITAs.
<b>Requested action</b>	Adoption

## Rules for the NDPHS project labelling

As adopted by [PAC 7 in Copenhagen, Denmark]  
on [28 October 2010]

### I. Eligibility criteria

In order to be eligible for the NDPHS label, the project must correspond to the following criteria:

- 1) Be consistent with the goals of the NDPHS as established in the 2003 Oslo Declaration and the NDPHS Strategy as adopted by the 6<sup>th</sup> Partnership Annual Conference;
- 2) Involve project partners from at least two countries in the ND area;
- 3) The project team has a solid reputation, proven expertise and experience in the work area;
- 4) Clearly describe deliverables and outcomes;
- 5) Contribute to sustainable results and dissemination of information about the results;
- 6) Not overlap or duplicate with other NDPHS-labelled projects;
- 7) Demonstrate an added value for the ND area;
- 8) Be feasible and manageable;
- 9) The budget of the project shall be coherent with the project's objectives and scope.

### II. The procedure of granting of the NDPHS label

The following steps will be followed during the procedure of granting the NDPHS label:

- 1) The Project Proponent sends a project proposal (with a letter requesting labelling of their project with the NDPHS label) in electronic format to the NDPHS Secretariat;<sup>1</sup>
- 2) The NDPHS Secretariat forwards the proposal to the respective Expert Group(s) for preliminary appraisal and comments;
- 3) The Expert Group(s) send(s) its/their views and comments to the NDPHS Secretariat within one month of the receipt of the proposal;
- 4) If requested by the Expert Group(s), the NDPHS Secretariat obtains additional information and clarifications from the Project Proponent and forwards them to the

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<sup>1</sup> The project proposal shall be submitted in English and contain all relevant information about the planned activities and the project partners to be involved, as well as a project budget. It must be possible to check the project description against the eligibility criteria.

Expert Group(s). In such situation additional time shall be allocated for the Expert Group(s) to prepare its/their final position;

- 5) The NDPHS Secretariat forwards the project proposal and the position of the Expert Group(s) to the CSR/PAC;
- 6) The CSR/PAC takes decision whether to grant the NDPHS label to the project. If necessary, the CSR/PAC shall request the NDPHS Secretariat to obtain additional information and clarifications from the Project Proponent before taking decision;
- 7) The NDPHS Secretariat communicates the CSR/PAC decision to the Project Proponent.

If the Project Proponent cooperates with the Expert Group(s) during the development of the project, the Expert Group(s) forward(s) the project proposal and the final position of the Expert Group(s) to the NDPHS Secretariat for submission to the CSR/PAC according to the point 5) of this section. In such a case points 2) – 4) of this section are not applicable.

### **III. The rights and duties of the NDPHS-labelled project partners.**

- 1) Project Partners must comply with the respective criteria as specified in section I of the present Rules during the project implementation and after its completion;
- 2) Project Partners are encouraged to place the NDPHS logo and information that the project has been labelled by the NDPHS in all project information materials;
- 3) The Lead Partner will keep the NDPHS informed about the progress in the project implementation and the outcome of the project after it is completed. The results of the project can be used by the NDPHS in policy and/or project development;
- 4) The Lead Partner will include the project and other relevant information in the NDPHS Database;
- 5) If the Project Partners do not respect the present Rules, the CSR/PAC may withdraw the NDPHS label from the project.

### **IV. Amendments to the Rules**

These Rules shall be amended by the CSR/PAC as deemed necessary.