



REGULATIONS FOR THE CALL FOR PROPOSALS

FINANCED FROM THE PROGRAMME HEALTH UNDER THE
NORWEGIAN FINANCIAL MECHANISM 2014-2021 AND STATE
BUDGET

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List of abbreviations

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| NFP | National Focal Point |
| MDFRP | Ministry of Development Funds and Regional Policy |
| MoH | Ministry of Health |
| NFM | Norwegian Financial Mechanism |
| NMFA | Norwegian Ministry of Foreign Affairs |
| DPP | Donor Programme Partner |
| PO | Programme Operator |
| FAT | Formal Assessment Team |
| CAT | Content-related Assessment Team |

1. PURPOSE AND RECIPIENTS OF THE DOCUMENT

The purpose of this document is to familiarize potential project promoters with the possibilities and the rules for using the support offered under Norway Grants in the perspective for 2014-2021 and from the state budget in the scope of the Programme Health.

Its provisions are binding for applicants, the project promoters of the Programme, who are listed in detail in point 4.2.

2. LEGAL BASIS

Regulations for the call have been developed based on the following legal documents¹:

- Agreement on the Programme "Health" concluded between the Norwegian Ministry of Foreign Affairs and the National Focal Point on September 12, 2019;
- Agreement No. 3/2019/Health concluded on November 18, 2019 on the implementation of the Programme "Health" between the Minister of Health, acting as the Programme Operator, and the Minister of Finance, Investments and Development, acting as the National Focal Point;
- Memorandum of Understanding on the implementation of the Norwegian Financial Mechanism 2014-2021 between the Kingdom of Norway and the Republic of Poland (M.P. of 2018, item 392) signed on December 20, 2017;
- Regulation on the implementation of the Norwegian Financial Mechanism 2014-2021 adopted by the Norwegian Ministry of Foreign Affairs in accordance with Art. 10.5 of the Agreement between the Kingdom of Norway and the European Union on the Norwegian Financial Mechanism 2014-2021 on 23 September 2016 (hereinafter: Regulations);
- All guidelines adopted by the NMFA with regard to the implementation of the Norway Grants 2014-2021;
- All guidelines adopted by the NFP with regard to the implementation of the Norway Grants 2014-2021.

3. ENTITIES INVOLVED IN THE IMPLEMENTATION OF THE PROGRAMME

3.1. National Focal Point (NFP)

The National Focal Point is an entity responsible for achieving the goals set as part of the Norwegian Financial Mechanism for 2014-2021 and implementation of the provisions of the

¹ The documents can be found at the link: https://zdrowie.gov.pl/fn/strona-941-prawo_i_dokumenty.html

Memorandum of Understanding of the NFM. The tasks resulting from this function are performed by the Department of Assistance Programmes at the Ministry of Development Funds and Regional Policy. In addition, the NFP examines appeals against negative assessment of compliance with formal conditions.

3.2. Programme Operator (PO)

The Programme Operator is the entity responsible for the preparation and implementation of the Programme Health. The head of the PO for the Programme Health is the Minister of Health. The tasks resulting from this function are performed by the Department of Investment Evaluation. All correspondence/mail in relation to the projects is conducted with the PO. In addition, the PO is responsible for the process of selecting applications and formal evaluation of applications.

3.3. Norwegian Donor Programme Partner (DPP)

The role of the Donor Programme Partner from the Donor State is performed by the Norwegian Directorate of Health, whose tasks relate to advising on the preparation and implementation of the Programme.

4. GENERAL INFORMATION

4.1. Programme objective

The Programme objective is “Improved prevention and reduced inequalities in health”. This objective shall be attained through implementation of an outcome “Reduced social inequalities in health” including improving access to healthcare services in the field of telemedicine and e-health.

4.2. Applicants

Eligible applicants under the call for proposals shall be limited to:

- **Supra-regional hospitals** defined as medical entities established by a minister or a central body of government administration, public medical university of public university engaged in teaching and research activities in the area of medical science², operating pursuant to the Act of 15 April 2011 on medical activity (Polish Journal of Laws of 2021,

² Medical entities established by a minister or a central body of government administration, public medical university of public university engaged in teaching and research activities in the area of medical science,” specified in the Regulation of the Council of Ministers of 30 November 2015 on the method and methodology of keeping and updating the national official register of national economy entities, application forms, questionnaires and certificates (Journal of Laws of 2015, item 2009, as amended) § 7 point 2 point (zj) independent public health care units - legal form – code 146 per <https://stat.gov.pl/metainformacje/slownik-pojec/pojecia-stosowane-w-statystyce-publicznej/97,pojecie.html?pdf=1>)

item 711, as amended) and providing services pursuant to the Act of 27 August 2004 on publicly funded health care services;

- **Research institutes** engaged in research and development activities in the field of medical science being a part of healthcare system³, operating pursuant to the Act of 15 April 2011 on medical activity and providing services pursuant to the Act of 27 August 2004 on publicly funded health care services.

Projects shall be implemented as partnership projects with Primary Health Care entities (PHCs) pursuant to agreements concluded with the National Health Fund.

The Polish entity, the applicant, is responsible for submitting the application.

4.3. Scope of financing

- Total available amount for the call is **10 782 353 EUR** which is the equivalent of: **49 137 339,09 PLN** converted to PLN based on the European Commission's official monthly accounting rates for EUR/PLN, calculated for the six-month period preceding the month in which the call for proposals is announced, i.e. 29.11.2021.
- The Programme Operator finances **100% of total eligible costs** of pilot projects⁴. The level of co-financing from the Norwegian Financial Mechanism is 85% of the eligible costs of the project, while 15% of the eligible costs of the project are co-financed from the state budget. The project grant rate shall in all cases be set at a level that complies with the State Aid rules in force and take into account any and all other forms of public support granted to projects. Funds for any remaining costs of the project shall be provided or obtained by the Project Promoter.
- Total maximum eligible costs for one project shall be **675 000 EUR**. Total minimum eligible costs for one project shall be **200 000 EUR**.
- Contributions shall be awarded in EUR and paid out in PLN (translated using the Commission's monthly accounting rates for EUR/PLN in the month when expenditures became credited to the account of the PO).

³ Institutes (definition: "research institutes engaged in research and development activities in the field of medical science being a part of healthcare system," having the legal form specified in the Regulation of the Council of Ministers of 30 November 2015 on the method and methodology of keeping and updating the national official register of national economy entities, application templates, questionnaires and certificates § 7 point 2 point (zy) research institutes (legal form - code 165) per <https://stat.gov.pl/metainformacje/slownik-pojec/pojecia-stosowane-w-statystyce-publicznej/97,pojecie.html?pdf=1>)

⁴ Pilot project – a project aimed at introducing (implementing) a new technique or method in pre-defined restricted fields or within a restricted scope to verify whether planned actions yield desired results, to limit the risk of project failure, and to obtain user feedback. Therefore, the objective of pilot projects will be to implement and test telemedicine models.

4.4. Activities that may be funded under the call

The call will finance activities included in pilot projects, which will be submitted by Applicants in the application form. Pilot projects must be prepared on the basis of the predefined telemedicine models developed within the project⁵ for the following fields:

- a) *Model 1: Cardiology*
- b) *Model 2: Geriatrics*
- c) *Model 3: Psychiatry*
- d) *Model 4: Chronic Diseases*
- e) *Model 5: Diabetology*
- f) *Model 6: Obstetrics*

The Models can be found in Appendix No. 2 to the Call for proposals.

4.5. Timeframe and deadlines

→ The indicative starting date of expenditure eligibility is 1 April 2022. This date may change depending on the completion of the application assessment process, and will be specified in the Decision of the Minister of Health awarding the project grant. Prior to the conclusion of the project contract, the project promoters will be requested to adjust their applications to reflect the revised starting date. The final date of eligibility may not be later than 31 December 2023.

4.6. Partnership in the project

→ Projects shall be implemented as partnership projects with medical institutions which provide health care within GPs pursuant to agreements concluded with the National Health Fund (Primary Health Care entities (PHCs))⁶.

→ Apart from Primary Health Care entities, additional project partners may be entities specified in Article 7.2 of the Regulation, i.e. any public or private entity, commercial or non-commercial, as well as non-governmental organizations established as a legal entity

⁵ http://zdrowie.gov.pl/fn/strona-993-projekt_predefiniowany_telemedycyna.html

⁶ Primary health care is the point of first contact of the recipient, within the meaning of the provisions of the Act of 27 August 2004 on health care services financed from public funds, hereinafter referred to as "the recipient", with the health care system, except for situations in which the recipient is in a state of sudden health emergency, as referred to in art. 3 point 8 of the Act of 8 September 2006 on the State Medical Rescue (Journal of Laws of 2020, item 882, as amended), or he is provided with benefits referred to in Art. 57 sec. 2 of the Act of 27 August 2004 on health care services financed from public funds, hereinafter referred to as "the Act on benefits", under which access to preventive, diagnostic, treatment, nursing and rehabilitation health care services financed from public funds is provided. Act of 27 October 2017 on primary health care (Journal of Laws of 2021, item 1050).

in Norway, the Beneficiary States of the Norway Grants or in a country outside the European Economic Area that has a common border with Poland, or any international organization, body or agencies actively involved and contributing to the implementation of the program and may be considered eligible project partners.

- By submitting the application form, the applicant declares that the project will be implemented in accordance with the selected telemedicine model, and that it will be carried out in a close cooperation with the GPs.
- During the assessment of the application, the number of Primary Health Care entities (PHC) participating in the testing of the telemedicine model will be assessed. **Higher points will be given to projects with a greater number of PHCs involved during the entire duration of the project.**
- In order to increase the quality of projects proposed for implementation, to generate added value, expressed as a synergy effect, resulting from the joint implementation of tasks in the project, the Programme Operator encourages the implementation of projects in partnership with institutions operating in the field of health care from the Donor State (Norway).⁷
- By the partnership the PO means an agreement of autonomous entities jointly implementing a specific project. **Project implemented in partnership with institutions from Norway will be awarded additional points in the assessment.**
- An additional component of the project may be study visits and other activities aimed at exchanging knowledge and good practices.

4.7. Information on partnerships in the application form

The information to be provided about the partnership during the implementation of the project are specified in the application form. In addition, a letter of intent or a draft partnership agreement must be attached to the application. At the application stage, a letter of intent is sufficient. The letter of intent in the case of acceptance of the project for implementation must be replaced by a partnership agreement before signing the project contract. If, at the application stage, the project promoter and partners conclude a draft partnership agreement, it may be attached instead of a letter of intent.

⁷ Guidelines for selecting a foreign eligible partner are provided in the article 7.2 and article 7.7 of the Regulation on the implementation of the Norwegian Financial Mechanism 2014-2021. The applicant may ask for help while applying to the PO by sending an e-mail to the following address: nmf@mz.gov.pl The PO will then forward the question to the Donor Programme Partner to look for an assistance on choosing the best Norwegian Project Partner.

4.8. Partnership agreement

An indispensable condition for the implementation of a partnership project is a partnership agreement with the project partner. It must contain the following elements⁸:

- a) provisions on the roles and responsibilities of the parties;
- b) provisions on the financial arrangements between the parties, including, but not limited to, which expenditure the project partners can get reimbursed from the project budget;
- c) provisions on the method of calculating indirect costs and their maximum amount;
- d) currency exchange rules for such expenditure and its reimbursement;
- e) provisions on audits on the project partners;
- f) a detailed budget with detailed budget categories and unit prices;
- g) provisions on dispute resolution;
- h) aim of the partnership;
- i) principles of communication and information flow in partnership.

→ The letter of intent / draft partnership agreement concluded by the project promoter with the Norwegian partner is drawn up **in two equivalent language versions, i.e. Polish and English.**

→ The letter of intent / draft partnership agreement concluded by the project promoter with the Polish partner is drawn up **in the Polish language version. The partnership agreement cannot be subcontracted to a third party.** In the event of failure to comply with this requirement, the partner will not be able to participate in the implementation of the project.

→ The recommended example of the partnership agreement is available at the link: http://zdrowie.gov.pl/fn/strona-941-prawo_i_dokumenty.html.

ATTENTION:

→ The partnership agreement will be verified by the Programme Operator prior to signing the Project Agreement.

→ The Programme Operator will only be contacting the project promoter, not the project partner.

4.9. Project Partner expenditure eligibility

The eligibility of expenditure incurred by the project partner is subject to the same rules that would apply if the expenditure were incurred by the project promoter. The basis for recognizing

⁸ According to art.7.7 p.2 of Regulation on the implementation of the Norwegian Financial Mechanism 2014-2021

the eligibility of the expenditure incurred by the project partner are the provisions of the partnership agreement which define the expenditure (expenditure catalog) that may be reimbursed from the project budget. For foreign partners, a report by an independent auditor qualified to carry out statutory audits of accounting documents, certifying that the claimed costs are incurred in accordance with the Regulation on the implementation of the Norwegian Financial Mechanism, the national law and relevant national accounting practices is sufficient proof of the expenses incurred when requesting payment. If the project partner is a state agency from Norway, a report issued by a competent and independent public officer recognized by the relevant national authorities as having a budget and financial control capacity over the entity incurring the costs and who has not been involved in the preparation of the financial statements, certifying that the claimed costs are incurred in accordance with the Regulation, the relevant law and national accounting practices, shall, also be accepted as sufficient proof of expenditure incurred.

5. CALL FOR APPLICATIONS

5.1. Application form

- The application form is attached as Annex 3 to the Announcement. The application must be completed in accordance with the instructions in the individual cells of the form.
- When preparing the proposal, use the models described in Annex 2 to the Announcement. These models represent the next steps that must be taken by the entity. The application developed by the entity must reflect the sequential steps contained in the model, i.e. be structured in accordance with the logic proposed in the models.
- The models provide a template description and guidance on the project implementation process. Each point of the model (each stage) must be distinguished in Part B of the application form, but the way of their description is adjusted to the entity's situation, especially to the extent of its data.
- When preparing an application, it should be noted that according to the terms and conditions of the Health Programme⁹ at least 10% of the total costs of a given pilot project must relate to the improvement of access to health services for vulnerable groups/persons, the so-called excluded areas (localities distant from large cities), taking into account the per capita income ratio at the county level in relation to the average income in the country.

⁹ According to the section entitled Terms and conditions of the Health Programme Agreement, to be found at http://zdrowie.gov.pl/fn/strona-941-prawo_i_dokumenty.html

5.2. Deadline and place for submitting applications

- Applications shall be filed solely in electronic form via the *application filing system of the Ministry of Health* - <https://konkursy.mz.gov.pl/login>. The call for proposals is open from **day 29.11.2021 to day 2.03.2022 till 11:59 PM.**¹⁰ The date the application is received in the application filing system of the Ministry of Health is decisive. **Applications received after the above deadline, i.e., dated later than 2.03.2022 will be automatically rejected.** Applications shall be drafted by completing Appendix No. 3, "Application form." The form must be signed with a qualified electronic signature in the XAdES format (XML Advanced Electronic Signatures) by a person authorised to file the application on behalf of the Applicant.
- The application form must:
- bear the following inscription "Call title/number, project title, applicant name...".
- be filed **in one copy** before the deadline of **2.03.2022**. The Applicant may file **one application per testing the same type of model. Applicants may not file more than one application to test the same model!** If the Applicant files more than one application to test the **same model, only the application filed last shall be assessed, whereas earlier applications shall be dismissed. The same project promoter may apply to test more than one model, but separate applications shall be filed for each model.**
- For more information, please call + 48 882 359 035, + 48 882 359 427 on working days between 10 AM and 2 PM or write an e-mail to: nmf@mz.gov.pl.
- **Applications submitted after the deadline will be automatically rejected.**
- Each applicant has the right to apply to the PO for the withdrawal of the application submitted by him from further stages of the grant award procedure. In order to withdraw an application, a letter should be submitted to the PO with a request to withdraw the application, signed by the person / s authorized to represent the applicant. The application may be withdrawn at any stage of the formal and content-related assessment.
- After the end of the call for applications, application forms will be subject to formal and content-related evaluation.

¹⁰ More information about the electronic submission of offers through the application system of the Ministry of Health is available at this address: https://konkursy.mz.gov.pl/assets/files/Instrukcja_uzytkownika.pdf.

5.3. Assessment of the application

The application is assessed in accordance with the *Guidelines of the Ministry of Funds and Regional Policy on the procedure for call for applications for projects under the EEA Financial Mechanism and Norwegian Financial Mechanism 2014-2021*, at http://zdrowie.gov.pl/fn/strona-941-prawo_i_dokumenty.html

Applications will be processed according to the following assessment stages:

Stage 1. Formal assessment:

- verification of application forms in terms of **meeting the deadline for its submission**;
- assessment of **compliance with formal conditions and in the event of finding formal failures in the application in terms of formal conditions, a request to supplement the application**;
- supplementing **formal deficiencies** within 14 calendar days from the date of receipt of the message on the publication of **the List of applications that meet and do not meet the formal conditions**;
- consideration of supplementing formal deficiencies and publishing **a list of applications submitted for content-related assessment** along with information on the possibility of appealing against the results of the formal assessment.

Stage 2. Appeal against the results of the formal assessment:

- The applicant may lodge **an appeal** within 14 calendar days from the date of receipt of the message on the publication of **the List of applications for content-related assessment**;
- **consideration of the appeal** will follow the procedure set out in section 5.3. of Regulations entitled *Detailed description of the formal and content-related evaluation*.

Stage 3. Content-related assessment

- the content-related assessment of applications will be carried out on the basis of the criteria set out in part 9 of the Regulations “Content-related assessment criteria chart”;
- publication of a ranking list of projects.

Detailed description of the formal and substantive assessment:

Stage 1: Formal assessment

The formal assessment is carried out by the staff of the PO who are members of the Formal Assessment Team. Each application shall be evaluated by two members of the Formal Assessment Team according to the terms of the Formal Evaluation Sheet in Section 8 of the

Regulations.

In case of discrepancies in the assessment, i.e. when during the assessment there are differences between the assessments of the same condition made by two different Team Members, the application, as regards the condition to which the discrepancy pertains, is subject to assessment by a third Team Member. In such a case, the assessment made by the third Team Member shall be decisive.

As a result of the formal assessment:

- the application will not be considered if it has not fulfilled the requirements listed in the announcement, i.e. it has not fulfilled the conditions set out in the Formal Conditions Assessment Sheet, part I Formal Conditions points 1-3; or
 - the PO will call upon the Applicant to complete the application if it finds any deficiencies in the fulfilment of formal conditions, part I Formal conditions, points 4-8; or
 - the application will be assessed negatively, due to the applicant's failure to complete information necessary for the assessment of conditions indicated in part 8 of the Regulations or failure to complete the application in compliance with the call for proposals, including the failure to meet the deadline; or
 - the application will be submitted to substantive assessment after successful formal assessment.
- If an obvious mistake is found regarding the fulfilment of formal conditions in the application, the PO shall correct this mistake ex officio and inform the applicant thereof.
- The PO will publish a list of applications meeting and not meeting formal conditions on the PO website. At the same time, information about the publication of the aforementioned List is sent to the e-PUAP mailbox of the institution specified in the application form. If the applicant did not provide an e-PUAP address, the information is sent to the e-mail address of the institution given in the application form. If the application does not meet the condition that can be supplemented, the Applicant is called upon to supplement it within 14 calendar days from the date of receipt of the Official Confirmation of Submission (UPP – Urzędowe Poświadczenie Przedłożenia) in the case of information sent via e-PUAP, or the date of notification from the server about the delivery of an e-mail.
- Failure to fill in the missing formal conditions will result in a negative evaluation of the application. Supplementing an application in a way that does not comply with the request, including by missing the deadline, has the same effect.

- After receiving clarifications/supplements from the applicant within the deadline and in accordance with the recommendations, the assessment process proceeds analogously to the first formal assessment.
- After the assessment of the fulfilment of formal requirements is completed, the PO publishes a list of applications submitted to substantive appraisal on the PO website. At the same time, information about the publication of the aforementioned List is sent to the e-PUAP mailbox of the institution specified in the application form. If the applicant did not provide an e-PUAP address, the information is sent to the e-mail address of the institution given in the application form. The time limit for lodging an appeal shall commence on the date of receipt of the Official Confirmation of Submission (UPP – Urzędowe Poświadczenie Przedłożenia) in the case of information sent via e-PUAP or the date of notification from the server that the e-mail has been delivered.
- Applications that meet formal conditions (also those in which formal deficiencies have been correctly filled in) are then subject to further assessment as to their merits.

Stage 2: Appeal against the results of the formal assessment:

In the case of a negative assessment with regard to meeting formal conditions or automatic rejection, the Applicant has the right to lodge an appeal in order to have the submitted application checked again with regard to meeting formal conditions. The Applicant has 14 days to file an appeal.

The time limit for filing an appeal shall begin on the date of the receipt of the Official Confirmation of Submission (UPP – Urzędowe Poświadczenie Przedłożenia) in case of information sent via e-PUAP or the date of notification from the server about the delivery of an e-mail containing information about the publication on the PO website of the list of applications submitted to substantive assessment.

The date of receipt of the appeal is when it is submitted through the Ministry of Health's application system – <https://konkursy.mz.gov.pl/login> and if the Applicant fails to meet this deadline, the submitted application will be rejected.

The appeal shall be lodged in electronic form and shall contain:

- a. the details of the applicant;
- b. the application number, if one has already been assigned;
- c. an objection against the completion of the project assessment with reference to all unfulfilled formal conditions indicated by the Programme Operator, together with a

justification why the applicant does not agree with the assessment of fulfilment of each of these conditions;

- d. signature of a person authorised to represent the applicant, together with the original or a copy of a document confirming the authority of such a person to represent the applicant, if the authority does not result from documents previously submitted to the Programme Operator or cannot be determined on the basis of public records held by other public entities, to which the Programme Operator has access by electronic means under the rules specified in the provisions on computerisation of activities of entities performing public tasks.

- The appeal must be signed with a qualified electronic signature.
- If the appeal does not meet formal requirements described above in points a, b and d, the Programme Operator will call on the applicant to supplement it or correct obvious errors within 14 days, under pain of leaving the appeal unprocessed.
- Appeals submitted after the deadline and those that do not meet the formal requirements described above in point c will not be considered by the PO. In such a case, the applicant shall have no other means of appeal.
- Within 21 days of receipt of the appeal, the Programme Operator will verify the results of its assessment of the application with regard to the formal conditions referred to in point c above, but the deadline will be suspended for the time of possible supplementations/clarifications described above.
- If the PO upholds the results of the assessment made, all documents concerning the case shall be forwarded to the National Focal Point (NFP). The NFP verifies the received documents within 21 days. The decision of the NFP is final and cannot be appealed. If the appeal is upheld, the project is sent to the appropriate stage of assessment.
- Details of the appeals procedure are contained in the document entitled: "Guidelines of the Minister of Funds and Regional Policy on the selection procedure for competitive projects under the EEA Financial Mechanism 2014-2021 and the Norwegian Financial Mechanism 2014-2021"¹¹ and in these Call Regulations.

¹¹ <https://www.eog.gov.pl/strony/zapoznaj-sie-z-funduszami/podstawy-prawne/pozostale-wytyczne/wytyczne-krajowego-punktu-kontaktowego-w-zakresie-procedury-wyboru-projektow-konkursowych/>

Stage 3: Content-related assessment

- The content-related assessment shall be carried out by a Content-related Assessment Team composed of external experts selected by the PO in a competitive procedure. Each application is evaluated by 2 independent experts. If justified, other experts may be consulted on the applications, e.g. on legal issues.
- The content-related assessment shall be carried out in accordance with the assessment criteria set out in the content-related assessment sheet. The average of the scores awarded by the experts is used to rank the projects. If the difference between the scores awarded by the two experts is more than 30% of the higher score, the assessment shall be evaluated by a third expert. In such cases, the average score of the two closest ratings is used to rank the projects
- Based on the expert assessment, the Programme Operator may request additional information and/or clarification from the applicants. The additional information requested, the response provided and any consequent changes to the scoring shall be duly documented. Applications which foresee the implementation of the project in Polish-Norwegian partnership receive additional points under the criterion concerning the promotion of bilateral cooperation.
- After the assessment of the fulfilment of content-related project criteria is completed, the PO notifies Applicants of the completion of the assessment and its outcome by publishing the List of Substantively Assessed Applications.
- Should the Applicants obtain an equal number of points, criterion 3 *Number of persons covered by the telemedicine service* will be the decisive criterion, followed by criterion 6 *Number of units covered by the telemedicine service* and then criterion 15 *Additional criterion - bilateral cooperation* There shall be no appeal against the results of the content-related assessment.

The detailed criteria for the assessment of application forms are as follows:

Formal conditions (described in part 8 of the Regulations):

- 1) Conditions for which no supplementation can be made which means that failure by the Applicant to meet the following conditions will result in leaving the application without consideration, without being called to supplement the deficiency:
 - a) The application form with attachments was submitted within the time limit specified in the announcement of the open call
 - b) The application form with attachments was submitted by an eligible applicant

- c) The project is implemented in partnership with Primary Health Care entities (PHC) in accordance with point 4.6 of the application form manual in line with 4.6 of Regulations.
- 2) Other conditions that can be supplemented in accordance with the Guidelines of the Minister of Funds and Regional Policy regarding the procedure for selecting competition projects under the EEA Financial Mechanism 2014-2021 and the Norwegian Financial Mechanism 2014-2021:
- a) The application form with attachments has been signed by the person/s authorized to make declarations of will on behalf of the applicant;
 - b) The application form with attachments has been submitted in the correct form specified in the announcement of the open call;
 - c) All requested by the application form manual cells in the application form are filled in correctly
 - d) All requested by the application form manual cells in the application form are filled in correctly;
 - e) The information included in the application form (i.e. budget, indicators values and project duration) comply with the information included in the attachments to the application form and in the announcement of the open call.

Selection criteria (content-related) (described in part 9 of the Regulations)

1. Eligibility criteria:

- a) criterion no 1: Budget - in the case of obtaining 0 points in any of the conditions including the criterion of meeting the eligibility rules specified in Art. 8.3 sec. 1 of the Regulations, the application shall be rejected from the content-related assessment,
- b) criterion no 2: The principle of the right to equality and non-discrimination, including accessibility for people with disabilities and the equality between men and women, in this criterion, the minimum number of points allowing the application for further substantive evaluation and possible recommendations is 1 point.
- c) criterion no 3: Number of PHC facilities demanded for testing the telemedicine models, in this criterion, the minimum number of points allowing the application for further substantive evaluation and possible recommendations is 1 point.
- d) criterion no 4: Durability of project, in this criterion, the minimum number of points allowing the application for further substantive evaluation and possible recommendations is 1 point.

If any of the above criteria are not met, the application will be rejected.

2. The remaining selection criteria:

a) Indicators.

Obligatory indicators:

- Number of final target beneficiaries (women) for whom services are provided or improved (with the use of telemedicine diagnosis/treatment)
- Number of final target beneficiaries (men) for whom services are provided or improved (using the diagnosis/treatment with the assistance of telemedicine)
- Number of people declaring their satisfaction with the services received using the new eHealth methods
- Number of health care services provided using the purchased modern equipment

Non-obligatory indicators

In addition to obligatory indicators the Applicant can define other Indicators for the project.

- b) Number of beneficiaries with services provided by the telemedicine services.
- c) Number of Primary Health Care entities (PHC) covered by the telemedicine service.
- d) The territorial scope of the project.
- e) Experience of the applicant and partners - if applicable.
- f) Project management.
- g) Organizational capacity in terms of: content related, organization and telemedicine areas.
- h) Information and promotion.
- i) Risk analysis.
- j) Needs analysis.
- k) Additional criterion - bilateral cooperation.

The application may receive more than 1 point in a given criterion. The higher the number of points in a given criterion, the greater the degree of fulfillment of the given criterion.

The project must obtain a minimum of 36 points in total out of a maximum possible 60 points to be added to the ranking list.

5.4. Awarding of grants

- After completing the content-related assessment of applications, the PO prepares a ranking list of projects, which is submitted to the Selection Committee¹². The Committee reviews the ranking list and, in justified cases, may modify it. The Selection Committee submits to the Programme Operator a list of projects recommended for funding. The operator checks whether the project recommendation process was carried out in accordance with the Regulations on the implementation of the Norwegian Financial Mechanism 2014-2021 and whether the recommendations of the Selection Committee are in line with the principles and objectives of the Programme Health. After such verification, the results of the selection are approved by the Member of the Management of the Ministry of Health, the Programme Operator in this respect.
- After the project promoter accepts the terms of grant contained in the decision of the Member of the Management of the Ministry of Health, a project contract is signed. Before signing the project contract, in cases justified in the project assumptions, the project promoter is obliged to attach (unless he has attached at the application submission stage) the draft partnership agreement.
- After receiving the draft partnership agreement, the PO verifies it in terms of meeting the requirements set out in point 4.8 of these Regulations.
- Before signing the project contract, the project promoter submits a declaration that the data contained in the application is up-to-date and truthful. The project promoter also submits the completed project information sheet in English using the form provided by the PO.

5.5. Reserve list

Projects that were included in the ranking list, but did not receive funding due to the limited allocation for the Programme Health, are placed by the Programme Operator on the reserve list.

In the event of the release of additional funds, e.g. due to the Project Promoter's resignation from project implementation or transfer of funds between projects, the Programme Operator shall sign project contracts with applicants in accordance with the order of their inclusion in the reserve list and in accordance with the amount of additional funds released.

¹² The Selection Committee is appointed by the PO. It is composed of 5 voting members: 3 representatives of PO and 2 representatives of institutions with relevant knowledge in the field of public health. Also 3 observers are invited to participate in the Selection Committee meetings: representatives of the NMFA, NFP and the Donor Program Partner. The task of the Committee is to develop and adopt project selection criteria and to recommend a ranking list of projects to the Minister

6. PROJECT CONTRACT

- The project contract will be concluded between the Minister of Health, the head of the Programme Operator and the Project Promoter on the basis of the decision of the Minister of Health on granting funding for the implementation of the project.
- The project contract will define the terms and conditions of co-financing as well as the roles and responsibilities of the parties, terms and conditions of financing, the payment and reporting system, period of post-completion operation (minimum 3 years after the end of the project implementation).

7. FINANCIAL REQUIREMENTS

7.1. General information

- As part of the project, it is possible to purchase equipment. The description of the main equipment eligible for purchase can be found in Annex 2 -Telemedicine Models. Other equipment may be eligible for purchase provided that it is connected with the project, necessary for its implementation and used only for the achievement of project's objectives, see 7.2 of the Regulations. Up to 37% of the total eligible costs may be allocated to the purchase of equipment under the project. Management costs may not exceed 10% of the total eligible expenditure of the project.
- The project budget must also include financial resources for information and promotion, which will be sufficient to meet the requirements of the Information and Communication Requirements (document prepared by Donors - Annex 3 to the Regulations on the implementation of the EEA Financial Mechanism and the Norwegian Financial Mechanism for 2014-2021) and in the Communication and design manual available on the website www.zdrowie.gov.pl.
- Co-financing of projects will be granted in EUR.
- Advance and interim payments are made in pre-financing instalments for up to 90% of the total project grant amount. The advance payment will be transferred to the project promoter within 30 days from the signature of the project contract. The interim payment(s) shall be paid within 20 days of the approval of the project interim report(s) and may be paid when at least 70% of the previous pre-financing (advance and interim) instalment(s) has been settled. Upon approval of the final project report, a final balance, if applicable, shall be made within 20 days. Where the total amount of earlier payment(s) is higher than the final amount of the grant, the payment of the balance will take the form of recovery. The

frequency and size of individual payments in relation to the projects' duration of implementation shall be annexed to the project contract, and shall be in accordance with the overview below:

| Project Duration | Advance Payment | Maximum amount of an interim payment | Final Payment |
|------------------|-----------------|--------------------------------------|---------------|
| ≤ 18 months | 50% - 70% | 20% | 10% |

7.2. General rules on eligibility of expenditure

The project costs are eligible in accordance with Chapter 8 of the Regulation on Implementation of the Norwegian Financial Mechanism. Article 8.6 (Purchase of real estate and land) shall not be applied.

The assessment of the eligibility of expenditure shall be carried out both at the application stage and during project implementation. The potential eligibility of expenditure included in the application will be checked.

Eligible expenditure under the projects will be costs actually incurred by the project promoter or partner (in accordance with the partnership agreement) which meet the following criteria:

- they have been incurred between the first and last date of eligibility, in accordance with the time frame laid down in the project contract;
- they are related to the subject of the project contract and are indicated in the detailed budget of the project;
- they are proportionate and necessary for the implementation of the project;
- they must be used exclusively to achieve the project objective(s) and its expected outcome(s) in a manner consistent with the principles of economy, efficiency and effectiveness;
- they are identifiable and verifiable, in particular through being recorded in accounting records of the project promoter and/or project partners, as well as determined in accordance with the relevant accounting standards of the country where the project promoter and/or project partner is established and compliant with generally accepted accounting principles (e.g. the expenditure has been duly documented with invoices or accounting documents of equivalent probative value);
- they comply with the requirements of the applicable tax and social legislation;
- they comply with applicable Polish and European legislation;

- they are not financed from other sources or other funds (double financing prohibition principle)
 - they are effected in a cost-effective manner, i.e. on the basis of the principle of pursuing the intended effects with the lowest possible amount of expenditure;
 - they have been incurred in line with the Act of 11 September 2019 – Public Procurement Law (Journal of Laws 2021, item 1129, as amended), or in compliance with competitive conditions, in accordance with the *Guidelines of the Minister of Funds and Regional Policy on procurement under the EEA Financial Mechanism 2014-2021 and the Norwegian Financial Mechanism 2014-2021, to which the Act of 11 September 2019 – Public Procurement Law does not apply.*
- Expenditure shall be deemed to have been incurred when the cost has been invoiced, paid and the item has been delivered (in the case of goods) or provided (in the case of services).
 - Expenditure related to the preparation of the application and preparation of the documentation necessary to sign the project contract is ineligible.
 - The beneficiary's internal accounting and auditing procedures must enable the expenditure declared in respect of the project to be directly linked to the relevant accounting statements and supporting documents.
 - Expenditure incurred during project implementation, in order to be considered as eligible expenditure, must be in cash. This means that the expenditure must be incurred in cash terms, i.e. there must be a cash withdrawal from the cash register or bank account of the project promoter/partner of the project.
 - VAT is eligible expenditure only if it is actually and definitively borne by the project promoter. VAT which is recoverable may not be considered eligible, even if it is not actually recovered by the project promoter/project partner. This means that in cases where the project promoter/partner of the project can recover VAT, but gives up this possibility, VAT is not an eligible expenditure.
 - The “recovery” of VAT should be understood as the deduction of VAT from output VAT or a refund in specific cases, under the conditions strictly defined by the provisions of the Act on Value Added Tax of 11 March 2004 (Journal of Laws 2021, item 685). Expenditure relating to other taxes, contributions and fees, in whatever form, which are not recoverable under the law in the project promoter or partner country, shall be eligible for co-financing.
 - A report of an independent auditor, as per para. 4.9, submitted each time together with a request for payment, will be sufficient proof of expenditure incurred by the foreign partner.

7.3. Direct eligible expenditure under the project

Direct eligible project expenditure is expenditure that has been designated by the project promoter and/or the project partner, in accordance with their accounting principles and their usual internal rules, as specific expenditure directly linked to the implementation of the project and that can therefore be booked to it directly.

Management costs are also included in direct costs. In particular, the following direct expenditure is eligible if it meets the criteria set out in point 7.2:

- costs for staff assigned to the project, article 8.3 of the Regulation on Implementation of the Norwegian Financial Mechanism,, including actual salaries, social security contributions and other statutory costs included in the remuneration, provided that they comply with the standard rules for determining remuneration by the project promoter and project partner. The respective costs for salaries of national administration staff shall be eligible to the extent that they relate to the cost of activities which would not have been carried out had the project in question not been undertaken;
- travel and subsistence costs for project staff, provided that they are in accordance with the usual practice of the project promoter and project partner and do not exceed the specified national rates in Norway and the Beneficiary States;
- purchase of new or second-hand equipment for the project, necessary for the implementation and realisation of the project, used only for the purposes of the project and being the property of the project promoter during the period of durability (main equipment is indicated in Annex 2 to the Announcement containing the telemedicine model);
- costs of consumables and supplies, provided that they are identifiable and assigned to the project;
- costs entailed by other contracts awarded by a project promoter for the purposes of carrying out the project, provided that the awarding complies with the applicable rules on public procurement and the Regulation on the Implementation of the Norway Grants;
- costs arising directly from requirements imposed by the project contract for each project, (e.g. costs of information and promotion, reporting (including outsourced reporting), bank costs).

7.4. Indirect costs of the project

Indirect costs (overheads) of a project are (according to the provisions of Article 8.5 of the *Regulations for the implementation of the Norwegian Financial Mechanism 2014-2021*) all

eligible costs that cannot be identified precisely by the project promoter and/or project partner as being directly related to the project, but which can be identified and justified within the accounting system as having been incurred directly in relation to the direct eligible costs of the project.

Indirect costs may not include any direct eligible costs. Indirect project costs represent a proportionate share of the total costs of a project promoter or a project partner. The method of calculating indirect costs and their maximum amount will be defined in the project contract. The method of calculating the project partner's indirect costs should also be defined in the partnership agreement between the Project promoter and the project partner.

Categories of indirect costs (overheads).

Overheads are indirect costs which may include the cost of employing staff not directly involved in the project and non-salary costs, e.g. heating, lighting, other premises costs and basic office costs in large organisations, as long as they are reasonable and related to the project.

The indirect cost budget may include costing items such as:

- costs of functioning of the office, i.e. electricity, gas, heating, water, cleaning, office accessories, rent, other charges connected with the exploitation of the premises according to the binding rate;
- administrative costs, i.e. telephone, fax, Internet, e-mail, reproduction, office supplies and accessories related to the project activities;
- other administrative costs absolutely necessary for the completion of the project, e.g. labour costs for support staff (e.g. employed on a contract or temporary basis for specific support work) and core management staff not directly linked to the implementation of the project;
- commonly used fixed assets (depreciation cost), etc.

Accounting for indirect costs (overheads).

In the Health Programme implemented by the Ministry of Health under the Norwegian Financial Mechanism 2014-2021, project promoters and partners can settle indirect costs by choosing one of five methods which are presented in the article 8.5 of the Regulations on the implementation of the Norwegian Financial Mechanism.

If indirect costs are included in the project, the applicant must describe how the costs will be calculated.

The method of calculating indirect costs and their maximum amount is defined in the project contract. The method of calculating indirect costs of a project partner is defined in the partnership agreement concluded between the project promoter and the project partner.

7.5. Remuneration costs

Under the Programme, the following elements of staff remuneration are eligible for the period worked for the project and in the appropriate proportion:

- basic salary;
- functional allowance;
- seniority allowance;
- performance allowance;
- contributions to social insurance, health insurance, etc. payable by the employee contributions by the employee and the employer and contributions to occupational pension schemes, such as Employee Capital Plans (PPK – Pracownicze Programy Kapitałowe);
- advance payments of income tax;
- prizes and bonuses as stipulated in the remuneration regulations of a given institution – under the condition that basic remuneration is accounted for in the project, as far as it concerns work carried out within the framework of the project;
- sick pay paid by the employer;
- additional annual remuneration (as far as it relates to work performed within the framework of the project – on the basis of execution of a contract in the project and in proportion to involvement in the project);
- holiday pay.

7.6. Non-eligible costs

The following costs shall not be considered eligible:

- expenses not related to the project objectives;
- purchase of land and real estate;
- construction works;
- interest on debt, debt service charges and late payment charges;
- fees for financial transactions and other purely financial costs, with the exception of costs related to bills required by the PO or applicable law and costs of financial services imposed by the project contract;
- exchange losses;
- provisions for losses or potential future liabilities;
- recoverable VAT;

- costs that are covered by other sources;
- fines, penalties and costs of litigation, except where litigation is an integral and necessary component for achieving the outcomes of the project;
- expenses incurred outside the eligibility period;
- excessive or reckless expenditure.

7.7. Income generating projects

Projects implemented under the Programme may not generate income. The services planned under the projects will be provided without any discriminatory practices against final beneficiaries and without charging any fees from them.

7.8. Irregularities and financial corrections

An irregularity means a breach of:

- a) the legal framework for the Norwegian Financial Mechanism 2014-2021, as referred to in Article 1.5 of the Regulations;
- b) any provision of European Union law; or
- c) any provision of national law of the Beneficiary State,

which affects or prejudices any stage of the implementation of the Norwegian Financial Mechanism 2014-2021 in the Beneficiary State, in particular, but not limited to, the implementation and/or budget of any programme, project or other activity funded by the Norwegian Financial Mechanism 2014-2021.

As a result of irregularities identified in the course of control activities or ongoing monitoring, the Programme Operator will take action to recover incorrectly used amounts of support by declaring the entire expenditure as non-eligible or imposing a financial correction on the project promoter. The amount of the financial correction constitutes ineligible expenditure and reduces the grant awarded to the project.

In case of an entity which is not a state budgetary unit within the meaning of the Act on Public Finance, the PO shall take steps to recover incorrect/undue payments of the grant together with the interest at the rate specified for tax arrears if the circumstances referred to in Article 207(1) of the Act on Public Finance are identified. In case of an entity which is a state budgetary unit within the meaning of the Public Finance Act, the amounts of financial corrections imposed on the project shall be considered non-eligible expenditure. The amounts of financial corrections shall be taken into account by the project promoter in the current and/or next report. In cases referred to in Article 207(1) of the Act on Public Finance, i.e. when the project promoter used co-financing contrary to its purpose, collected it unduly or in excessive amount and in

breach of procedures binding for it, the PO shall request the project promoter to return that part of the funds which was used contrary to the purpose or which was collected unduly or in excessive amount, together with interest at the rate specified for tax arrears, calculated from the date of transferring the funds to the date of repayment, within 14 days from the delivery of information on the application approval, call for return of funds, administrative decision, to the indicated bank account.

Reimbursement may also be made by deducting from the next payment to the project promoter the amount to be reimbursed. If the requested amount is higher than the amount remaining to be paid from the subsequent tranches of the grant or if it is not possible to make a deduction and the project promoter has not made the repayment within the specified time, the PO shall undertake actions aiming at recovering the due grant with the use of available legal means, in particular securing the proper project implementation. Repayments shall be made in accordance with the procedure laid down in the Act of 27 August 2009 on Public Finance. A financial correction may, in particular, be imposed in the event of failure to comply with contractual procedures for tasks covered by the project.

8. FORMAL ASSESSMENT CONDITIONS CHART



FORMAL CONDITIONS CHART FOR THE APPLICATION FORM

Programme Health financed from Norwegian Financial Mechanism 2014-2021 and Polish state budget

| | |
|---|--|
| First time assessment | |
| Assessment after supplementation | |
| Assessment as a result of discrepancies | |

(mark the appropriate with an "X")

| | |
|----------------------------|--|
| Programme Operator | Department of Investment Evaluation, Ministry of Health, Miodowa 15, 00-952 Warsaw |
| Application number | |
| Project title | |
| Applicant's name | |
| Application receiving date | |

| | | |
|---|--|-----------------------------|
| Name of Evaluator | | |
| | | |
| I. FORMAL CONDITIONS <i>(each time the appropriate one should be marked with "X")</i> | | |
| 1. | The application form with attachments was submitted within the time limit specified in the announcement of the open call <i>(Failure to meet this condition will result in rejection without consideration, without the option of corrections or document supplementation)</i> | |
| | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| | Remarks: | |
| 2. | The application form with attachments was submitted by an eligible applicant <i>(Failure to meet this condition will result in rejection without consideration, without the option of corrections or document supplementation)</i> | |
| | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| | Remarks: | |
| 3. | The project is implemented in partnership with Primary Health Care entities (PHC) in accordance with point 4.6 of the application form manual. <i>(Failure to meet this condition will result in rejection without consideration, without to the option of corrections or document supplementation)</i> | |
| | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| | Remarks: | |
| 4. | The application form with attachments has been signed by the person/s authorized to make declarations of will on behalf of the applicant | |
| | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| | Remarks: | |

| | | |
|---|---|---|
| 5. | The application form with attachments has been submitted in the correct form specified in the announcement of the open call | |
| | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| | Remarks: | |
| 6. | All manual cells in the application form are filled in correctly | |
| | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| | Remarks: | |
| 7. | The letter of intent required by the announcement of the open call is attached | |
| | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| | Remarks: | |
| 8. | The information included in the application form (i.e. budget, indicators values and project duration) comply with the information included in the attachments to the application form and in the announcement of the open call | |
| | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| | Remarks: | |
| | | |
| II. THE RESULT OF THE FORMAL ASSESSMENT | | |
| <i>Name and surname of Evaluator</i> | | |
| <i>Date</i> | | <i>in accordance with the electronic signature</i> |
| <i>Signature</i> | | <i>signed electronically</i> |
| Does the application form meet all formal conditions and can be submitted for content-related evaluation? | | |

| | |
|---|---|
| <input type="checkbox"/> YES SUBMISSION FOR CONTENT-RELATED EVALUATION | <input type="checkbox"/> NO CALLING FOR APPLICATION FORM <i>CORRECTIONS/SUPPLEMENTATION</i> * <i>indicated formal deficiencies/errors requiring correction:</i> <input type="checkbox"/> NO <i>LEAVING THE APPLICATION WITHOUT CONSIDERATION DUE TO FAILURE TO MEET THE CONDITION 1 AND/OR 2 AND/OR 3 / REJECTION</i> |
|---|---|

9. CONTENT RELATED CRITERIA ASSESSMENT CHART



CONTENT RELATED CRITERIA CHART FOR THE APPLICATION FORM

Programme Health financed from Norwegian Financial Mechanism 2014-2021 and Polish state budget

| | |
|------------------------------|--|
| Programme Operator | Department of Investment Evaluation, Ministry of Health, Miodowa 15, 00-952 Warsaw |
| Application number | |
| Project title | |
| Applicant's name | |
| Application receiving date | |
| Evaluator (name and surname) | |

| No. | Criterion Name | Criterion Assessment Principle | Max. score | Number of points awarded | Justification/Remarks |
|-----|----------------|--|------------|--------------------------|-----------------------|
| 1. | Budget | <p><i>It will be assessed whether the budget has been properly planned:</i></p> <ul style="list-style-type: none"> <i>A. It is assessed whether all planned expenses reported by the applicant are eligible, i.e. they meet the eligibility rules specified in Art. 8.3 sec. 1 of the Regulations and Guidelines for Beneficiaries - from 0 to 2 pts</i> <i>B. Project costs have been planned in a purposeful, economical, reliable and proportional manner – from 0 to 2 pts</i> <i>C. It is assessed whether the applied rates are in line with the market rates – from 0 to 2 pts</i> <i>D. It is assessed whether the project management costs are proportional to the scope of the project's activities – from 0 to 1 pt</i> <p>Points are cumulative, which means that if several conditions are met together - the points are added up.</p> <p>Attention: A score of 0 points in any of the conditions in this criterion results in automatic rejection of the application.</p> | 7 | | |

| | | | | | |
|----|---|--|----------|--|--|
| 2. | The principle of the right to equality and non-discrimination, including accessibility for people with disabilities and the equality between men and women | <p><i>It will be assessed whether the project complies with the principle of the right to equality and non-discrimination, including the assessment of the project's impact (positive or at least neutral) on compliance with the principles of the right to equality and non-discrimination - 0 points or 1 point</i></p> <p><i>A. Not fulfilled - 0 points B. Fulfilled - 1 point This criterion can be awarded 0 or 1 point.</i></p> <p>Attention: A score of 0 points in this criterion results in automatic rejection of the application</p> | 1 | | |
| 3. | Number of PHC entities needed for testing the telemedicine models | <p><i>It will be assessed whether the project ensures the minimum number of PHC entities needed for testing the telemedicine models (cardiology – 4, geriatrics – 4, psychiatry – 1, diabetology -5, chronic diseases – 3, obstetrics - 5)</i></p> <p><i>A. Not fulfilled - 0 points B. Fulfilled - 1 point This criterion can be awarded 0 or 1 point.</i></p> <p>Attention: A score of 0 points in this criterion results in automatic rejection of the application</p> | 1 | | |
| 4. | Durability of project | <p><i>It will be assessed whether subsequent projects related to it will be undertaken after the completion of the project. Project results and experiences will be disseminated:</i></p> | 2 | | |

| | | | | | |
|----|-------------------|--|----------|--|--|
| | | <p>A. <i>the required period of <u>minimum</u> post-completion operation is ensured – from 0 to 1 pts</i></p> <p>B. <i>activities are foreseen <u>beyond</u> the period of minimum post-completion operation – 2 pts</i></p> <p>The number of points is not being added up. For the evaluation of this criterion max. 2 pts can be received. The higher number of points means the greater degree of fulfillment of a given criterion was provided.</p> <p>Attention: A score of 0 points in this criterion results in automatic rejection of the application</p> | | | |
| 5. | Indicators | <p><i>It will be assessed whether the target values of obligatory indicators are adequate to the scope of planned activities and project costs:</i></p> <p>A. <i>Target values of obligatory indicators are not adequate to the scope of planned activities and project costs - 0 pts</i></p> <p>B. <i>The target values of the obligatory indicators are adequate to the scope of planned activities and project costs - from 1 to 4 pts</i></p> <p>For the evaluation of this criterion max. 4 pts can be received. The higher number of points means the greater degree of fulfillment of a given criterion was provided.</p> | 4 | | |

| | | | | | |
|----|--|---|----------|--|--|
| | | <p><i>It will be assessed whether the applicant took into account non-obligatory indicators and whether the target values of non-obligatory indicators are adequate to the scope of activities and project costs planned to be implemented:</i></p> <p><i>A. The applicant did not include non-obligatory indicators, target values of non-obligatory indicators are not adequate to the scope of planned activities and project costs - 0 pts.</i></p> <p><i>B. The applicant took into account the non-obligatory indicators and the target values of the non-obligatory indicators are adequate to the scope of planned activities and project costs - from 1 to 2 pts.</i></p> <p>For the evaluation of this criterion max. 2 pts can be received. The higher number of points means the greater degree of fulfillment of a given criterion was provided.</p> | 2 | | |
| 6. | Number of beneficiaries with services provided by the telemedicine services | <p><i>The number of beneficiaries covered by the telemedicine service within the ranges specified for a given model will be assessed. Projects involving a higher number of beneficiaries of the telemedicine service during the entire period of the task will be scored higher:</i></p> <p><i>A. The applicant indicated a smaller number of people than indicated in the model - 0 pts.</i></p> <p><i>B. The applicant indicated the number of people specified for a given model - 1 pt.</i></p> | 2 | | |

| | | | | | |
|----|---|---|----------|--|--|
| | | <p><i>C. The applicant indicated a larger number of people than specified for the given model - 2 pts.</i></p> <p>The number of points is not being added up. For the evaluation of this criterion max. 2 pts can be received. The higher number of points means the greater degree of fulfillment of a given criterion was provided.</p> | | | |
| 7. | Number of PHC entities covered by the telemedicine service | <p><i>The number of entities participating in the implementation of the telemedicine model (PHC) will be assessed. Projects that take into account cooperation with a larger number of PHC entities during the entire period of the task will be scored higher:</i></p> <p><i>A. minimum number of entities described in the model - 0 pts</i> <i>B. 1-2 entities more than the minimum – 1-2 pts</i> <i>C. 3-4 entities more than the minimum – 3-4 pts</i> <i>D. 5 entities and more than the minimum - 5 pts</i></p> <p>The number of points is not being added up. For the evaluation of this criterion max. 5 pts can be received. The higher number of points means the greater degree of fulfillment of a given criterion was provided.</p> | 5 | | |
| 8. | The territorial scope of the project | <p><i>The assessment will cover the declared number of entities from the deprived areas defined in the application form manual in the part of cooperation with the applicant. Projects in which it was declared</i></p> | 4 | | |

| | | | | | |
|----|---|--|----------|--|--|
| | | <p><i>to establish cooperation with a higher number of entities located in deprived areas (localities away from large cities, taking into account the income per capita ratio at the poviát level in relation to the average income in the country) will be scored higher:</i></p> <p>A. 1 entity - 0 pts B. from 2 to 5 entities- 2 pts C. more than 5 entities- 4 pts</p> <p>The number of points is not being added up. For the evaluation of this criterion max. 4 pts can be received. The higher number of points means the greater degree of fulfillment of a given criterion was provided.</p> | | | |
| 9. | Experience of the applicant and partners - if applicable | <p><i>The assessment will verify whether the applicant is experienced in the implementation of the projects co-financed from external foreign sources (including Norwegian or EU funds). Entities with more experience in the implementation of projects financed from external sources for the total amount of min. 500 thousand PLN will be scored higher:</i></p> <p>A. No experience – 0 pts B. Implementation of at least 2 projects in the last 5 years - 2 pts C. Implementation of at least 4 projects in the last 5 years – 4 pts</p> <p>The number of points is not being added up. For the evaluation of this criterion max. 4 pts can be</p> | 4 | | |

| | | | | | |
|-----|--|---|----------|--|--|
| | | received. The higher number of points means the greater degree of fulfillment of a given criterion was provided. | | | |
| 10. | Project management | <p><i>The assessment consists of verification whether the project team has the appropriate knowledge and experience in the field of project management:</i></p> <p><i>A. has appropriate staff, including: at least 2 people with documented experience lower than in point B - 0 pts</i></p> <p><i>B. has appropriate staff, including: at least 2 people with a documented 3-year experience in implementing public health projects - 1 pt</i></p> <p><i>C. has appropriate staff, including: at least 2 people with a documented 4-year experience in implementing projects in the field of public health - 2 pts</i></p> <p>The number of points is not being added up. For the evaluation of this criterion max. 2 pts can be received. The higher number of points means the greater degree of fulfillment of a given criterion was provided.</p> | 2 | | |
| 11. | Organizational capacity in terms of: content related, organization and telemedicine areas | <p><i>It will be assessed whether the applicant has presented medical staff and organizational facilities, i.e. laboratories / departments / clinics (depending on the health field) at their disposal. Has the applicant provided and described:</i></p> | 6 | | |

| | | | | | |
|-----|----------------------------------|---|----------|--|--|
| | | <p>A. <i>medical personnel and personnel from medical environment with professional experience in the field covered by the model – from 0 to 2 pts</i></p> <p>B. <i>organizational and equipment facilities, i.e. laboratories / departments / clinics, depending on the field in which the pilot project is planned to be conducted – from 0 to 2 pts</i></p> <p>C. <i>staff competences and experiences in the implementation of remote services – from 0 to 2 pts</i></p> <p>Points are cumulative which means that if several conditions are met together - the points are added up. For the evaluation of this criterion max. 6 pts can be received.</p> | | | |
| 12. | Information and promotion | <p><i>The assessment verifies whether proposed activities, contents and communication tools were selected properly as regards the project and Programme documentation:</i></p> <p>A. <i>Only the information and promotion activities specified in the Information and Communication Requirements have been planned -from 0 to 1 pts</i></p> <p>B. <i>Additional information and promotion activities beyond those specified in the Information and Communication Requirements have been planned – 2 pts</i></p> | 2 | | |

| | | | | | |
|-----|-----------------------|---|----------|--|--|
| | | The number of points is not being added up. For the evaluation of this criterion max. 2 pts can be received. The higher number of points means the greater degree of fulfillment of a given criterion was provided. | | | |
| 13. | Risk analysis | <p><i>The assessment consists of verifying whether the key risks in the project have been identified and taken into account, the probability and consequences of their occurrence, whether risk management methods, a plan of remedial actions and risk monitoring have been defined.</i></p> <p><i>Did the applicant describe for each risk:</i></p> <p style="margin-left: 40px;"><i>A. The probability and consequences of its occurrence – from 0 to 1 pts</i></p> <p style="margin-left: 40px;"><i>B. Risk management methods - from 0 to 1 pts</i></p> <p style="margin-left: 40px;"><i>C. Effective countermeasures and risk management tools during project implementation - from 0 to 2 pts</i></p> <p>Points are cumulative which means that if several conditions are met together - the points are added up. For the evaluation of this criterion max. 4 pts can be received.</p> | 4 | | |
| 14. | Needs analysis | <i>It will be assessed whether the applicant has presented an analysis of hardware needs, i.e. whether he has indicated what equipment is currently available and has presented a need for supplementing hardware resources in order to</i> | 4 | | |

| | | | | | |
|------------|---|---|----------------|--|--|
| | | <p><i>provide services in the telemedical model (depending on the health field).</i></p> <p><i>Has the applicant provided and described:</i></p> <p><i>A. equipment at its disposal – from 0 to 2 pts</i></p> <p><i>B. equipment that the applicant would like to purchase under the project – from 0 to 2 pts</i></p> <p>Points are cumulative which means that if several conditions are met together - the points are added up. For the evaluation of this criterion max. 4 pts can be received.</p> | | | |
| 15. | Additional criterion - bilateral cooperation | <p><i>It will be assessed whether the project includes elements of bilateral cooperation with a Norwegian institution - 10 pts</i></p> | 10 | | |
| SUM | | | Max. 60 | | |