

**Committee of Senior Representatives (CSR)
Twenty-fourth Meeting
Brussels, Belgium
15-16 April 2015**

Reference	CSR 24/8.2/1
Title	Draft NDPHS procedure for issuing letters of commitment to projects applying for Interreg Baltic Sea Region Programme 2014-2020
Submitted by	Secretariat
Summary / Note	It is proposed that the procedure described in this document would be followed not only regarding the projects applying for the Interreg Baltic Sea Region Programme 2014-2020, but also when deciding on whether a NDPHS recommendation to DG REGIO to grant an EUSBSR flagship label should be issued regarding other projects seeking such label.
Requested action	Adoption

NDPHS procedure for issuing letters of commitment to projects applying for Interreg Baltic Sea Region Programme 2014-2020

DRAFT

Background

The objectives of the Interreg Baltic Sea Region Programme 2014-2020 are very much in line with the objectives of the EU Strategy for the Baltic Sea Region (EUSBSR). The Programme takes an active part in the implementation of the EUSBSR and its Action Plan and is particularly interested in supporting flagship projects of the EUSBSR Action Plan.

The Programme encourages current and possible flagship projects of the EUSBSR Action Plan thematically fitting to the Programme to apply. The Coordinators of the Policy Areas and Horizontal Actions of the Strategy together with their steering groups are responsible for recommending to DG REGIO projects to be granted an EUSBSR flagship label, as well as issuing a “letter of commitment” to be submitted together with a concept note by project proponents applying for the Interreg Baltic Sea Region Programme 2014-2020 funding. In case of health and social well-being related projects, the Health Policy Area Coordinator, the Northern Dimension Partnership in Public Health and Social Well-being (NDPHS), issues the letter of commitment.

1. Purpose of the letter of commitment

By issuing a letter of commitment, the NDPHS confirms that the respective project:

- a. Is in line with the requirements of a flagship project/part of a flagship project or;
- b. Has potential to become a flagship project.

2. Letter of commitment eligibility criteria¹

In order to be eligible for a NDPHS letter of commitment, the project shall fulfill the following criteria:

- a. Have a high macro-regional impact;
- b. Contribute to meeting the objectives, indicators and targets of the EUSBSR;
- c. Is related to the implementation of one or more actions of the Health Policy Area in the EUSBSR Action Plan;
- d. Have a clear macro-regional dimension (cooperation between and/or impact on at least three Baltic Sea region states including at least two EU Baltic Sea region

¹These criteria have been agreed upon at the meeting of the National Coordinators of the EUSBSR held on 25 February 2015 in Riga, Latvia. The Secretariat has been informed that the NDPHS may decide upon additional criteria after consultation with DG REGIO.

states if another Baltic Sea region state (Russia, Norway, Iceland, Belarus) is involved); in case a flagship is implemented by several projects, coordination between these individual projects should be ensured. It should be clearly shown how these individual projects make an impact at macro-regional level. Any flagship shall clearly contribute to the objectives, indicators and targets of the EUSBSR;

- e. Is mature for implementation:
 - i. Can be implemented within a realistic timeframe;
 - ii. Has a clear financial and activity plan, which e.g. encompasses setting aside resources for attending relevant activities of the Health Policy Area and the EUSBSR;
 - iii. Partnership is established and a flagship leader is identified;
- f. Is monitored and evaluated towards the objectives, indicators and targets of the EUSBSR and the Health Policy Area.

3. Letter of commitment granting procedure

- a. The lead applicant sends a complete project proposal, including activity and financial plan, in electronic format to the NDPHS Secretariat **no later than three weeks prior** to when the lead applicant plans to submit their application to the Interreg Baltic Sea Region Programme 2014-2020 Secretariat;
- b. The NDPHS Secretariat, with support of the respective NDPHS expert-level structure(s) that have primary competence in the thematic field addressed by the given application, reviews the application according to the above eligibility criteria;
- c. If, as a result of the above review, it becomes apparent that the application needs to be revised, the NDPHS Secretariat will communicate this to the lead applicant together with a specification of required revisions;
- d. The NDPHS Secretariat forwards the (revised, if necessary) application to the NDPHS Committee of Senior Representatives (CSR) for decision (to be taken within ten calendar days) on whether the application should be granted a letter of commitment²;
- e. The NDPHS Secretariat issues the letter of commitment, based on the template included in Annex 1, provided that no objections have been received from the CSR within ten calendar days.

². In case there is at least one objection to issue the letter, the Secretariat will guide the lead applicant in his/her work to further improve the application and, upon its receipt from the lead partner, will forward improved application to the CSR for decision.

Interreg Baltic Sea Region
(Insert the sequence number of the call: 2nd, 3rd, etc) Call for Applications
Timeline: (Insert the timeline of the call: Day Month Year - Day Month Year)
Annex to Concept Note

Letter of Commitment

for a project applying as a flagship project of the EU Strategy for the Baltic Sea Region's
Action Plan

The Secretariat of the Northern Dimension Partnership in Public Health and Social Well-being (NDPHS), as the Health Policy Area Coordinator of the EU Strategy for the Baltic Sea Region's Action Plan, hereby expresses its support to the project (project title, project acronym) led by (please insert the name of the lead applicant) from (please indicate the country) and its application for funding from the Interreg Baltic Sea Region 2014-2020.

After reviewing the application, we find the description of the proposed project to be in line with the requirements of a flagship project/part of a flagship project/has potential to become a flagship project (please select and name the flagship project) of the EU Strategy for the Baltic Sea Region and that the project contributes to achieving the objectives of (please name the action).

It is our opinion that the concept note of the project demonstrates a realistic approach to developing a high quality full project application, and that the objective of the envisaged project is in line with the overall objectives of the Health Policy Area. Please provide a brief justification.

In case the project is funded by the Interreg Baltic Sea Region 2014-2020, we will follow its implementation and, as far as possible, support it in achieving the planned results. We will also include the project in the reporting to the EU Commission as part of the progress within the Health Policy Area and disseminate project's results.

Signature

Name and position

Date, place

Health Policy Area

Contact details