[NAME JPI] pilot action call for

“The [NAME JPI] Knowledge Hub”

on

“………………………………….”

**Submission deadline for the Expression of Interest Letter for membership/Letter of intent in the [name] Knowledge Hub**

**Date, year, hour (if applicable) CET**

**Link to submission system**

For further information, please visit us on the website [JPI website]

And contact your National Contact Point/Person

or contact the Call Office/Secretariat:

Name Contact Person

e-mail address

Phone

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…………..

**Part A**

1. **Background and Objectives of [Name JPI]**
   1. [Name JPI]

Introducing Joint Programming

The Joint Programming Initiative is a European process, by which Member States engage on a variable geometry basis in defining, developing and implementing an agreed vision document with common strategic research agenda (SRA) to address major societal challenges that no individual Member State is capable of handling independently.

The goal of joint programming is to bring a new dimension to European research by aligning national programmes in participating countries around grand societal challenges, and thereby contributing to the development of the European Research Area. By working together around a common vision and strategic research agenda and mutualising limited resources, Member States/Associated Countries will be able to make significant contributions to research by avoiding duplication, filling gaps and creating critical mass. This will increase European research visibility and impact at the international level and establish a long-term and large base research endeavour, which in turn will foster innovative, high impact research in Europe.

Description of the specific thematic JPI

(Specifying challenges/aims)

* 1. Joint Action/pilot action on …. [SAME AS TITLE]

Describe the topic and the motivation/reason for adopting the action

* 1. Aim of the [NAME] Knowledge Hub
  2. Scope of the [NAME] Knowledge Hub
  3. Scientific Content (describe societal challenges and research challenges)
  4. Action Plan of the [NAME] Knowledge Hub

**Part B**

1. **Structure, Rules and Regulations**
   1. **Participating Countries and respective funding organisations**

To achieve these goals, the funders of the [NAME] Knowledge Hub will provide resources to research groups and their scientists. Depending on the country, this will be either *“in‐kind funding”* and/or *“in cash funding”*. For details on the specific funding types and resources provided by each country, please see and refer to “Eligible Costs and National Requirements” in ANNEX B.

The parties listed below have expressed their interest in funding a [JPI NAME] Knowledge Hub as a transnational research network on “[Topic - …. [SAME AS TITLE] ”.

**Table 1: Member States and Associated Countries**

|  |  |
| --- | --- |
| **Participating Country** | **Funding Organisation(s)** |
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1. **Facts and Rules of the [NAME] Knowledge Hub**

**3.1 Eligibility**

Funding organisations participating in the [JPI NAME] [NAME] Knowledge Hub will fund new activities and/or redirect existing funding/capacities (*i.e*. an in‐kind contribution) towards the needs of the [NAME] Knowledge Hub. The nature of funding provided by each funding organisation and country is explained in detail in the National Requirements in [Annex Name/Number]. Each participating country will be responsible for deciding which of its national scientists are eligible to join the [NAME] Knowledge Hub and the type (new or in‐kind) and level of funding it makes available to its selected members. The aim for the selection process is to result in a well‐balanced network of members providing all the necessary expertise required by the [NAME] Knowledge Hub action plan.

**3.2 Participants**

Participants of the [NAME] Knowledge Hub will be research groups that have the formal support of their respective research organisations and institutions. Consortia of research groups that are represented by one coordinating scientist may as well be valid partners. Within the [NAME] Knowledge Hub, one or several research organisations from each of the participating countries may join. From each research organisation, one or more research groups and their scientists may participate in the [NAME] Knowledge Hub according to national eligibility criteria.

These participants should be research groups that represent the very best expertise in the thematic area in question (“excellence”) and research groups that are supported by their country to enter in the thematic field, in order to develop skills and participate in an international cooperation (“capacity building”).

The governance structure comprises a Hub Coordinator (HC)[[1]](#footnote-1), who can be supported in his activities by Thematic Area/Work Package Leaders (TAL/WPLs). The HC will be a scientist member of the DEDIPAC KH and will be elected by the members of the [NAME] Knowledge Hub during the 1st Networking Meeting. The elected person must have received a majority of [NAME] Knowledge Hub members votes (>50%, either in a single or multiple voting rounds, each member has a single vote) during an open vote procedure. The TAL/WPLs as coordination support team are elected in a similar procedure. Afterwards, the HC and the TAL/WPLs have to be confirmed by the Steering Committee (SC) of the [NAME] Knowledge Hub (details see below).

The HC, domiciled in one of the countries participating in the [NAME] Knowledge Hub, will have the overall responsibility and will be accountable for the affairs and scientific progress of the [NAME] Knowledge Hub. The HC will provide and will thus be responsible for scientific leadership of the [NAME] Knowledge Hub ([Annex Name/Number]). The HC will take a broad view across thematic areas/work packages in order to ensure maximum coherence of the scientific vision that acts as the thrust of the [NAME] Knowledge Hub. The TAL/WPLs will be working in close collaboration with the HC and will be responsible for the coordination and integration of all activities within the thematic areas/work packages they are responsible for. They will generate and provide the necessary inputs to the HC from their thematic areas. The roles and responsibilities for the HC and the TAL/WPLs are explained in greater detail in [Annex Name/Number]. The members of the [NAME] Knowledge Hub will be expected to design and implement a valid overall governance structure to guide the work of the Hub and between the HC and the TAL/WPLs within the [JPI NAME] [NAME] Knowledge Hub Programme.

**3.3 Eligible Costs**

For details on the eligible costs within the Knowledge Hub, please refer to [Annex Name/Number]. Depending on the country’s funding body(ies), the eligible costs may include:

* contribution to costs of the Hub Coordinator and Thematic Area/Work Package Leaders;
* travel costs to attend Knowledge Hub meetings;
* communication and dissemination costs (*e.g.* workshops, newsletters, etc.);
* education, training and capacity building measures (*e.g.* fellowships, grants, seminars, summer schools, etc.);
* mobility and research costs (*e.g.* staff and consumables)

Each research group is subjected to the rules and regulations of its respective national funding organisation. Therefore, members of the [NAME] Hub are advised to check their countries’ rules and eligible costs to decide on their putative role and activities in the [NAME] Knowledge Hub (*e.g.* Hub Coordinator).

While the [NAME] Knowledge Hub proposal will be submitted jointly by research groups from the different participating countries, the scheduled research activities of the individual research groups within the [NAME] hub will be funded by their respective national JPI funding oganisations(s) according to their own eligibility criteria.

**3.4 Financial and Legal Modalities**

The duration of the Knowledge Hub will be [number] **years.**

**Modalities for funding organisations**

Partner funding organisations taking part in this joint action agree to contribute to common “coordination costs” via [defining if virtual common pot, real common pot or mixed pot]. Each funding organisation will fund their national research groups and their national scientists depending on its own national rules and regulations. Eligible costs may vary according to the corresponding funding organisation’s rules.

**Modalities for participating research groups**

A consortium agreement (CA) has to be signed by all research groups and their corresponding organisations participating in the [NAME] Knowledge Hub, at latest when the joint research proposal has been finally granted. The CA will specify at least the following issues, the governance structure, the decision making processes, the collective responsibilities and the management arrangements including specific arrangements on intellectual property rights (IPR), timely expertise description of work as an annex, scientific reporting and controlling. Administrative and funding relations will be stated in the [NAME] Knowledge Hub MoU as a bilateral responsibility between each participating research organisation in the [NAME] Knowledge Hub and its relevant funding organisation.

1. **Implementation and execution/Submission of proposals**

There will be a [define if two-stages or more ] procedure: at first, submission of a letter of intent by interested research groups and then submission of **one** Knowledge Hub full proposal for evaluation by eligible research groups selected and invited to participate. Note that all eligible groups are expected to work together to submit one full proposal.

**4.1 Expression of Interest (EoI)**

Within the first stage of implementation, interested research groups or consortia will submit an Expression of Interest (EoI) letter written in English.

The EoI should express the willingness of the applicant(s) to join the [NAME] Knowledge Hub as an active and contributing member. The applying research groups or consortia are expected to join the [JPI NAME] [NAME] Knowledge Hub to enhance its scientific excellence and/or to provide capacity building activities. The applicants should state in the EoI how and by what means and activities they plan to achieve these aims.

Following their intended contribution to the [NAME] Knowledge Hub, the applicants should describe their particular scientific expertise in one or more areas of the [NAME] Knowledge Hub action plan and their putative role and planned activities in the hub. Excellence in research and/or capacity building as well as motivation and added value of work within a pan‐European network will be considered. They will list their most significant previous and ongoing research projects related to the [NAME] Knowledge Hub, publications and patents that can be considered as in kind contribution to the hub.

Moreover, the applicants should state whether they would like to be considered as Coordinator of the Hub (HC) or Thematic Area/Work Package Leaders (TAL/WPLs). Candidates who declare their willingness to become HC or TAL/WPLs must state this in the EoI. They will also state that they have full institutional support to fulfill their tasks within the [NAME] Knowledge Hub. This form has to be signed by the candidate and by the legal representative of its institution.

The EoI must be submitted to the Joint Action Secretariat (JAS) via the [JPI NAME] [NAME] Knowledge Hub online submission system, which will be opened on [Date]. The submission system will be closed by [Date] (Hour pm CET). Note that the [JPI NAME] [NAME] Knowledge Hub online submission system will automatically provide the corresponding text boxes, formats and outline for length and structure of the EoI.

The selection and appointment of research groups to become a member of the [NAME] Knowledge Hub itself will be based on a national selection process. The contents and overall quality of the submitted EoIs will be checked for the coherence with both, the general [NAME] Knowledge Hub criteria and the specific national eligibility rules (see [Annex Name/Number]).

**The national eligibility rules have to comply with the following** [NAME] Knowledge Hub **selection criteria:**

* an overall high scientific quality of the intended contribution of the research group/organisation and how it matches the remit of the [NAME] Knowledge Hub
* a high quality of the planned activities in the [NAME] Knowledge Hub
* a high quality of the currently running and funded research projects as documented by given facts, figures, papers, patents, etc..
* a good balance among different expertises, wherever possible, to guarantee the multidisciplinarity and interdisciplinarity approach of the [NAME] Knowledge Hub.

The selection will be performed by the respective national funding organisations. The final list of eligible research groups has to be validated and approved by the members of the [NAME] Knowledge Hub Steering Committee (see information below). The final list of eligible research groups and their scientists will be communicated to the interested research groups via email by [Date]. A formal letter stating the decision will be subsequently provided.

**4.2 Networking Process and Preparation of the Knowledge Hub Proposal**

The appointed [NAME] Knowledge Hub members will be brought together in the Networking Meeting scheduled to take place on [Date]. Participation of the members of [NAME] is mandatory. The meeting will be used to present, explain and discuss the background and specific objectives of the [NAME] Knowledge Hub and the major objectives of the JPI HDHL with members of the SC and SAB/SHAB. The networking meeting will mark the starting point for the work on the preparation of the [NAME] Knowledge Hub proposal and will elect the Hub Coordinator (HC) and his coordination support team. At this time, the [JPI NAME] submission system will be re‐opened for submission of the joint [JPI NAME] [NAME] Knowledge Hub proposal. The members of the [NAME] hub will be expected to submit their joint proposal following a pre‐defined format and written in English through the HC via the online [JPI NAME] submission system no later than [Date] at [Hour] p.m. CET.

The [NAME] Knowledge Hub programme proposal should strictly comply in its sub‐sections with the national regulations given in ANNEX B. Programme proposal drafters should comply with the upfront of nationally binding funding commitment, the [NAME] documents and should take notice of individual national/organisational rules. They are strongly encouraged to contact their National Contact Person before adding their specific work package to the [NAME] Knowledge Hub proposal (see ANNEX B: national contact information). For applicants from some countries/regions, it might be necessary to submit a copy of the proposal and/or other information directly to the country’s/regional funding organisations. Further information on how to submit the proposal will be made available through the [JPI NAME] websites [add website(s) address].

**4.3 Evaluation of the DEDIPAC Proposal**

The [NAME] Knowledge Hub programme proposal will be evaluated by the Evaluation Panel (EP) and selected for awarding by the Steering Committee. The result of the evaluation process and the final decision on whether the successful [NAME] Knowledge Hub programme proposal is recommended for funding is expected to be communicated by [Date] (further information see [Section Number]).

**4.3.1 The Evaluation Panel**

The Evaluation Panel (EP) consists of international experts being responsible for the evaluation of the submitted [NAME] Knowledge Hub programme proposal. In detail, it comprises international experts in [NAME] thematic areas as well as in management issues.

EP members cannot take part in the [NAME] Knowledge Hub programme, and each EP member will have to sign an agreement and confirmation that there are no conflicts of interest and a code of conduct. The appointment will be agreed by the SC upon nominations provided by the funding organisations based on the European standardized CVs, taking into account expertise, gender and geographical balance. Each [NAME] Knowledge Hub member state will propose three experts for the EP in the thematic area of [NAME]. Next the SC members will vote and nominate an uneven number of EP members (5 or 7). Funding organisations are entitled to send representatives to panel meetings in an observer capacity as witness of the evaluation process without taking part in the discussion and/or influencing the process itself in any way. The EP will be responsible for the correct execution of the evaluation process of the [NAME] Knowledge Hub. It will be supported by the JAS. The evaluation process will be monitored and supervised by the SC.

**4.3.2 Evaluation Criteria for Scientific and/or Technological Excellence**

The following criteria for the evaluation process will be applied:

* high quality of the joint scientific plan of activities, including integration of [NAME] thematic areas and interaction of research groups
* high degree of innovation of planned activities
* high degree of European and international competitiveness of research groups and of planned work
* high quality and efficiency of the implementation and management: coordinator’s proficiency, appropriateness of the governance and management structure and procedures, its organisation and coordination, including the management and sharing of data and models
* high quality and relevant experience of individual scientists and research groups
* high quality of the Hub as a whole, including complementarities and balance among its main themes
* high quality of the means for networking and building a long lasting interaction
* scientific added value resulting from European collaboration
* perspective of the intended means for capacity building
* timelines, suitability of work schedule, requested resources, and feasibility
* detailed risk analysis.

**4.3.3 The Criteria of Potential Impact**

The criteria of potential impact are:

* contribution to the advancements of the research area
* outcomes of capacity building measures
* appropriateness of measures for the dissemination and/or exploitation of results, and management of intellectual property
* strategic plan for long‐term data storage and open access
* strategic plan for translation of research into public health practice or policy.

**4.3.4 Additional Evaluation Criteria**

Additional evaluation criteria will include:

* commitment of the partners
* proof a critical mass to achieve the overall scientific goals and objectives
* capacity of attraction to other research.

**4.4 Funding Decision and Contract Negotiation**

Based on the [NAME] Knowledge Hub programme proposals’ evaluation by the EP on [Date], the funding organizations represented at the SC will make the decision:

a. to fund the [NAME] Knowledge Hub programme proposal as it is in case of a very positive evaluation result

b. not to fund the [NAME] Knowledge Hub programme proposal

c. to negotiate changes deemed necessary by the EP in case of a conditional recommendation.

In the event of a recommended improvement (option c), the SC will ask the HC and the members of [NAME] Knowledge Hub to improve the submitted proposal according to the EP’s recommendations. The HC will be provided with specific items and specific information on which parts of the proposal have to be re‐designed and improved. Afterwards, the HC will be given time to improve and re‐submit the proposal till July 19th, 2013.

The compliance of the re‐submitted final proposal will be evaluated by the Chair of the EP and the members of the SC. The SC will recommend the [NAME] research consortium to be funded by the national/regional funding organisations. Based on these recommendations, final decisions and negotiation will be made by the national/regional funding organisations and will be subjected to budgetary considerations. The final decision is scheduled on [Date].

**4.5 Responsibilities, Reporting Requirements and Dissemination during the Funding Period**

The HC of [NAME] Knowledge Hub has the obligation to submit an annual progress report and a final report to the SC at the end of the three year funding period. All reports must be written in English. A common report format will be provided by the JAS.

The TAL/WPLs are responsible for delivering to the HC the reports on their thematic area. All members of the [NAME] Knowledge Hub are jointly responsible for the delivery of the reports and the main progress report. The SC will only accept complete reports delivered by the HC on behalf of the entire Hub.

If required, each member of the [NAME] Knowledge Hub has to submit financial and scientific reports to its national/regional funding organisations, according to national/regional regulations. The progress and final results of each individual contract (ministry decree, letter of grant, etc.) will be monitored by the respective national/regional funding organisations.

The intermediate and final reports will be submitted to EP evaluation and SC assessment. The HC will be responsible for taking corrective actions if required.

Funding recipients must ensure that all outcomes (publications, oral presentations, etc.) of the [NAME] Knowledge Hub include a proper acknowledgement of JPI HDHL support and the respective national/regional funding partner organisations.

The HC, TAL/WPLs and/or national members of the [NAME] Knowledge Hub may be asked to present the results of their activities at JPI HDHL MB meetings, conferences and progress meetings organised by the JPI HDHL.

To brand the [JPI NAME] and to bring about larger awareness of the [NAME] Knowledge Hub, centralised communication and information exchange on its research activities will be addressed through the JAS (Joint Action Secretariat) and the JPI HDHL Secretariat. In addition to the national contact points and contact persons, both will provide general information on the [NAME] Knowledge Hub, mainly via the [JPI NAME] website and the dissemination platform and the publication of documents such as newsletters, papers and other scientific information made available by the HC and/or TAL/WPLs and/or national group leaders.

Scientific communication will be the responsibility of the participating research groups involved in the [NAME] Knowledge Hub according to the [JPI NAME] policy at this purpose.

1. **Governance and Management Structure**

**5.1 The Joint Action Secretariat**

The implementation of the invitation to participate in the submission of the joint [JPI NAME] [NAME] Knowledge Hub programme proposal(s) will be under the responsibility of the Joint Action Secretariat (JAS). The JAS acts as the primary contact point for interested research groups and scientists for information on general issues of the joint action and its technical aspects ([NAME] Knowledge Hub online submission system, delivery of submission documents, etc.). It will take care of managing and administration of the submission procedures (proposal submission, evaluation, selection) under the supervision of the Steering Committee (SC) and the support of the National Contact Points (NCP; ANNEX B) at national level. The JAS will provide requested information to the [JPI NAME] Management Board (MB) and the [JPI NAME] Advisory Boards (SAB, SHAB) as well.

The JAS will be set up at:

Name Contact Person(s)

Organisation

e-mail address

Phone

**5.2 The Steering Committee (SC)**

The ([NAME] Knowledge Hub Steering Committee (SC) is composed of representatives of the funding organisations/Member States or Associated States (one representative per each funding organisation and a deputy) that have signed the ([NAME] Knowledge Hub Memorandum of Understanding (MoU). Representatives may be recruited from the respective members of the [JPI NAME] MB. The SC will supervise the progress of the [NAME] Knowledge Hub, the selection of the EoIs and the evaluation of the [NAME] Knowledge Hub programme proposal(s). The SC will make the final funding recommendation to the national/regional funding organisations on the [NAME] Knowledge Hub successful proposal and participating research groups to be funded, based on the assessment and final conclusions reached by the EP. All decisions concerning the proposals submission procedures and their implementation will be taken by the SC.

**5.3 Timeline of the** [JPI NAME] [NAME] **Knowledge Hub**

**Stage 1**

**[Date] Pre‐announcement of** [NAME] Knowledge Hub

**[Date] Preliminary Announcement of** [NAME] Knowledge Hub

**[Date] Approval and signature of MoU’s**

**[Date] Announcement of the EoI and opening of the** [NAME] Knowledge Hub **online submission system**

**[Date] Closing of the** [NAME] **Knowledge Hub online submission system and start of the national evaluation and selection process**

**[Date] Results of the national selection**

**[Date] Approval of** [NAME] **Knowledge Hub members by the SC and official appointment followed by an invitation of the selected members to the** [JPI NAME] [NAME] **Knowledge Hub Networking Meeting**

**Stage 2**

**[Date] 1st** [JPI NAME] [NAME] **Knowledge Hub Networking Meeting and opening of the** [NAME] **online submission system for submission of the** [JPI NAME] [NAME] **Knowledge Hub programme proposal(s), participation is mandatory!**

**[Date] Deadline for submission of the** [NAME] Knowledge Hub **programme proposal, closure of the** [NAME] Knowledge Hub **online submission system and start of the evaluation process by the EP**

**[Date] Evaluation meeting of EP (SC members will be present as observers) and communication of results to the SC and HC (conditional approval of SC and MB on a concomitant SC/MB meeting)**

**[Date] Putative revision of the proposal and resubmission to the Chair of the SC‐ if required**

**[Date] Chair EP/SC approves or disapproves full improvement of proposal, proclamation of results of re‐evaluation by Chair of SC, start of national contract negotiations.**

**5.4 Contact and Further Information**

The JAS will be the primary point of contact concerning the submission procedures for the [NAME] Knowledge Hub, the Steering Committee (funders) and the [JPI NAME] Secretariat. All interested parties in issues of the [NAME] Knowledge Hubare strongly advised to contact their National Contact Person(s) for any questions on specific national regulations (see [Annex Name/Number]).

**5.5 Admission of New Partners from Members States and Associated Countries to** [NAME] Knowledge Hub

The [NAME] Knowledge Hub explicitly appreciates the admission of new partners (countries and/or research groups), and will allow for the entry of any interested parties at all stages of the launched [JPI NAME] [NAME] Knowledge Hubprocess. As basic prerequisite, new partners must sign the [NAME] Knowledge Hub Memorandum of Understanding (MoU), stating that they will join the [NAME] Knowledge Hub to contribute to it according to its major objectives and the goals of the [JPI NAME] SRA. The proposed activity should be supported by national funds and the participation must be discussed and approved by HC and TAL/WPLs.

**ANNEXES**

**ANNEX A**

1. **The Roles and Responsibilities of the Hub Coordinator (HC) and Thematic Area/Work Package Leaders (TAL/WPLs)**

**A. The Hub Coordinator (HC)**

[JPI NAME] [NAME] Knowledge Hub members will elect the Hub Coordinator (HC) domiciled in a [NAME] Knowledge Hub participating country. The HC must have received more than 50% of all votes in a single or more election rounds during the first networking meeting. The result of the election has to be confirmed by the SC of the [NAME] Knowledge Hub. The HC will be overall responsible and accountable for the affairs of the [NAME] Knowledge Hub and provide/ascertain its strategic scientific leadership. The HC will take a broad view across the thematic areas/work packages of the [NAME] Knowledge Hub in order to ensure coherence of the scientific vision that maintains the thrust of [NAME].

**The HC’s main responsibilities will be to:**

* develop a joint programme of activities for the [JPI NAME] [NAME] Knowledge Hub as well as a strategy for its implementation
* coordinate and facilitate integration of the planned activities across the thematic areas/work packages
* ensure that results arising are communicated promptly and regularly across the [NAME] Knowledge Hub
* attend [NAME] Knowledge Hub meetings to monitor the progress of the activities
* coordinate the exploitation of results interface and build collaborations with relevant organisations within Europe and worldwide
* provide means to build and strengthen the research communities in the [NAME] Knowledge Hub thematic areas at the regional, national and European level.

**Other management duties of the HC will include to:**

* complete the electronic submission of the proposal on behalf of the partners
* be the primary point of contact for the SC
* deliver regular reports and products to the SC on behalf of the partners
* communicate with the SC any event that might affect the sound implementation of the project
* be responsible for the overall justification of resource expenditure.

**Criteria for election of the HC:**

1. **Scientific vision and scientific expertise**

* capacity of the applicant to deliver a strategic research plan of activities and an innovative programme for its implementation
* skills and knowledge necessary to pursue the [NAME] Knowledge Hub objectives
* ability and experience to stimulate the development of new tools, techniques or methods across the hub.

1. **Contribution to the** [NAME] **Knowledge Hub**

* scientific leadership of the applicant and relevance to the [JPI NAME] mission
* proven ability to communicate with relevant stakeholders
* international competitiveness and previous experiences in coordination of large EU consortia.

1. **Institutional and external commitment**

* institutional funding: direct contribution of institutional funds to the applicant’s centre/department/group
* links to stakeholders (including government, industry) in the [NAME] Knowledge Hub thematic areas.

1. **Leadership**

* proven outstanding leadership skills and proven outstanding managerial skills.

**B. The Thematic Area/Work Package Leaders (TAL/WPLs)**

**The TAL/WPL’s main responsibilities will be to:**

* contribute to develop a joint programme for the Knowledge Hub and a strategy for its implementation in collaboration with the HC and the other TAL/WPLs
* manage the research activities within the thematic area and work packages
* communicate results arising regularly through the HC and across the [NAME] Knowledge Hub
* attend [NAME] meetings and report on their progress
* design a strategy for the exploitation of results in consultation with the other TAL/WPLs and the HC
* interface and build collaborations with relevant organisations, within Europe and internationally
* provide means to build and strengthen the research communities at the regional, national and European level.

**Other management duties of the TAL/WPLs will be to:**

* provide regular reports and deliverables to the HC for reporting to the [JPI NAME] SC
* inform the HC of any event that might affect the sound implementation of the work plan
* be responsible for the overall justification of resource expenditure within the thematic area/work package

**ANNEX B: National/Regional Contact Persons Details, Requirements and Eligible Costs**

1. **National Contact Points (NCPs)**

Hereunder are provided the contact data of the National Contact person(s) for the submission of the EoI letters for participation in the [JPI NAME] [NAME] Knowledge Hub. National Contact Points are namely responsible for informing potential applicants about relevant national issues (national eligibility criteria, eligible costs). It is strongly recommended for each applicant to contact their contact point prior to submitting their EoI.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Country** | | **Organisation** | **Contact Persons** | **Contact Data (e-mail, phone and fax numbers** |
| NORWAY |  |  |  |  |
| BELGIUM |  |  |  |  |
| DENMARK |  |  |  |  |
| FINLAND |  |  |  |  |
| FRANCE |  |  |  |  |
| GERMANY |  |  |  |  |
| ICELAND |  |  |  |  |
| IRELAND |  |  |  |  |
| ITALY |  |  |  |  |
| LITHUANIA |  |  |  |  |
| THE NETHERLANDS |  |  |  |  |
| POLAND |  |  |  |  |
| PORTUGAL |  |  |  |  |
| ROMANIA |  |  |  |  |
| SPAIN |  |  |  |  |
| SWEDEN |  |  |  |  |
| TURKEY |  |  |  |  |
| UNITED  KINGDOM |  |  |  |  |

**8. Eligible Costs Per Country**

This table is provided only for your information. It does not warranty any eligibility, which should systematically be checked with your NCP. Eligibility for selected issues is indicated in green (eligible) or red (non‐eligible) colours and further explanations may be given.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Country** | | **Coordinators’ costs**  **(HC, TAL/WPL)** | **Research costs**  **(*e.g* staff & consumables)** | **Travel Costs**  **(for Knowledge Hub meetings)** | **Communication and dissemination costs (*e.g* workshops, newletters)** | **Training and capacity building (*e.g.* seminars, summer schools…)** | **Mobility** |
| NORWAY |  |  |  |  |  |  |  |
| BELGIUM |  |  |  |  |  |  |  |
| DENMARK |  |  |  |  |  |  |  |
| FINLAND |  |  |  |  |  |  |  |
| FRANCE |  |  |  |  |  |  |  |
| GERMANY |  |  |  |  |  |  |  |
| ICELAND |  |  |  |  |  |  |  |
| IRELAND |  |  |  |  |  |  |  |
| ITALY |  |  |  |  |  |  |  |
| LITHUANIA |  |  |  |  |  |  |  |
| THE NETHERLANDS |  |  |  |  |  |  |  |
| POLAND |  |  |  |  |  |  |  |
| PORTUGAL |  |  |  |  |  |  |  |
| ROMANIA |  |  |  |  |  |  |  |
| SPAIN |  |  |  |  |  |  |  |
| SWEDEN |  |  |  |  |  |  |  |
| TURKEY |  |  |  |  |  |  |  |
| UNITED  KINGDOM |  |  |  |  |  |  |  |

**National Regulations**

**[Country]**

**[Organisation]**

**[...]**

**[Eligibility]**

**[...]**

**[Funding]**

**[….]**

**[Contact point/person]**

**[….]**

1. Candidates for the Hub Coordinator should check that associated costs are considered eligible costs in the corresponding national annex. [↑](#footnote-ref-1)