

NDPHS criteria and procedure for issuing Letters of Support for Policy Area Health project applications for submission to the EUSBSR Seed Money Facility

Background

The European Union Strategy for the Baltic Sea Region (EUSBSR) Seed Money Facility provides funding for preparing regional projects that contribute to one of the Policy Areas or Horizontal Actions in the EU Strategy for the Baltic Sea Region (EUSBSR) Action Plan. Project partners that receive seed money funding are supposed to draft a project plan that can be further developed into an application to any of the EU or national funding sources, e.g., the European Structural and Investment Funds programmes 2014-2020.

Applicants to the EUSBSR Seed Money Facility must submit a letter of support from the relevant EUSBSR Policy Area Coordinator¹. In the case of health and social well-being related projects, the Policy Area Health (PA Health) Coordinator, the Northern Dimension Partnership in Public Health and Social Well-being (NDPHS), issues the letters of support. In order to receive a letter of support, applicants have to submit their complete project applications for review by the NDPHS.

1. Purpose of the letter of support

By issuing a letter of support, the NDPHS confirms the following:

- a. The proposed seed money project is supposed to help develop a regional project, which, if granted funding, would contribute to achieving the objectives of specific actions of Policy Area Health;
- b. The project application demonstrates a realistic approach to developing a high quality full project application within the field of health and/or social well-being.

2. PA Health letter of support eligibility criteria

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

- a. Demonstrate how it would help develop a regional (main) project, which, if granted funding, would contribute to the implementation of the EUSBSR Policy Area Health and the EU 2020 Strategy;
- b. Provide justification of the need for the proposed regional (main) project;
- c. Provide a realistic work plan of the seed money project, including clearly described activities and the way how they would lead to the desired outputs;

¹ Cf. Annex 1 and <http://seed.eusbsr.eu/> for further information about the EUSBSR Seed Money facility, including application and decision-making procedure.

- d. Involve at least three partners from at least three different Baltic Sea Region countries (Denmark, Estonia, Finland, Germany, Latvia, Lithuania, Poland and Sweden as well as Norway, Belarus and North-West Russia).
- e. Be proposed by a project team that has a solid reputation, proven experience in the work area and competence relevant to the seed money project;
- f. Have a budget that is coherent with the seed money project's objectives and scope;
- g. List potential sources of funding for the regional (main) project;
- h. Not overlap in content other projects already supported by the EUSBSR Seed Money Facility.

3. PA Health support letter granting procedure

- a. The lead applicant sends the complete project proposal (a filled out Seed Money Facility application form) in electronic format to the NDPHS Secretariat **no later than one (1) month prior** to when the lead applicant plans to submit their application to the Seed Money Facility Secretariat;
- b. The NDPHS Secretariat reviews the application from a project development perspective according to the eligibility criteria above;
- c. If necessary, the NDPHS Secretariat works with the lead applicant to help improve their application;
- d. The NDPHS Secretariat forwards the (improved, if necessary) applications to the Expert Groups for review. The Secretariat includes a list of the applications denoting which Group, the Secretariat believes, has the primary competence to review a given application;^{2 3}
- e. The respective Expert Group(s) review(s) the application from a content perspective according to the eligibility criteria above, paying particular attention to points 2a, 2b, 2f and 2h, and, within one week, inform(s) the NDPHS Secretariat whether, in the Expert Group's view, the application should be granted a letter of support;
- f. 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 received from Expert Group(s);
- g. The NDPHS Secretariat forwards the (revised, if required) application to the NDPHS Committee of Senior Representatives (CSR) with its recommendation that the application should be granted a letter of support;⁴
- h. The CSR takes a decision, within ten calendar days through a silent procedure;
- i. The NDPHS Secretariat issues the letter of support, based on the template included in Annex 1, provided that no objections have been received from the CSR within ten calendar days.

² Unless otherwise determined by the NDPHS Secretariat, applications that come originally with support of a NDPHS Expert Group(s) or a Task Group(s) are exempt from rules 3 d-f.

³ The Expert Groups may choose to comment on any application, whether or not their group is noted as having primary competence.

⁴ 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 final decision.

Annex 1



Letter of Support for a project applying to the EUSBSR Seed Money Facility

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> led by <the name of the applicant> and its application for funding from the EUSBSR Seed Money Facility.

We confirm that the project will contribute to achieving the objectives of <action> in the EU Strategy for the Baltic Sea Region by <Specify>. The project application demonstrates a realistic approach to develop a high quality full project application within the field of <subject matter>. The objective of the envisaged project is important in realising the overall objective of the Policy Area Health. In case the project is funded by the EUSBSR Seed Money Facility, we will follow its implementation and support its development to a full project application.

Signature

Name and position

Date, place

Health Policy Area

Contact details