

NFP4Health - Joint Action on Increasing Capacities of National Focal Points

NFP4Health

DELIVERABLE 6.2

Training Plan



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D6.2 Training Plan

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ABSTRACT

This document has been produced in the context of the Joint Action NFP4HEALTH (Grant Agreement no. 101035965) and in particular as one of the key activities of WP6 that focuses on Capacity Building for National Focal Points. The present Training Plan directly addresses the expertise and the skills (technical and soft) of the National Focal Points involved in the new EU4Health programme in its comprehensiveness.

DISCLAIMER

The content of this Plan represents the views of the authors only and is their sole responsibility; it cannot be considered to reflect the views of the European Commission. The European Commission do not accept any responsibility for use that may be made of the information it contains.



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1. Introduction

Work Package 6 (“Capacity Building for National Focal Points”) directly addresses the expertise and the skills (technical and soft) of the National Focal Points involved in the new EU4Health programme in its comprehensiveness. With a view to provide high-quality and impact services, it is expected that NFPs share general and specific knowledge of the programme and of other relevant initiatives. More in detail, WP6, focusing on the new areas and tools of the EU4Health programme and on synergies and opportunities within the context of other EU health-related instruments, has three main objectives:

- Enhancing and fostering the knowledge and the skills of the NFPs in the EU Member States and associated countries;
- Promoting the equality of opportunities for all EU Member States in accessing the EU4Health programme;
- Filling in the knowledge gap with respect to the transition from the old to the new programme, delivering a detailed training plan, addressing all NFPs.

In the framework of Task 6.1 “Training Programme for NFPs”, the present Deliverable D6.2, “Training Plan” will therefore focus on the training addressed to EU4Health NFPs and include methodology, timing, tools, outputs and assessment actions.

2. Objective of the training

In the context of WP6, Task 6.1 is devoted to the creation and implementation of a training programme for NFPs. In particular, the purpose of this Task is creating and delivering a training programme for NFPs on both technical and soft skills. The specific topics addressed by the training programme are chosen taking into account inputs and needs expressed by NFPs. Topics can be eventually updated during the life-course of the Joint Action, according to necessities that may emerge. Among others, technical skills will be strengthened with relation to funding mechanisms, EU4Health topics, Horizon Europe actions and other related funding schemes (addressing programming, rules of participation synergies), while, the training programme on soft skills will include practical and innovative methods/tools to engage and support stakeholders, event organization and moderation, networking of stakeholders, project management and NFP team organization. The idea at the basis of the training activity is to promote a “training for trainers” activity in order to allow the eventual replication at the national level from Member States.

The training offered will foresee both sessions that will take place on-site and online. The on-site training consists of two general modules (both combining technical and soft skills) that will take place in maximum 5 itinerant editions. Each of these editions will bring together NFPs from 5/6 Member States and Associated countries, with the aim to allow team building, synergies and exchange of experiences.



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The online training activity will be implemented through a maximum of 20 webinars on specific needs, expertise and technical knowledge, with the main focus being enhancing knowledge sharing, peer learning and capacity building.

The following table summarises the main organisational aspects of the training.

Table 1. On-site and online trainings' main organisational aspects.

| ON-SITE TRAINING | ONLINE TRAINING |
|--|---|
| 2 GENERAL MODULES: 1st module: technical/soft skills 2nd module: technical/soft skills | 20 (MAX) ONLINE WEBINAR |
| N. OF EDITIONS PER MODULE: max 5 itinerant editions | FOCUS: Knowledge sharing, peer learning and capacity building |
| N. OF PARTICIPANT MSs PER EDITION: 5/6 MSs and Associated countries, allowing synergies/experiences exchange | WHEN: 2022: 5 2023: 7 2024: 2 |
| DURATION: Each module will last 1,5 days | |
| WHEN: 2022: 2 2023: 6 2024: 2 | |



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3. Needs assessment and elaboration of data

In order to assess the needs of NFPs to better define and adapt the Training Programme, in occasion of the WP6 kick-off, held on the 22nd February 2022, the skeleton of the Training plan has been presented, collecting several inputs from NFPs.

In a second step, the Italian Ministry of Health and ProMIS created an online questionnaire with the aim to identify specific needs of the NFPs and to adapt and organize the activities of the Training Programme.

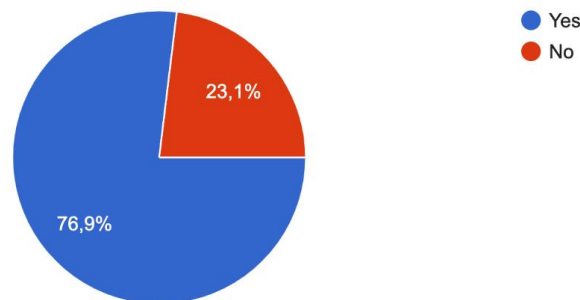
The questionnaire has been submitted to the NFPs, through a Google Forms survey, with the specific aim to understand the recipients' interest in receiving in-depth information on the EU4Health programme and other Horizon Europe actions.

Thirteen answers have been collected. The majority of the respondents were EU4Health NFPs, as the following pie chart (Figure 1) shows.

Figure 1. Percentage of EU4Health NFPs among the respondents

Are you an EU4Health NFP?

13 risposte



All topics proposed about the EU4Health programme attracted noticeable interest (with the majority of the answers being 4 (=very interested) out of 4 for 8 topics out of 9) and those related to improving and fostering health in the Union, to synergies and complementarities, to EU4Health 2022 (and beyond) Work Programmes have been the most voted ones, as it can be seen from Figure 2 and Figure 3.



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Figure 2. Respondents' interest in receiving in depth information on EU4Health general goals and related specific objectives

Please, indicate your interest from 1 (not interested) to 4 (very interested) in receiving in-depth information (context, data, key stakeholders, etc...)...alth general goals and related specific objectives"

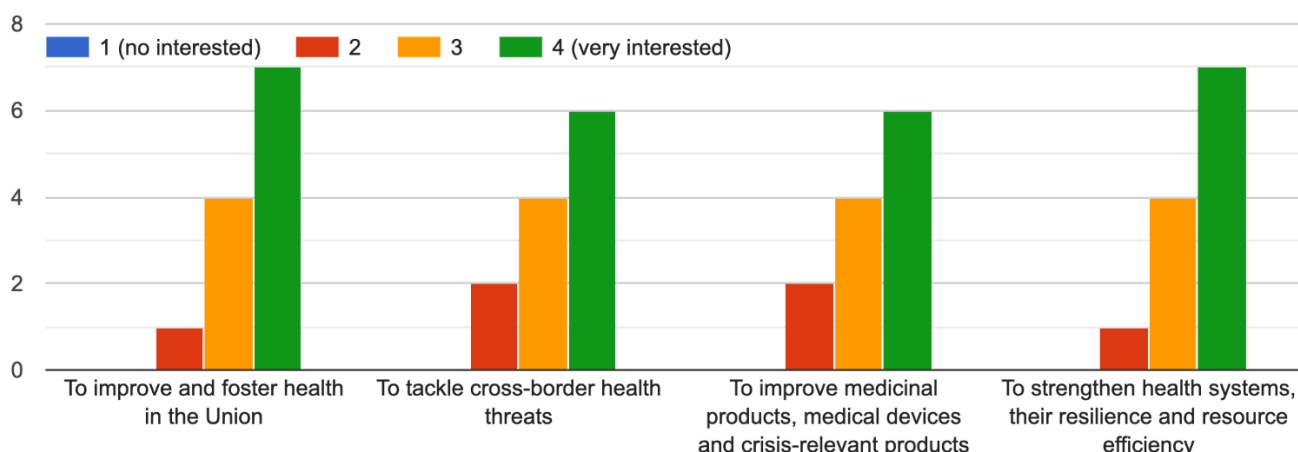
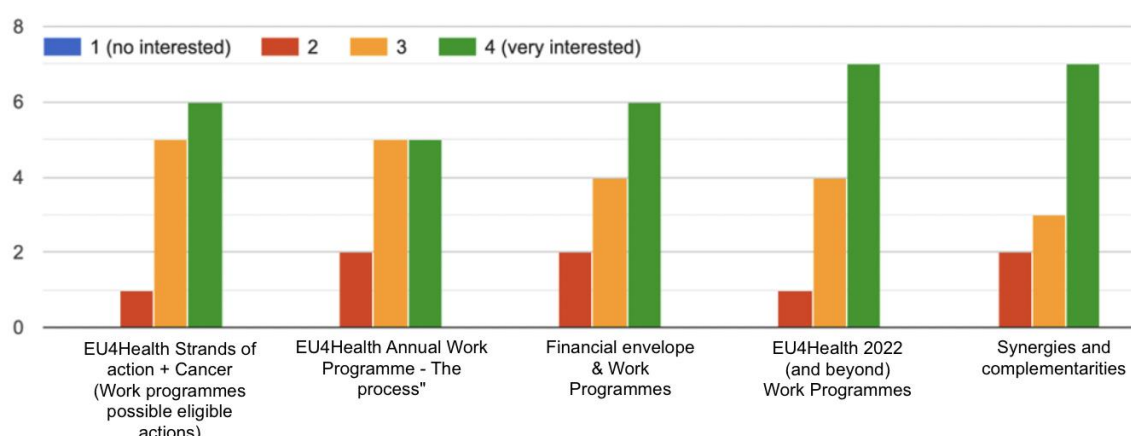


Figure 3. Respondents' interest in receiving in depth information on EU4Health specific issues

Please, indicate your interest from 1 (not interested) to 4 (very interested) in receiving in-depth information/training on the following issues:



With relation to the interest of NFPs in receiving technical training, the most popular topics were: Joint Actions; action grants; direct grants; eligibility, selection and award criteria; general information on grants; project drafting; cooperation and funds synergies.

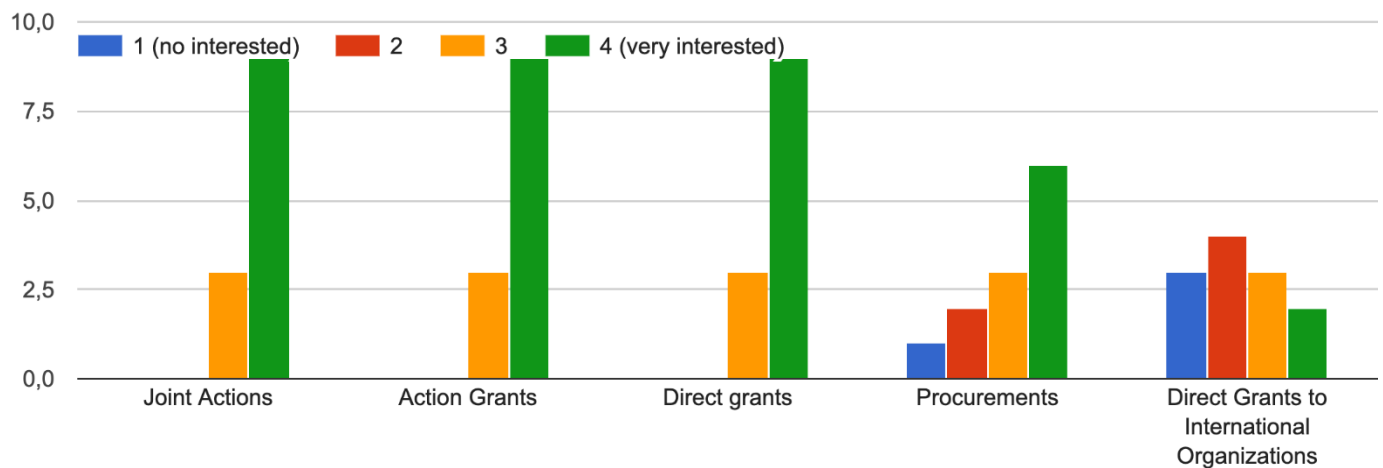


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The majority of the topics received at least half of the answers with a score of 4 (very interested) out of 4. The following bar charts (Figures 4, 5, 6, 7) illustrate answers collected for each specific question.

Figure 4. Respondents' interest in receiving technical training on issues related to Joint Actions, different types of grants and procurements

Please, indicate your interest from 1 (not interested) to 4 (very interested) in receiving technical training on the following topics:



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Figure 5. Respondents' interest in receiving technical training on issues related to grants, operational budget and eligibility, selection and award criteria

Please, indicate your interest from 1 (not interested) to 4 (very interested) in receiving technical training on the following topics:

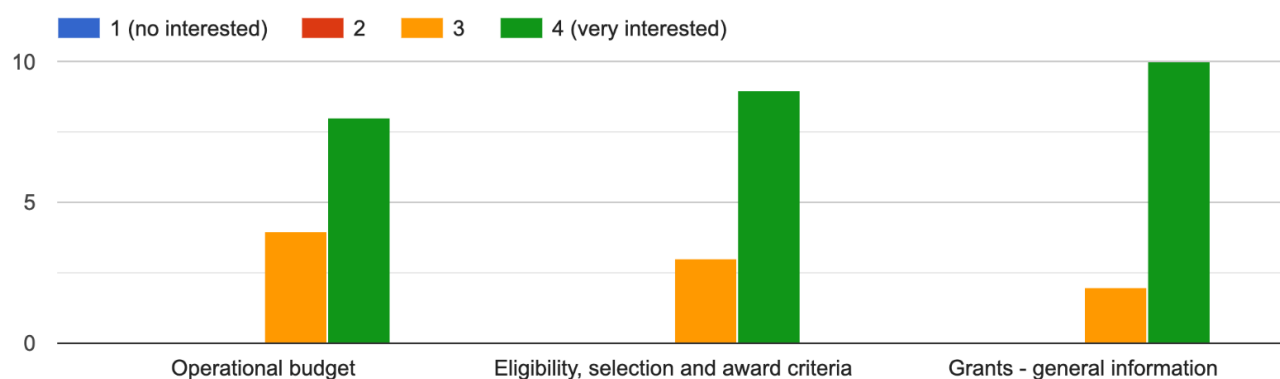
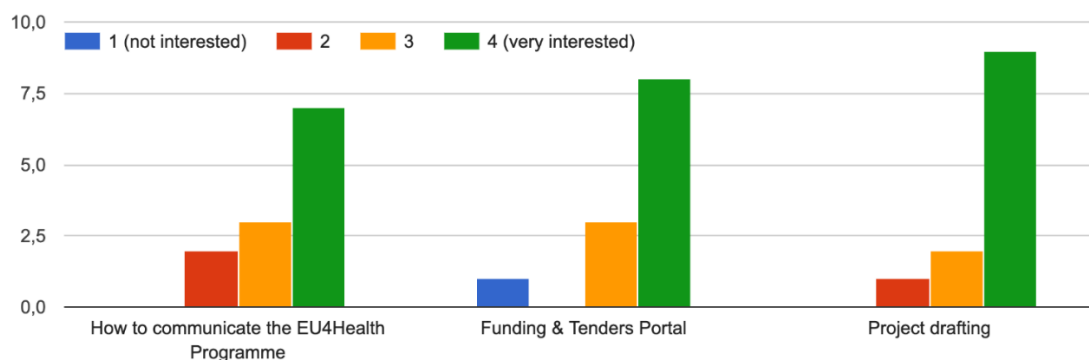


Figure 6. Respondents' interest in receiving technical training on issues related to how to communicate EU4Health Programme, to funding and tenders portal and to project drafting

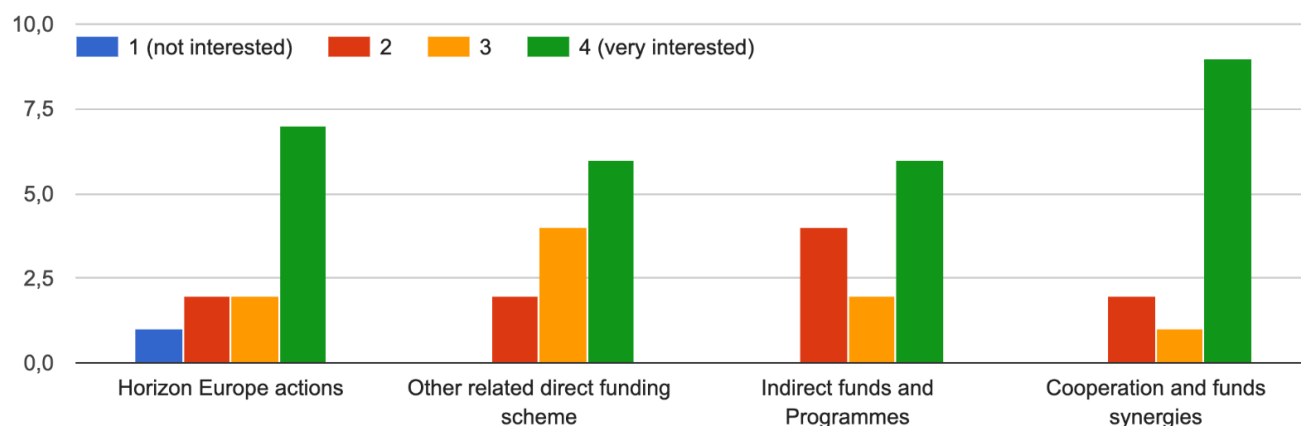
Please, indicate your interest from 1 (not interested) to 4 (very interested) in receiving technical training on the following topics:



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Figure 7. Respondents' interest in receiving technical training on Horizon Europe actions, direct funding schemes, indirect funds and programmes, cooperation and funds synergies

Please, indicate your interest from 1 (not interested) to 4 (very interested) in receiving technical training on the following topics:



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4. Online Training

The online training sessions will be mainly focused on technical skills, expertise and technical knowledge, with relation to funding mechanisms and the EU4Health work programmes. In order to ensure the active participation of all beneficiaries of the webinars, meeting will include several opportunities for sharing doubts, knowledge, questions, etc.

Moreover, depending on the topic of the session, other interactive methods/tools will be used, such as breakout sessions, surveys through, also, the “flipped model” webinar.

The following table shows the structure of the online training.

Table 2. Online Training.

Technical Skills -WEBINAR

| TOPICS | DESCRIPTION | SPEAKERS/TRAINERS |
|--------------------|--|--|
| FUNDING MECHANISMS | Grants of EU4Health- general information (Focus on EU4Health 2022 Work Programmes) | HaDEA |
| | Action Grants of EU4Health | Technical Skills (HaDEA + 1 or 2 examples) |
| | Tenders of EU4Health | Technical Skills (HaDEA) |
| | Direct Grants of EU4Health | Technical Skills (HaDEA + 1 or 2 examples) |
| | TBD | Technical Skills (HaDEA) |
| | Procurements of EU4Health | Technical Skills (ProMIS) |
| | Horizon Europe - General information & Cluster Health | APRE |
| | Erasmus+ | Technical Skills (DG Reform) |
| | Technical Support Instrument | Technical Skills (DG EMPL) |
| | Digital Europe | Technical Skills (DG Connect) |
| | European Social Funds + | Technical Skills (DG EMPL) |
| | NextGenerationEU | Technical Skills (DG ECFIN) |
| EU4HEALTH | EU4Health 2023 Work Programme & Financial envelope | DG SANTE |
| | EU4Health 2024 Work Programme & Financial envelope | DG SANTE |
| OTHER TOPICS | 6 additional webinars to be defined also on the basis of additional input and needs coming from participants of the previous edition of webinars | |



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5. On-site Training

The on-site training activities will include a mix of technical and soft skills and will allow more interaction among participants, encouraging teambuilding, synergies and the exchange of experiences. Moreover, there will be the chance to proactively identify specific needs and doubts and to fill the eventual gaps. The 5 editions of each module will take place in different countries (see the subdivision below). The aim is to create itinerant on-site trainings, covering different geographical areas, giving priority to the newly nominated NFPs.

Module 1 of the on-site Training focuses on the EU4Health programme and on NFPs. It is conceived as preparatory for the second module.

The 5 editions of Module 1 will take place in Italy, Austria, Sweden, Czech Republic, Portugal. The following table summarises the structure and organisation of Module 1.

Table 3. On-site training Module 1.

MODULE 1 “EU4HEALTH” (Technical/Soft Skills)

| | | |
|------------------------|---|--------------------|
| 5 editions: | | |
| 1. Italy | | |
| 2. Austria | | |
| 3. Sweden | | |
| 4. Czech Republic | | |
| 5. Portugal | | |
| Day – 1, 14.00 – 18.30 | | |
| 14.00 – 14.30 | Who we are? | Participants |
| 14.30 – 16.00 | EU4Health introduction and general and specific objectives: | DG SANTE |
| | ✓ To improve and foster health in the Union | |
| | ✓ To tackle cross-border health threats | |
| | ✓ To improve medicinal products, medical devices and crisis-relevant products | |
| | ✓ To strengthen health systems, their resilience and resource efficiency | |
| 16.15 – 17.30 | Annual Work Programme – The process | HaDEA |
| 17.30 – 18.30 | NFP team organisation (part 1) | ProMIS and experts |



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| Day 2, 09.00 – 13.00 - 14.00 – 16.30 | | |
|--------------------------------------|--|--|
| 09.00 – 10.30 | Cancer (Work programmes possible eligible actions) | DG Sante President Mission on Cancer |
| 10.45 – 13.00 | Synergies and complementarities | DG SANTE Examples from MSs/participants |
| 14.00 – 16.00 | NFP team organisation (part 2) | ProMIS and experts |
| 16.00 – 16.30 | Conclusion and next steps | ProMIS |



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Module 2 of the on-site Training focuses on supporting proposals applications and will feature different on-site parallel labs which will strengthen interaction and allow for detailed work on specific issues.

The 5 editions of Module 2 will take place in Slovakia, Spain, Iceland, Malta, Hungary. The following table summarises the structure and organisation of Module 2.

Table 4. On-site training Module 2.

MODULE 2 “SUPPORTING PROPOSALS APPLICATIONS” (Technical/Soft Skills)

5 editions:

1. Slovakia
2. Spain
3. Iceland
4. Malta
5. Hungary

Day – 1, 14.00 – 18.30

| | | |
|---------------|---|--------------|
| 14.00 – 14.30 | Who we are? | Participants |
| 14.30 – 16.00 | Funding & Tenders Portal Eligibility, selection and award criteria | HaDEA |
| 16.15 – 17.15 | Project drafting and Operational budget | Expert |
| 17.15 – 18.15 | Project management and financial reporting | Expert |
| 18.15 – 18.30 | Wrap up | ProMIS |

Day 2, 09.00 – 12.30 - 13.30 – 16.30

| Parallel Labs | | Parallel Labs | |
|---------------|---|---------------|-----------------------------------|
| 09.00 – 10.30 | Practical and innovative methods/ tools to engage and support stakeholders | Expert | Event organization and moderation |
| | | | Expert |
| Parallel Labs | | Parallel Labs | |



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| | | | | |
|---------------|---|--------|--|--------|
| 11.00 – 12.30 | Priorities benchmarking analysis tool | Expert | Networking of stakeholders | Expert |
| 13.30 – 15.00 | Co-creation lab tool for drafting project proposals | Expert | Communication and Dissemination strategy | Expert |
| 15.15 – 16.30 | Results of the Labs and wrap up | | Rapporteurs and ProMIS | |

5.1 Countries participation

The onsite training activities is dedicated to the NFPs involved in the NFP4Health Joint Action (beneficiaries or affiliated entities) and eventual other stakeholders identified at National level, with a maximum of 5/6 participants per country. NFP (beneficiary or affiliated entity in this JA) has a dedicated budget of € 2000 (1 person per 2 modules). Expenses of eventual other participants involved will be borne by the sending organization. The mentioned budget decision has been made in accordance with the previous Agency CHAFEA during the drafting phase of the JA, in order to encourage EU4Health NFPs and related National authorities to invest in the training activities with a view to improve the performance of NFPs.

Each of the 5 editions of Module 1 and Module 2 will involve participants coming from up to 5 Countries. The subdivision presented below takes into account a geographical coverage as well as the level of experience of NFPs¹, in order to ensure a fruitful exchange (Deliverable 4.2 – Interim report on organizational models): a) Less than 1 year; b) 1-5 years; c) 6-10 years; d) More than 10 years.

¹ Deliverable 4.2 – Interim report on organizational models. *“Five NFPs (in Italy, Belgium, Netherlands, Poland, Romania) reported their consolidated (more than 10 years) experience, which increased their capacity to design and create sustainable implementation actions. This experience is balanced by the less than one year of experience of other NFPs in Denmark, Ireland, Slovakia, Hungary, Germany, Iceland. The newly relocated Austrian NFP has less than one year experience, however the previous NFP had 1-5 years experience, at the time of transition.”*
Slovenia is partner of the JA NFP4Health. However, it has not participated to the Survey made in the framework of WP4. Therefore, it is not included in the results of Deliverable 4.2 – Interim report on organizational models.



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| Module | Dates | Hosting Country | Participating Countries |
|----------------------|---------------------|-------------------------|-------------------------|
| Module 1 – Edition 1 | 10/11 October 2022 | Italy - Rome | Italy |
| | | | Slovakia |
| | | | Moldova |
| | | | Latvia |
| | | | Norway |
| Module 1 – Edition 2 | 21/22 November 2022 | Austria - Wien | Austria |
| | | | Serbia |
| | | | Spain |
| | | | Poland |
| Module 1 – Edition 3 | 26/27 January 2023 | Sweden – Stockholm | Sweden |
| | | | Iceland |
| | | | France |
| | | | Lithuania |
| Module 1 – Edition 4 | 30/31 March 2023 | Czech Republic - Prague | Czech Republic |
| | | | Germany |
| | | | Malta |
| | | | Slovenia ² |
| Module 1 – Edition 5 | 22/23 May 2023 | Portugal - Lisbon | Portugal |
| | | | Hungary |
| | | | Croatia |
| | | | The Netherlands |

NFP level of experience (Deliverable 4.2 NFP Organizational models):

| | | | |
|------------------|-----------|------------|--------------------|
| Less than 1 year | 1-5 years | 6-10 years | More than 10 years |
|------------------|-----------|------------|--------------------|

² Slovenia is partner of the JA NFP4Health. However, it has not participated to the Survey made in the framework of WP4. Therefore, it is not included in the results of Deliverable 4.2 – Interim report on organizational models.

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| Module | Dates | Hosting Country | Participating Countries |
|----------------------|----------------------|-----------------------|-------------------------|
| Module 2 – Edition 1 | 28/29 September 2023 | Slovakia - Bratislava | Slovakia |
| | | | Italy |
| | | | Moldova |
| | | | Latvia |
| | | | Norway |
| Module 2 – Edition 2 | 26/27 October 2023 | Spain - Madrid | Spain |
| | | | Serbia |
| | | | Austria |
| | | | Poland |
| Module 2 – Edition 3 | 20/21 November 2023 | Iceland – Reykjavik | Iceland |
| | | | Sweden |
| | | | France |
| | | | Lithuania |
| Module 2 – Edition 4 | 25/26 January 2024 | Malta – Valletta | Malta |
| | | | Czech Republic |
| | | | Germany |
| | | | Slovenia ³ |
| Module 2 – Edition 5 | 15/16 April 2024 | Hungary - Budapest | Hungary |
| | | | Portugal |
| | | | Croatia |
| | | | The Netherlands |

NFP level of experience:

| | | | |
|------------------|-----------|------------|--------------------|
| Less than 1 year | 1-5 years | 6-10 years | More than 10 years |
|------------------|-----------|------------|--------------------|

³ Slovenia is partner of the JA NFP4Health. However, it has not participated to the Survey made in the framework of WP4. Therefore, it is not included in the results of Deliverable 4.2 – Interim report on organizational models.

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6. Training calendar

Table 5. Training calendar.

| Year | Date | Type of training | Location | Topic |
|------|-----------------|------------------|------------------------|---|
| 2022 | 28 April | Webinar | Online | Grants of EU4Health- general information (Focus on EU4Health 2022 Work Programmes) |
| | 24 May | Webinar | Online | Action Grants of EU4Health |
| | 20 September | Webinar | Online | Tenders of EU4Health |
| | 10/11 October | Courses/Labs | Rome- Italy | Module 1- “EU4HEALTH” (Technical/Soft Skills) |
| | 24 November | Webinar | Online | NFP Profile: A practical tool for defining EU4Health NFPs key characteristics and peculiarities to implement EU4Health Programme |
| | 21/22 November | Courses/Labs | Wien- Austria | Module 1- “EU4HEALTH” (Technical/Soft Skills) |
| 2023 | TBD | Webinar | Online | EU4Health 2023 Work Programme & Financial envelope |
| | 26/27 January | Courses/Labs | TBD | Module 1- “EU4HEALTH” (Technical/Soft Skills) |
| | 16 February | Webinar | Online | Direct Grants of EU4Health |
| | 14 March | Webinar | Online | Procurements of EU4Health |
| | 30/31 March | Courses/Labs | Czech Republic- Prague | Module 1- “EU4HEALTH” (Technical/Soft Skills) |
| | 6 April | Webinar | Online | Horizon Europe General information & Cluster Health |
| | 22/23 May | Courses/Labs | Portugal- Lisbon | Module 1- “EU4HEALTH” (Technical/Soft Skills) |
| | 6 June | Webinar | Online | Technical Support Instrument |
| | 19 September | Webinar | Online | Erasmus+ |
| | 28/29 September | Courses/Labs | Slovakia- Bratislava | Module 2- “SUPPORTING PROPOSALS APPLICATIONS” (Technical/Soft Skills) |
| | 10 October | Webinar | Online | Digital Europe |
| | 26/27 October | Courses/Labs | Spain- Madrid | Module 2- “SUPPORTING PROPOSALS APPLICATIONS” (Technical/Soft Skills) |
| | 20/21 November | Courses/Labs | Iceland – Reykjavik | Module 2- “SUPPORTING PROPOSALS APPLICATIONS” (Technical/Soft Skills) |
| | 12 December | Webinar | Online | EU4Health 2024 Work Programme & Financial envelope |

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| | | | | |
|------|---------------|--------------|--------------------|---|
| 2024 | 25/26 January | Courses/Labs | Malta – Valletta | Module 2- “EU4HEALTH” (Technical/Soft Skills) |
| | 22 February | Webinar | Online | European Social Funds + |
| | 19 March | Webinar | Online | NextGenerationEU |
| | 15/16 April | Courses/Labs | Hungary – Budapest | Module 2- “SUPPORTING PROPOSALS APPLICATIONS” (Technical/Soft Skills) |