

Project acronym: DigitalHealthUptake

Grant Agreement Number: 101083929

Project full title: Uptake of Digital Solutions in Health and Care

Website: digitalhealthuptake.eu

**Application Form**

**[Short name of twinning]: [Name of twinning]**

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**Es konnten keine Einträge für ein Abbildungsverzeichnis gefunden werden.**

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# ADMINISTRATIVE INFORMATION

*There is no page limit for the information presented in section 1.*

*Do not delete or change the level 1 and level 2 headings.*

*Delete all instructions (given in cursive blue throughout this document and in the boxes).*

## Twinning participants

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Participant organistion name** | **Acronym** | **Country** | **Twinning role\*** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*\*Twinning role is originator, adopter*

*Clearly mark the organisation that acts as the Twinning Contractor[[1]](#footnote-1) by applying the “Bold” effect for the respective row*

## Confirmation of legal status for the participants

*Paste a screenshot of a filled in and signed legal entity form for the Twinning Contractor, such as* [*https://ec.europa.eu/info/publications/legal-entities\_en*](https://ec.europa.eu/info/publications/legal-entities_en)

*Do not include hyperlinks to external documents, use a screenshot to be added directly in the application.*

*The originator and at least one adopter region must also provide a completed legal entity form*[[2]](#footnote-2)*.*

## Declarations

### Declaration of Honour on Exclusion Criteria

*Fill in the following declaration for the Twinning Contractor.*

The undersigned [insert name of the signatory of this form], representing:

|  |  |  |
| --- | --- | --- |
| **(only for natural persons) himself or herself:** | **(only for legal persons)  the following legal person:** | |
| ID or passport number:  [insert ID/passport number]  (‘the person’) | Full official name: | [...] |
| Official legal form: | [...] |
| Statutory registration number: | [...] |
| Full official address: | [...] |
| VAT registration number: | [...] |
| (‘the person’) | |

#### Exclusion grounds relating to the conflict of interest

|  |  |  |  |
| --- | --- | --- | --- |
| (1) | declares that declares that a natural person who is a member of the administrative, management or supervisory body of the above-mentioned legal person, or who has powers of representation, decision or control with regard to the above-mentioned legal person (this covers company directors, members of management or supervisory bodies, and cases where one natural person holds a majority of shares): | Yes | No |
|  | is involved in any current or potential conflict of interest, as indicated in the Call for Twinnings, due to its participation in the procurement procedure or for other reasons. |  |  |

#### Situation of exclusion concerning the person

|  |  |  |  |
| --- | --- | --- | --- |
| (2) | declares that the above-mentioned person is in one of the following situations: | Yes | No |
| (a) | it is bankrupt, subject to insolvency or winding up proceedings, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended or it is in any analogous situation arising from a similar procedure provided for under national legislation or regulations; |  |  |
| (b) | it has been established by a final judgement or a final administrative decision that the person is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the law of the country in which it is established, with those of the country in which the contracting authority is located or those of the country of the performance of the contract; |  |  |
| (c) | it has been established by a final judgement or a final administrative decision that the person is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the person belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes wrongful intent or gross negligence, including, in particular, any of the following: |  |  |
|  | (i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of selection criteria or in the performance of a contract; |  |  |
|  | (ii) entering into agreement with other persons with the aim of distorting competition; |  |  |
|  | (iii) violating intellectual property rights; |  |  |
|  | (iv) attempting to influence the decision-making process of the contracting authority during the award procedure; |  |  |
|  | (v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure; |  |  |
| (d) | it has been established by a final judgement that the person is guilty of the following: |  |  |
|  | (i) fraud, within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995; |  |  |
|  | (ii) corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of EU Member States, drawn up by the Council Act of 26 May 1997, and in Article 2(1) of Council Framework Decision 2003/568/JHA, as well as corruption as defined in the legal provisions of the country where the contracting authority is located, the country in which the person is established or the country of the performance of the contract; |  |  |
|  | (iii) participation in a criminal organisation, as defined in Article 2 of Council Framework Decision 2008/841/JHA; |  |  |
|  | (iv) money laundering or terrorist financing, as defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council; |  |  |
|  | (v) terrorist-related offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision; |  |  |
|  | (vi) child labour or other forms of trafficking in human beings as defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council; |  |  |
| (e) | the person has shown significant deficiencies in complying with the main obligations in the performance of a contract financed by the Union’s budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by an Authorising Officer, OLAF or the Court of Auditors; |  |  |
| (f) | it has been established by a final judgment or final administrative decision that the person has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95; |  |  |
| (g) | for the situations of grave professional misconduct, fraud, corruption, other criminal offences, significant deficiencies in the performance of the contract or irregularity, the applicant is subject to:  i. facts established in the context of audits or investigations carried out by the Court of Auditors, OLAF or internal audit, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body;  ii. non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics;  iii. decisions of the ECB, the EIB, the European Investment Fund or international organisations;  iv. decisions of the Commission relating to the infringement of the Union's competition rules or of a national competent authority relating to the infringement of Union or national competition law; or  v. decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body. |  |  |

#### Situations of exclusion concerning natural persons with power of representation, decision-making or control over the legal person

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| (3) | declares that a natural person who is a member of the administrative, management or supervisory body of the above-mentioned legal person, or who has powers of representation, decision or control with regard to the above-mentioned legal person (this covers company directors, members of management or supervisory bodies, and cases where one natural person holds a majority of shares) is in one of the following situations: | Yes | No | N/A |
| Situation (c) above (grave professional misconduct) |  |  |  |
| Situation (d) above (fraud, corruption or other criminal offence) |  |  |  |
| Situation (e) above (significant deficiencies in performance of a contract ) |  |  |  |
| Situation (f) above (irregularity) |  |  |  |

#### Situations of exclusion concerning natural or legal persons assuming unlimited liability for the debts of the legal person

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| (4) | declares that a natural or legal person that assumes unlimited liability for the debts of the above-mentioned legal person is in one of the following situations: | Yes | No | N/A |
| Situation (a) above (bankruptcy) |  |  |  |
| Situation (b) above (breach in payment of taxes or social security contributions) |  |  |  |

#### Grounds for rejection from this procedure

|  |  |  |  |
| --- | --- | --- | --- |
| (5) | declares that the above-mentioned person: | Yes | No |
| (h) | has distorted competition by being previously involved in the preparation of procurement documents for this procurement procedure. |  |  |

#### Remedial measures

If the person declares one of the situations of exclusion listed above, it must indicate measures it has taken to remedy the exclusion situation, thus demonstrating its reliability. This may include e.g. technical, organisational and personnel measures to prevent further occurrence, compensation of damage or payment of fines. The relevant documentary evidence which illustrates the remedial measures taken must be provided in annex to this declaration. This does not apply for situations referred in point (d) of this declaration.

If not needed, write “N/A”.

### Declaration of Honour on Compliance Criteria

*Fill in the following declaration for the Twinning Contractor (a screenshot is sufficient).*

I, the undersigned

(name and surname)

As an individual (or position within the legal entity)

Of the following legal entity (hereafter the 'Applicant') (name of legal entity)

With registered office in

<Street address>

<Post code>

<City>

Telephone:

Fax:

E-mail:

VAT reg. no. CIF nº :

HEREBY STATE AND DECLARE

under my own personal responsibility, fully aware of the infringements and penalties provided for in law in case of fraudulent statements,

THAT

#### Compliance with the scope of the twinning call

|  |  |  |  |
| --- | --- | --- | --- |
| (1) | The applicant is in compliance with the scope of the Call for Twinnings. | Yes | No |
|  |  |  |  |

#### Compatibility with other public financing

|  |  |  |  |
| --- | --- | --- | --- |
| (2) | If the applicant receives any other public funding in areas related to the scope of the proposed twinning activities, the funding is all permitted by EU state aid rules. | Yes | No |
|  |  |  |  |

#### Compliance with ethics and security requirements

|  |  |  |  |
| --- | --- | --- | --- |
| (3) | In case of selection, the applicant vouches that it will comply with the rules regarding ethics, data protection and research integrity set out in the Call for Twinnings. | Yes | No |
|  |  |  |  |

In witness whereof I sign this affidavit.

[DATE AND PLACE]

......................................... [Name of the institution]

Signature(s)

Name(s)

Title(s)

## Compliance with the selection criterion

*Provide the required evidence of your compliance with selection criterion “Ability to perform the twinning activities”. This may include:*

* *description of relevant reference and /or previous projects (executed during the last 5 years);*
* *demonstration of the expertise and working experience required to carry out the twinning by providing short CVs for key personnel and competences the applicant considers necessary to complete the twinning;*

*Applicants may be requested to provide additional information.*

# TECHNICAL INFORMATION

*Please note that section 2 may not exceed* ***10 pages*** *(counting only the pages covering section 2 (from this page up to the page of the last paragraph in section 2.3.2)), using the pre-defined style of this template (i.e., font Calibri Light 11pt (incl. in the boxes), same page margins, header and footer styles, etc.). It is not suggested to use all 10 pages if the applicant is able to convey the requested information in a more concise manner.*

*Do not delete or change the level 1 and level 2 headings.*

*Delete all instructions (given in cursive blue throughout this document section and in the boxes) and use only the blue boxes to provide text.*

*Do not add captions to figures or tables using the Word-native caption functions.*

*The word count per box is only a suggestion to give the applicant a rough estimate of the expected input. It is based on around 7 pages of text, with enough room for graphics, if needed.*

## Excellence of the proposed twinning

### Relevance of the twinning in the context of key EU priorities

|  |
| --- |
| *Explain how the twinning addresses key EU priorities on the uptake of digital solutions in health and care.*  Your text here (estimated word count for this box: 200) |

### Detailed description of the twinning solution

|  |
| --- |
| *Describe the twinning solution – owner, development history, functionality and application, impacts and results, evidence of effectiveness, costs and benefits, etc.*  *Clearly state the maturity, level of operationalisation/ implementation of the twinning solution, making reference where possible to the use of tools and approaches for (self-)assessing the maturity of systems and services.*  *Provide links to published articles, website(s), news or similar evidence.*  Your text here (estimated word count for this box: 800) |

### Innovativeness from the perspective of the adopter(s)/partners

|  |
| --- |
| *Describe the motivation of the adopter(s/ partners for collaborating on the twinning solution.*  *Describe the problem /identified care delivery shortcoming/ challenge/ unmet need that the twinning action will address for adopters.*  *Describe the innovative nature of the twinning solution for the adopter(s).*  *Describe how the twinning solution relates to key care objectives and strategies.*  Your text here (estimated word count for this box: 600) |

### Scope and scale of planned adoption

|  |
| --- |
| *Describe in detail the overall concept and methodology used in the twinning action.*  *Describe the scale of the twinning with suitable metrics such as the size of the population affected, geographical spread, number of regions, number of organisations etc.*  Your text here (estimated word count for this box: 400) |

## Impact of the proposed twinning

### Benefits for citizens/patients

|  |
| --- |
| *Describe the anticipated outcomes and/ or benefits for citizens/patients and carers as a result of the twinning action.*  Your text here (estimated word count for this box: 400) |

### Benefits for the adopter(s’) health and care system(s)

|  |
| --- |
| *Describe the anticipated outcomes and/or benefits for other partners/adopters health and care systems as a result of the twinning action.*  Your text here (estimated word count for this box: 400) |

### Feasibility of spread and scaling up

|  |
| --- |
| *Describe clearly the plan after completion of the twinning activities to reach full-scale adoption with an indicative time-scale. Describe clearly the plan for disseminating the learning, results and outcomes to facilitate regions to adapt and adopt the twinning action. Describe and quantify the regions and organisations that will be targeted for full-scale adoption and quantify the population and staff served or otherwise involved. Address any issues of feasibility arising in the plan to reach full-scale adoption and describe how risks will be mitigated.*  Your text here (estimated word count for this box: 500) |

### Sustainability and business case

|  |
| --- |
| *Explain the proposed approach to ensure the learning, results and outcomes from the twinning action are embedded into practice in the adopter region(s) in the future. Refer to business-related strategies and investment plans wherever possible.*  Your text here (estimated word count for this box: 400) |

## Implementation of the proposed twinning

### Project plan - overall approach and structure

|  |
| --- |
| *How long will your twinning b? Specify the start and end months. Please consult the call for twinnings document on the recommended twinning duration of 6 months. In any case, twinnings should not exceed the timeline specified in the twinning calendar in the call fort winnings document.*  *Describe the approach taken. Try to organise the work into several (1-5) main tasks. For each task explain briefly the planned activities, the duration (e.g. M1-M4) the involved participants, the leading participant. For each activity, describe the necessary resources using hours expected to be spent on the task*  *Feel free to use the template below (copy for multiple tasks).*  Your text here (estimated word count for this box: 800)  Twinning start: DD.MM.YYYY; Twinning end: DD.MM.YYYY  Task 1: Title (MX-MX). Lead: OrganisationShortName  In this task …  Involved partners and effort allocated: OrganisationName 1 (22 hours), OrganisationName 2 (5.5 hours) |

### Management and risk mitigation

|  |
| --- |
| *Describe the structure and processes to be put in place to manage the twinning, including decision processes and conflict resolution, project communication, progress monitoring, quality assurance, management of resources.*  *Describe your approach to risk management, your evaluation the key risks involved and the mitigation you envisage.*  Your text here (estimated word count for this box: 400) |

# FINANCIAL INFORMATION

|  |  |
| --- | --- |
| **Total offered price for carrying out the twinning** | **0,000.00 EUR** |

*Please take note of the maximum funding per twinning stated in the Call for Twinnings. Any offers exceeding it will not be considered for the evaluation.*

#### Mapping of the offered price to tasks and deliverables

|  |  |  |
| --- | --- | --- |
| D1 Twinning inception report | Task 1 – X %; … | 0,000.00 EUR |
| D2 Twinning interim report and publishable interim summary | Task 1 – X %; … | 0,000.00 EUR |
| D3 Twinning final report and final publishable summary | Task 1 – X %; … | 0,000.00 EUR |
| Other | Describe the costs here. e.g.  travel – 1 2-day trip for 2 participants from Location to Location  equipment/materials - describe  Delete row if not applicable. | 0,000.00 EUR |

*Do not change the deliverables, they are pre-defined in the Call for Twinnings.*

*For each deliverable, add the related tasks (task IDs are sufficient here) and the share of which they relate to the deliverable (e.g. a twinning management task can be distributed across several deliverables)*

*The sums across the second column for any given task should be 100%.*

*The sum of the third column should match the total offered price.*

*The prices should be given only in EUR.*

*Example, with 4 Tasks defined in section 2.3.1 and a 5,000 EUR offer:*

|  |  |  |
| --- | --- | --- |
| D1 Twinning inception report | Task 1 – 10%; Task 2 – 0%; Task 3 – 0%; Task 4 – 20% | 600.00 EUR |
| D2 Twinning interim report and publishable interim summary | Task 1 – 40%; Task 2 – 60%; Task 3 – 40%; Task 4 – 30% | 1,200.00 EUR |
| D3 Twinning final report and final publishable summary | Task 1 – 50%; Task 2 – 40%; Task 3 – 60%; Task 4 – 50% | 3,200.00 EUR |

1. A twinning application must be submitted by a single organisation willing to become Twinning Contractor. A Twinning Contractor can be a Twinning Originator, a Twinning Adopter region or a Third Party. Successful applications will be offered a Twinning Contract by the DigitalHealthUptake co-ordinator. The Twinning Contractor is the main contact point between the DigitalHealthUptake co-ordinator and the Twinning participants for all matters related to the Twinning, both during the application and during execution. [↑](#footnote-ref-1)
2. Examples:   
   1) a 1:1 twinning with one originator and one adopter; it has been agreed that the originator is the Twinning Contractor, i.e. the main contact point and the organisation with which the DigitalHealthUptake co-ordinator will conclude a contract if the twinning is awarded funding. In this case, both parties need to provide a signed legal entity form.  
   2) a 1:5 twinning with one originator and 4 adopters; Adopter 3 has agreed to be the Twinning Contractor. In this case, a signed legal entity form needs to be provided by Adopter 3 (=Twinning Contractor) and the originator.  
   3) A 1:1 twinning with one originator and 1 adopter, as well as one third party (e.g. dealing with project management). The third party has agreed to be a Twinnign Contractor. All three parties need to provide a signed legal entity form. [↑](#footnote-ref-2)