Co-funded by
The European Union

JA PreventNCD

Work Package 1
Deliverable 1.1
Date: DRAFT 06.02

JA PreventNCD

Project Handbook

JA PreventNCD

1 Document information and history

PROJECT ACRONYM	JA PREVENTNCD
CONTRACT NUMBER	101128023
TITLE	Cancer and other Non-Communicable Diseases Prevention – Action on Health Determinants
DISSEMINATION LEVEL	
NATURE OF DOCUMENT	
TITLE OF DOCUMENT	Project Handbook
REFERENCE NUMBER	
WORKPACKAGE CONTRIBUTION TO THE DOCUMENT	
VERSION	
EXPECTED DELIVERY DATE	June 2024
DATE OF DELIVERY	

Author	Affiliation/Institution	Contact
	Norwegian Directorate of Health; Norwegian Institute of Public Health	

Version	Date	Changes	From	Review

The project handbook is a guide for participants involved in the JA PreventNCD project. It provides essential information on how we are going to manage this project. Moreover, it presents the project's objectives, timelines, roles, responsibilities, procedures, and decision-making.

The handbook is subject to an annual review and to be approved by the General Assembly.

Table of contents

2 About the project

2.1 Summary of JA PreventNCD

2.1.1 Project description

Cancer and other non-communicable diseases (Cancer & NCDs) make up more than 2/3 of the burden of disease in Europe. At the population level, substantial variations exist according to socio-economic status, geographical area, age, disability, gender, and ethnic groups. A large part of this disease burden is preventable. The aim of the JA on Cancer and other NCDs prevention – Action on Health Determinants is to support strategies and policies designed to reduce the burden of Cancer & NCDs, their common risk factors both at a personal and societal level, and to define methods to assess their effectiveness across Europe. Specific objectives are:

- improve joint capacities of MSs to plan and implement Cancer & NCDS prevention policies and activities at national, regional, and local levels.
- improve the monitoring system for Cancer & NCDs and their common risk factors.
- contribute to reduced inequalities in Cancer & NCDs.
- engage with key actors in the field of Cancer & NCD prevention, including decision makers, civil society organizations, professionals, the general population, and patients' groups to facilitate cooperation and joint efforts.

This JA represents an ambitious effort to provide strategic guidance and consolidated efforts to the field of Cancer & NCD prevention. Key outputs include an EU Consortium on Cancer Prevention, high-level annual events, and intervention tools and policy recommendations that will contribute to reduced Cancer & NCD burden and inequality across Europe.

2.1.2 Structure of the Joint Action

The Joint Action Prevent NCD is divided into 10 Work Packages (WPs), with each Work Package responsible for fulfilling their specific objectives. Four Work Packages deal with the management of the Joint Action itself. Six technical Work Packages deal with the content of the Joint Action objectives.

Each Work Package is led by a Work Package Leader and 1-2 co-leaders. Specific institutions are obliged to provide these management capacities. Each Work Package Leader is responsible for organising the work in the Work Package and communicating Work Package related information to all parties involved in their respective Work Packages and sharing information with other WPs and relevant Associated Partners to ensure coherence of the implementation of the action.

Each WP is further divided into tasks and subtasks. Each task and subtask have its own individual responsible leader. The same applies for pilots.

Work Package
A work package is a group of related tasks within a project. Because they look like projects themselves, they are often thought of as sub-projects within a larger project.

Task and subtask
A Work Package is divided into tasks and sub-tasks, these divide the Work Package into meaningful and manageable parts. Deliverables are as a rule a result of a specific task. The task will be a short description of how to reach the specific objectives and the number of tasks will be equivalent to the number of specific objectives. The name of the task should be specific, have a short name and number. Each WP-task will be divided into sub-tasks with some more detailed descriptions. There will be a designated leader for each sub-task, and a list over MS partner institutions involved

Pilot
The term “pilot” will be used to describe activities where the focus is to test new and innovative practices. This refers to the formulation “Design/review and pilot-test” that is frequently used in the Healthier Together document. It refers furthermore to the description in the Joint Action call, stating that proposed actions may include “pilot testing of relevant research results and innovative practices”. There is, however, an important distinction between pilot-testing and scaling up best practices, developing guidelines, providing training and twinning, implement health communications etc. Given the innovative aspects, all actions that are described as pilots in the proposal should include a plan for testing and evaluation.

2.2 Overview of the Work Packages (WP) and lead beneficiaries

WP.	Title	Description	Main deliverables	WP leads and co-leads
Administrative Work packages				
WP1	Coordination	Manage the project, serve decision-making bodies, monitor progress and to make sure that activities are implemented as planned	Interim and Final Technical and Financial Reports. Collaboration with action grants	Norwegian Directorate of Health – HDIR Linda Granlund: Jancd@helsedir.no Co-lead: Norwegian Institute of Public Health – NIPH Knut Inge Klepp
WP2	Dissemination and communication	Actions undertaken to ensure that the results and deliverables of the Joint Action will be promoted to all of the identified target groups.	Dissemination Strategy, Interim and Final Dissemination Reports	Directorate of Health, Iceland – DOHI Solveig Karlsdottir: Freyr Gudlaugsson: Co-lead: Norwegian Directorate of Health – HDIR Live Bøe Johannessen: Anita Thorolvsen Munch:
WP3	Evaluation	Actions undertaken to verify if the Joint Action is being implemented as planned and reaches the objectives	Evaluation Strategy, Interim and Final Evaluation Reports	National Institute of Public Health – INSP * *The lead and co-lead switch roles in WP3 on agenda for the General Assembly* Carmen Ungurean: Co-lead: Robert Koch Institute – RKI

				Martin Thissen:
WP4	Sustainability	Actions undertaken for the potential integration in EU and national policies, with the aim to provide sustainability of the recommended policy actions.	Integration and sustainability plan	National Institute of public Health Slovenia - NIJZ Mojca Gabrijelčič: Co-lead: Sciensano Gabrielle Schittecatte:
Core Work packages				
WP5	Regulation and taxation	The overall objective of WP5 is to improve compliance, coherence, wider implementation, and enforcement of fiscal and regulative measures targeting major NCD-risk factors	An EU Network of national focal points for public food procurement An operational structure and the EU-wide implementation package to support Member States in implementing policies to reduce harmful marketing	Norwegian Institute of public health – NIPH Arnfinn Helleve: Co-lead: Directorate-General of Health - DGS Maria João Gregório:
WP6	Healthy living environment	The main objective is to implement and evaluate interventions with an integrated approach to address the main determinants of NCDs in different settings/cross-settings across the life course.	A guide to the community action methodology Lessons from the actions: process, results, recommendations	Fundación para el Fomento de la Investigación Sanitaria y Biomédica de la Comunitat Valenciana - FISABIO Rosana Peiro: Co-lead: Croatian Institute of Public Health – CIPH

				Anja Duric: Co-lead: Medical University of Silesia – SUM Katarzyna Brukalo:
WP7	Social inequalities	The overall objective is to ensure that the JA contributes to reducing inequalities in cancer and other NCDs in Europe.	Report on promoting general and digital health literacy tools, as well as OHL in primary health care settings and hospitals, and mental health literacy in the community. Recommendations for policy makers based on best available knowledge and WP7-pilot actions implemented during the JA.	National Institute of Health (Istituto Superiore di Sanità) - ISS Raffaela Bucciardini: Co-lead: National center for public health and pharmacy - NNK Peter Csizmadia:
WP8	Monitoring	The general objective is to enhance the monitoring systems for cancer and other NCDs at several levels (European, national, regional and local scale) in order to support health care policies aimed to control and reduce the disease burden and to contribute	Report on monitoring access to health care and health care costs on a population level as well as projections. Report on recommendations on monitoring systems, gaps analysis between countries and implementation/dissemination potentials based on the findings in	Region of Southern Denmark - RSD Emil Høstrup: Co-lead: National Institute of Health (Istituto Superiore di Sanità) - ISS Giovanni Capelli:

		to the reduction of health inequalities	the tasks and pilots	
WP9	Health in all policies	The main objective is to strengthen the integration of health and health equity perspectives in policymaking across sectors.	Report of Health in all policies in EU Member states	Cancer Society of Finland - CSF Eeva Ollila: Co-lead: Directorate of Health, Iceland – DOHI Dora Gudmundsdottir:
WP10	Identify individuals at risk	This work package will support to reduce the burden of cancer mainly at the personal level by providing guidance and producing further evidence on integrating information from genetic determinants into taking a holistic approach for the prevention of cancer and other NCDs	EU policy brief on Personalized risk stratification for cancer and other NCDs	Sciensano Marc Van Den Bulcke: Co-lead: Region of Southern Denmark - RSD Torben Hansen:

2.3 Project Plan and Project Work Plan

[Will be updated]

2.3.1 Project Plan

A GANTT chart will be a part of the Project Plan and provided by the Coordinator. WP Leaders will be asked to provide input and data for the activities of their Work Package. The GANTT chart will be updated regularly.

The GANTT chart will help the Coordination team and other Work Packages to track the progress of the various activities, deliverables, and milestones, making it easier to disseminate deliverables and stay on track for deadlines.

2.3.2 Project Work Plan

All WPs will make detailed protocols for all activities, such as task, sub-tasks and pilots, including at a minimum:

- partners and their roles
- rationale
- objective
- methodology
- innovative aspects
- timeline
- resources allocated (person months; running cost; sub-contracting)
- internal milestones
- deliverables

Based on this, the Coordinator will make a detailed Project Work Plan. The Project Work Plan is a detailed supplement to the Project Plan - which is a part of the Grant Agreement. The Coordinator will provide an overview of the Project Work Plan.

2.4 Amendments and changes to the project

Larger changes, such as changes to Annex 1 and 2 of the Grant Agreement have to be agreed by the Granting Authority, HaDEA, after the General Assembly has taken a decision on the proposed change.

Other changes such as changes to the project plan, entry of a new party to the project and so on, have to be considered and decided upon by the General Assembly. See more in Consortium Agreement Art. 6.3., and Grant Agreement Art. 39-41.

The budget breakdown may be adjusted without an amendment by transfers (between participants and budget categories) only if this does not imply any substantive or important change to the description of the action in Annex 1 of the Grant Agreement. See Grant Agreement Art. 5.5. for cases where this applies.

Needs for changes should be brought to the Coordinator, preferably via Executive Committee meeting where all WP Leaders participate.

If a partner plans to make changes that influence how the costs are divided between tasks or institutions, please contact: *finance-jancd@helsedir.no.*

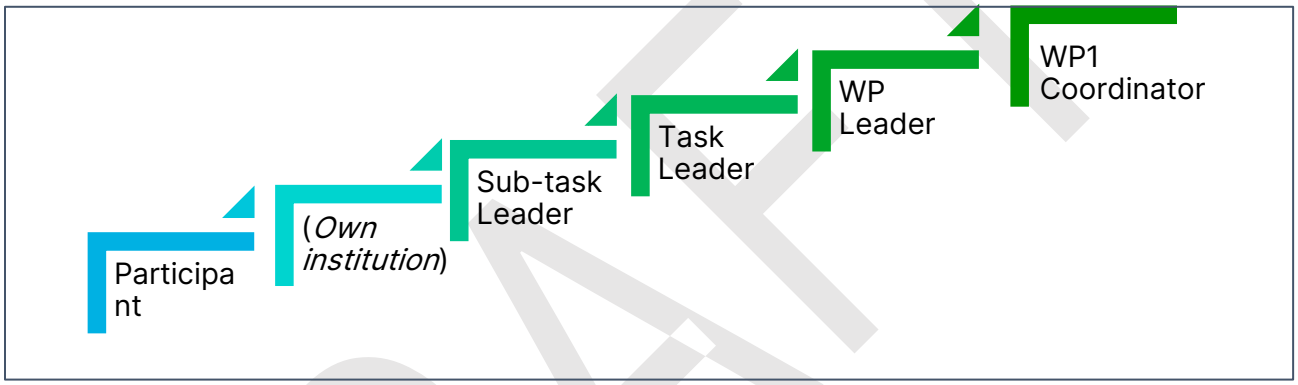
2.5 Coordinator role and whom to contact

2.5.1 Whom to contact

If you have a question or need for clarification regarding JA-Prevent NCD, please follow the "stairs" and contact first your closest leader; or leader of the relevant sub-task/task if the question is not pertinent to your task and WP. In some cases your own organisation, such as for questions related to rules for travel or budget available, should be contacted first.

You will find names and contact information to your pilot-/subtask-/task- and WP leaders in the "Organisation and timeline" folder in your WP's Teams channel.

Figure 1. Stairs of Who-to-contact:



If the question or issue can't be solved at task- or WP-level, do contact the Coordinator.

2.5.2 Coordinator and Scientific Coordinator

The Coordinator is the legal entity acting as the intermediary between the Parties and the Granting Authority, HaDEA (European Health and Digital Executive Agency). The Coordinator takes charge of the Joint Action and represents the partners in all contacts with HaDEA, during the negotiation and implementation of the Joint Action. The Coordinator monitors that the action is implemented properly. The coordinator role in JA PreventNCD is divided between the Scientific Coordinator and Project Coordinator that together are the overall leaders of the Joint Action.

The Scientific Coordinator oversees the scientific processes and content in the technical WPs, WP5 to WP10. This includes assuring that the activities in the WPs are planned and implemented in line with methodological standards, establishing routines and practices for scientific publications and managing communications from the project.

The Project Coordinator collaborates with the Scientific Coordinator in coordinating and monitoring the technical WPs, but has a specific focus on WP1 to WP4 and administrative side of the implementation of this JA.

Other tasks are described in the Grant Agreement and Consortium Agreement (Art. 6.4).

2.5.3 If you need to contact the Coordinator on certain topics:

Topic	Whom to contact	E-mail
Technical and scientific implementation of the project	Scientific technical officer, NIPH	Jancd@helsedir.no
Grant Agreement, Consortium agreement, ethical issues, risk management, fraud, NDA, observer rights	Project manager, deputy project manager and project technical officer, Hdir	Jancd@helsedir.no
Teams access, change of contact persons	Project technical officer, Hdir	Jancd@helsedir.no
Budget, financial reporting, eligible costs, budget reallocations, subcontracting, etc.	Project finance officer, Hdir	finance-jancd@helsedir.no
Legal issues	Project manager, deputy project manager and legal officer, Hdir	Jancd@helsedir.no

2.5.4 Coordinator contacts:

- General e-mail: *Jancd@helsedir.no*
- Finance e-mail: *finance-jancd@helsedir.no*
- Publications e-mail: *JANCD.Publications@fhi.no*

Scientific Coordinator, The Norwegian Institute of Public Health
Knut-Inge Klepp

Project Coordinator, The Norwegian Directorate of Health
Linda Granlund

Project manager, The Norwegian Directorate of Health
Arve Paulsen, Knut Jønsrud (From March 2024)

Deputy project manager, The Norwegian Directorate of Health
Bente Faugli (From March 2024)

Scientific technical officer, The Norwegian Institute of Public Health
Fredrik Aaeng Kristiansen

Project technical officers, The Norwegian Directorate of Health
Elma Secerovic, Kadri Tammur, Anastasia Fedotova (from March 2024)

Project financial officer, The Norwegian Directorate of Health
Carla Mirani, Leonard Neumann Rabben

Project legal officer, The Norwegian Directorate of Health
Camilla Åmotsbakken

2.6 How to contact participants in the project

Each WP has a contact list in Teams that the WPs have to keep updated on all participating institutions in the WP. The contact list for each WP are to be kept in folder "Organisation and timeline" so that these are easy to find.

There is in addition Consortium-level contact list also, administrative, legal and financial contacts. The Excel sheet provides a filter function for you to easily produce an appropriate email list for your needs.

All institutions have to make sure the contact list is updated and notify the Coordinator of any changes that need to be make as the Coordinator has access to make changes in the file.

It is appropriate to call a contact at their provided work phone during business hours.

2.7 Roles of different types of partners involved in implementation of the action

Competent Authority/Beneficiary: The signatories of the Grant Agreement.

Affiliated Entity: Entities affiliated to a Beneficiary within the meaning of Article 187 of EU Financial Regulation 2018/10464 which participate in the action with similar rights and obligations as the beneficiaries (obligation to implement action tasks and right to charge costs and claim contributions).

Associated partner: Entities which participate in the action, but without the right to charge costs or claim contributions. Signs the agreement with the JA via the Coordinator.

Subcontractors: Participate in the action if necessary for implementation of the action. Must implement their tasks in accordance to the Grant Agreement while the costs for subcontracted tasks are charged by Beneficiaries. Beneficiaries in charge of the subcontracting must ensure that work carried out by subcontractors is in line with the Grant Agreement. For more see Article 9.3 of the Grant Agreement.

Observers: By notifying the Coordinator the Beneficiaries may designate Ministries of their Country to be granted observer rights, see more under 1.9.

2.8 Governing and advisory bodies

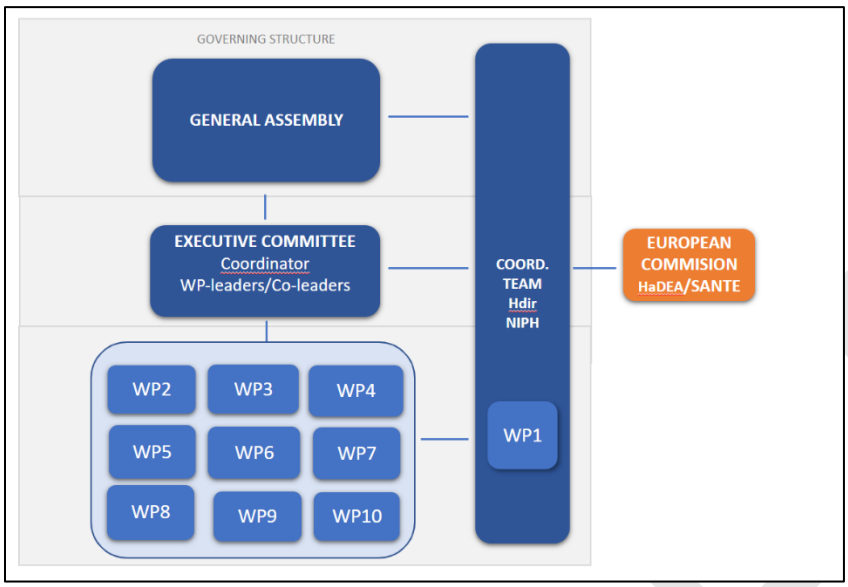


Figure 2. Strategic and day-to-day management of the project

The organisational structure of the consortium shall comprise the following Consortium Bodies:

- The General Assembly as the ultimate decision-making body of the consortium.
- The Executive Committee as the supervisory body for the execution of the Project, which shall report to and be accountable to the General Assembly. The Committee shall furthermore facilitate and coordinate the scientific work of the Work Packages.
- The Coordinator as the legal entity acting as the intermediary between the Beneficiaries and the Granting Authority. The Coordinator shall, in addition to its responsibilities as a Party, perform the tasks assigned to it as described in the Grant Agreement and the Consortium Agreement. The Coordinator's role is extensive, extending across the Project, including, inter alia, handling the funds from the Granting Authority and assisting the Executive Committee.

The implementation of the action is supported by the following bodies that will be established:

External Expert Advisory board: composed by international and multidisciplinary experts will be set up and will meet during the GA and at specific meetings that will be defined according to the requirements of the JA.

Stakeholder forum/user advisory board: A stakeholder forum will be established with identified key stakeholders at national and European level. This forum is part of a process indicator to be delivered by M12 and WP2 and WP4 is responsible.

Policy Decision makers' Forum: The Policy Decision Makers' Forum (PDMF) is a policy advisory board to the JA, consisting of all relevant DGs and EC agencies (i.e. EFSA)/bodies (i.e. ERGA), multisectoral representation of EU MSs presidencies (Council), links to health attaches and representatives of relevant EU Parliament bodies will be established. The PDMF will be asked to provide critical feedback on the feasibility of implementation of the proposed JA actions at (national and) EU levels and feedback on the concrete proposed institutionalised / legislative solutions or best practices if relevant.

EU Consortium on Cancer Prevention: The project will establish an 'EU Consortium on Cancer Prevention' and host an annual high-level event that will ensure regular exchanges with all stakeholders. We will seek to collaborate with consortia awarded support through the open-call mechanism for Action grants (EU4H-2022-PJ-12), and we will establish collaboration and alignment with international, national, and local organizations. Mechanisms for consultations with scientific experts in the field, with decision makers, and with other relevant stakeholders will be established. WP4 has lead on this task.

2.9 Observer rights for designated Ministries

By notifying the Coordinator in writing, Beneficiaries may designate Ministries of their Country to be granted observer rights. A Ministry that is a Beneficiary or an Affiliated Entity may also be granted such observer rights, for the purposes of meetings to which the Ministry would otherwise not have access. Ministerial presence as observer:

- does not change the role of the Beneficiary.
- will include access to meetings in the General Assembly and the Executive Committee as requested by a Ministry based on the calendar of meetings. Where appropriate, access to relevant meetings at the Work Package level will be facilitated by the Coordinator in cooperation with the Work Package Leader.

2.10 Delays and deviations

If any milestone or a deliverable (the list is in the Description of the Action, DoA, which is Annex 1 to the Grant Agreement is expected to be delayed, WP Leader must inform the Coordinator of these potential delays well in advance. *(Article 4.1 in CA)* The Coordinator needs to inform HaDEA regarding any potential delays in completion of milestones and deliverables.

In case of delayed milestone or deliverable WP Leader must:

- Inform the Coordinator in advance regarding any potential delays;
- Inform the Coordinator about the reason for a delay;
- Propose a new deadline;
- Define what actions need to be taken to overcome the challenges that are the reason for a delay.

2.11 Meetings – calendar and procedures

2.11.1 Meeting calendar

Meeting calendar will be kept updated in Teams and also displayed on our website. Please follow the link below for details: JA-PreventNCD overall meeting plan.pptx.

Before planning any meetings, do please consult the calendar to coordinate with simultaneous meetings. When in-person meetings are organized these should as much as possible be organized at the same time or back-to-back at the same location with other relevant meetings (such as task-meetings connected to WP-meetings) to save travel costs for all or some participants.

Deadlines for meetings

Deadlines for calling in meetings:

General Assembly	45 calendar days, 15 calendar days for an extraordinary meeting
Executive Committee	14 calendar days, 7 calendar days for an extraordinary meeting
Other meetings	14 calendar days, 7 calendar days for an extraordinary meeting

Deadlines for sending out the agenda:

General Assembly	21 calendar days, 10 calendar days for an extraordinary meeting
Executive Committee*	7 calendar days, 3 calendar days for an extraordinary meeting
Other meetings*	7 calendar days, 3 calendar days for an extraordinary meeting

* *We recommend sending out the draft agenda at least 14 days in advance*

Deadlines for adding agenda items:

General Assembly	14 calendar days, 7 calendar days for an extraordinary meeting
Executive Committee	2 calendar days, 1 calendar day for an extraordinary meeting
Other meetings	2 calendar days, 1 calendar day for an extraordinary meeting

Draft minutes of meetings

General Assembly	10 calendar days
Executive Committee	10 calendar days
Other meetings	10 calendar days

The meeting minutes shall be considered as accepted if, within 15 calendar days from sending, no Member has sent an objection in writing to the chairperson with respect to the accuracy of the draft of the minutes.

The organizer of the event shall send the final version of the meeting agenda, list of participants and meeting minutes to the Coordinator.

2.11.2 Participating in meetings

Beneficiaries which are appointed to take part in a Consortium Body (such as the Executive Committee or General Assembly) shall designate one representative (hereinafter referred to as "Member").

Any Member:

- should be present or represented at any meeting;
- may appoint a substitute or a proxy to attend and vote at any meeting;
- and shall participate in a cooperative manner in the meetings.

These principles should be followed also for all other meetings.

2.12 Collaborating in online documents and storing them on Teams

For an efficient and safe procedure for collaborating on documents we wish for all relevant documents to be uploaded and kept on the Microsoft Teams area provided by the Coordinator.

Below are some tips on how to work and collaborate on online documents:

1. Upload the files you need to work on to the appropriate channel. Make sure to save the files in the respective folder for the work package you're working on.
2. Please name the folders and files in respect to what you are working on. A file name could for example be: "Task 5.1.1 Improving existing alcohol and tobacco regulations".
3. Once you've uploaded your files, you can start collaborating on them with your colleagues. You can edit files in Teams, on your desktop, or online.
4. To best collaborate on an online document, it's important to communicate clearly and frequently with your colleagues and state clearly if "track changes" is to be used.

2.13 Payments

Project funds will be distributed from the Coordinator without unjustified delay. Project funds will be sent by the Granting Authority to the Coordinator, The Norwegian Directorate of Health, who will then distribute the funds to the beneficiaries. Beneficiaries (Competent authorities) are responsible for distributing the funds to the Affiliated Entities in their respective countries.

The payments are divided into three instalments:

- Prefinancing: January 2024. 50% of total eligible budget.
- First interim payment: Q2/3 2025. Up to 90% of total eligible budget.
- Second interim payment: Q4 2027. Up to 90% of total eligible budget.

The remaining 10% can be paid out following the financial evaluation in the final report. All unused funds remaining after the final report must be paid back to the Coordinator who will then be responsible to return the project funds to the EU.

For more detailed explanation, see Annex with Financial Manual and Grant Agreement.

2.14 Keeping records

All costs incurred on behalf of JA PreventNCD must be documented and kept record of. This includes all cost categories and expenditures reported to EU in the financial statement reports. All records and documentation must be kept for five years after the final grant payment has been made. For more information on record keeping, see Article 20 in the Grant Agreement.

2.15 Overview of terms and methodologies used in the project and handbook

With a common understanding of these terms, we foresee a better collaboration between different fields of expertise.

[Will be updated]

3 Reporting

3.1 Reporting calendar

Type of report	Period it covers	Reporting period opens	Deadline to submit to Coordinator	Coordinator's deadline to submit to HaDEA and/or Executive Committee (EC)
Internal progress report	M1-M8 *January 2024* *August 2024*	1. September 2024	20. September 2024	October EC meeting 2024
Periodic report to the EU	M1-M16 *January 2024* *April 2025*	1. May 2025	20. May 2025	29. June 2025 *(60 days after the end of reporting period)*
Internal progress report	M17-M24 *May 2025* *December 2025*	1. January 2026	20. January 2026	February EC meeting 2026

Periodic report to the EU	M17-M32 *May 2025* *September 2026*	1. October 2026	20. October 2026	29. November 2026 *(60 days after the end of reporting period)*
Internal progress report	M33-M40 *October 2026* *May 2027*	1. June 2027	20. June 2027	July EC meeting 2027
Periodic report to the EU	M33-M48 *October 2026* *December 2027*	1. January 2028	20. January 2028	29. February 2028 *(60 days after the end of reporting period)*

3.2 Financial reporting

[Will be updated]

For guides on reporting and financial statements, the following official EU guides may be useful.

- Reporting process — general - IT How To - Funding Tenders Opportunities (europa.eu)
- Reports & payment requests - Online Manual - Funding Tenders Opportunities (europa.eu)

3.2.1 Supporting documents for reporting

The financial statement report is built similarly to the budget, and the financial reporting will follow the same cost categories as the budget. Each cost category (from A to E) will need to be reported and calculated and kept record of. This table aims to give a quick overview of the categories that will be reported.

	Supporting Documents	
	What to submit in the financial statement report (both internal reporting and reports to the EC).	Which background documents are relevant for these costs
A. Personnel costs	• Internal record keeping refence to the personnel cost (timesheet or equivalent). • The calculated cost (calculated from a daily rate.)	• Original timesheets per month, signed. • Timesheets should indicate which tasks were worked on. • The timesheets and hours reported for the work in JA

	• Which tasks were worked on by each person.	PreventNCD can not contradict any alternative work record programme your company uses.
B. Subcontracting Costs	• Subcontract name • Cost of each invoice received from the subcontract. • Which WP(s) and tasks were worked on, with detailed description. • Subcontract number (from Grant Agreement) • Period of activity • Date of payment • Invoice number(s) • Accounting reference	• Invoices • Relevant contact exchanges between subcontractor and contractor • Work delivered by the subcontractor • Accounting references • Call for tenders (where applicable) • Justification of choice

C.1 Travel costs	• Name of traveller.
	• Calculated unit cost for:
	  ○ Travel
	  ○ Accommodation
	  ○ Subsistence
	• Purpose of travel
	• Destination and date
	• Accounting references
		• All invoices from the travel (invoices from chosen airline, hotel, food, signed sheet of meeting attendances, etc.)
		• Accounting reference to the invoices

C.2 Equipment	• Name of equipment • Price • Depreciation method • Number of months allocated to the action (of the object purchased). • Percentage of use for the action. • What the purchase was for, name of supplier and contract nr. • Accounting references	• Accounting reference • Any documentation indicating use of the equipment during the project period • Invoices

C.3 Other goods, work and services	• Costs related to:
	  ○ Consumables
	  ○ Conferences
	  ○ Publications
	  ○ Certificate of Financial Statement Project evaluations
		• Invoice numbers
		• Accounting references
		• Any documentation supporting the connection of the purchase with JA PreventNCD.

	○ Any other eligible costs that do not fall under any of the prior categories. • What the purchase was for	
E. Indirect costs	Flat rate of 7% to the eligible costs reported.	

3.2.2 Periodic reporting to the European Commission

[Will be updated]

3.2.3 Internal reporting

[Will be updated]

3.3 Continous reporting

3.3.1 Internal reporting rules

There is a total of 24 deliverables and 32 milestones to be provided from JA Prevent-NCD as part of the project continuous reporting. A template for deliverables will be available for all partner in the project Teams channel.

Milestones and deliverables need to be reported to HaDEA upon the respective deadline.

The Coordinator will remind WP Leader at least 1 month prior to the deadline of the submission of any milestone or deliverable.

3.3.2 Quality control of deliverables and milestones

All deliverables will undergo internal review protocol.

Internal review protocol for deliverables

- *The deliverable leader will be appointed by the responsible WP leader and will be the responsible editor for the deliverable.*
- *The deliverable leader must ensure that the content of the deliverable is consistent with the deliverable objectives and the GA and the CA.*
- *The deliverable leader is responsible for collecting input from all partners as necessary to fulfil its objective.*
- *If requested by WP Leader any deliverable can be subject to internal review to assure the quality of the deliverables. Internal review is assigned to participants that have not been involved in the drafting of the deliverable.*
- *The Coordination team will identify the reviewers and invite them to participate. Together with the invitation, reviewer will also be informed of the scheduled date for the review.*

- *A reviewer can be any well matched consortium partner or any member of the SC. Reviewers are not paid extra.*
- *The deliverable leader needs to send the final draft version of deliverable to Coordination team for the internal peer review **20 days before the deadline of the submission**.*
- *Reviewers has the maximum of the following 8 calendar days to review the deliverable and return it to the deliverable leader*
- *The deliverable leader and co-authors will revise in accordance with comments provided by the reviewers within 8 calendar days.*
- *This leaves a minimum of 4 days prior to delivery date.*

The internal review protocol can be repeated several times if required. When the internal protocol is completed, the deliverable leader will send the deliverable to the Coordination which will upload the deliverable to the participant portal.

If any milestone or a deliverable is expected to be delayed, WP Leader must inform the Coordinator of these potential delays well in advance (see section "Delays and deviations" above).

3.4 Risk management

The Coordinator will identify and monitor risks and propose appropriate mitigation measures. To improve risk management, the Coordinator will set up a system to continuously monitor risk, which will visualize the actions in the different WPs and tasks by red, yellow, and green (a traffic light system) to support the Executive Committee with reports that are easy to understand.

[The risk management system will be made available at a later date]

3.5 Technical report

Activated as part of the periodic report at the end of each reporting periods. Must be submitted within 60 days following the end of each reporting period. See the link to example sheet here or check Project Handbook folder in WP1 in Teams.

3.5.1 Part A

Structured information entered through the continuous report module.

- Project summary
- Deliverables, milestones, risks, etc.

3.5.2 Part B

The narrative part submitted as a PDF through the periodic reporting module.
WP leaders will coordinate input from relevant partners.

The Coordinator will provide a template to do the reporting and facilitate a distribution of work.

[Will be updated]

3.6 Other reporting

3.6.1 Reporting on Dissemination activities

The communication and dissemination of the project is an ongoing and integral process throughout the project. It stands as one of the project's pivotal elements, extending beyond the mere presentation of products and final outcomes. All dissemination and communication activities undertaken by the consortium have to be reported to the European Commission. Communication reporting instructions and template are available on the Teams platform, folder: Word and PPT Templates

Participants are asked to be as specific as possible regarding the reach of each dissemination activity, e.g. how many copies of a journal were circulated, how many recipients received and opened the newsletter, how many people attended a conference or event in which JA PreventNCD was presented, etc.

3.6.2 Reporting on Output, process and impact indicators for Specific Objective and action level indicators

JA-PreventNCD has Specific objectives that are set out in the Description of the Action (see list here or check Project Handbook folder in WP1 in Teams) or in Annex 1 of the Grant Agreement These objectives have indicators for output (26), process (15), impact (8), and action level (15) that we are required to report on. The responsibility to reach these indicators are assigned to WPs and have a due date assigned. The Coordinator will notify the respective WP leader well in advance of a due date for reporting.

4 Visual identity and templates

4.1 Logo and use of logo

All partners will use the logo as appropriate in all materials related to the JA PreventNCD project (i.e., presentations, reports, and other publications). The JA PreventNCD logo is available on the projects Teams platform, folder: Logo

4.1.1 JA PreventNCD logo

The logo of JA PreventNCD is distinguished by a human figure set against a stylized sunrise. This figure denotes community and solidarity, and the sunrise, which is creatively based on a donut chart, underscores the project's dedication to health and well-being, symbolizing both new beginnings and the scientific rigor that underpins all outputs.

In the logo, a deliberate colour palette has been chosen to represent the distinct hues of each work package, illustrating the cohesive and multidisciplinary approach to addressing non-communicable diseases across Europe.

Figure 1: Logo Vertical

The logo is provided in both vertical and horizontal formats to ensure flexibility across various media. Correct usage guidelines, including clear space requirements, sizing, and colour specifications, are meticulously outlined in the brand guide. Adherence to these guidelines is imperative to maintain the integrity of the project's visual identity.

Figure 2: Logo Horizontal

To support the project's communication needs, a suite of templates for PowerPoint and Word have been developed. These templates feature the generic branding of JA PreventNCD and include title slides as well as section title slides. Each work package's specific colour is used in its respective slides, which work packages can utilize to tailor their presentations. These tools have been crafted to facilitate consistent and professional dissemination of information throughout the lifespan of the project. The

templates can be access on the project's Team platform, folder: Word and PPT Templates.

4.1.2 Visibility of the EU emblem

All beneficiaries, managing authorities and implementing partners of EU funding must use the EU emblem in their communication to acknowledge the support received under EU programmes and contribute to the visibility of the EU on the ground. Recipients of EU funding have a general obligation to communicate and raise EU visibility. An important obligation in this context is the correct and prominent display of the EU emblem, in combination with a simple funding statement, mentioning the EU support.

Unless otherwise agreed with the Granting Authority, communication activities of the beneficiaries related to the action (including media relations, conferences, seminars and information material such as brochures, leaflets, posters, presentations, etc. in electronic form via traditional or social media), as well as any infrastructure, equipment, vehicles, supplies or major result funded by the grant, must acknowledge EU support and display the European flag (emblem) and funding statement (translated into local languages, where appropriate).

(a) display the EU emblem and (b) include the following text:

When displayed together with another logo, the EU emblem must have appropriate prominence.

The EU emblem can be found here. Operational guidelines on the use of the EU emblem in context of EU programmes 2021-2027, can be found here.

4.2 Use of Disclaimer

When communicating and disseminating the project, it is important to use the disclaimer below:

> This document is part of a project that has received funding from the European Union's EU4Health programme under grant agreement No 101128032. The information reflects only the authors´ view and the European Commission is not responsible for any use that may be made of the information it contains.

This serves to acknowledge the financial support received and clarifies the independent standpoint of the authors and helps to maintain transparency and ensure a clear understanding of the document's context.

4.3 Templates

Several templates have been prepared to ensure consistent brand image across internal and external communication of the project. These include templates for:

- Deliverables
- Press release
- Policy briefs
- PowerPoint
- Agenda for meetings
- Meeting minutes and summary

Consortium members are asked to use these templates for all JA PreventNCD documents, reports and other publications. All templates are available on the projects Teams platform, folder: Word and PPT Templates.

5 Internal and external communication

WP2 Dissemination and communication will work together with the Coordinator to ensure adequate internal and external communication of the project. Project communication will take place through various channels. Although face-to-face meetings will occur regularly, but with a relatively low frequency, several virtual communication channels are available for project members, advisory bodies, and WP teams to engage in daily communication.

WP2 leaders can be contacted directly at preventncd@landlaeknir.is

The main aim of WP2 is to facilitate coherent, effective, and sustainable external and internal communication of the Joint Action and to ensure that its objectives, activities, results and deliverables are known to both the project partners and other stakeholders of the action.

5.1 Internal communication objectives

Internal communication is handled in collaboration by WP1 and WP2 leaders. Main objectives of the internal communication are:

- To ensure that executive committee is informed on progress, results, and activities across all WPs.
- To secure that WPs and competent authorities are provided with relevant tools and knowledge to participate in the dissemination of JA results and goals.
- To secure information flow between JA-Prevent-NCD and HaDEA.
- Ensure collaboration and exploit synergies with other EU founded projects.

WP leaders and co-leaders are responsible for keeping task leaders and their Affiliated Entities informed at all times. The Coordinator handles all contact with HaDEA and DGSante.

5.2 Channels and arenas

Key forums and channels for internal communication include various arenas such as consortium and executive committee meetings, as well as communication via email and Microsoft Teams.

Microsoft Teams is the main software used for internal communication within the project. All participants have access to the platform and documents unless specifically restricted.

New members should contact the coordination team to get an invitation to join the Teams platform, jancd@helsedir.no.

Email: The use of email lists is an effective way of addressing and informing a larger group of project members about WP related issues. Email lists are available on the projects Teams platform, (insert link). In order to join the WP mailing lists, new project members are asked to contact the WP leaders of the respective WP.

Newsletters: Internal newsletters will be distributed to all the Joint Action partners, beneficiaries and collaborating partners. The newsletter will inform participants of the project's partners, updates and more. Partners can request to have their news/results featured by contacting preventncd@landlaeknir.is

WP2 has appointed a contact point for each work package. This individual will be the link between the WP2 coordinator and the WP content coordinator, securing that WPs communication and dissemination activities are aligned with the overall strategy.

WP2 has established contact points for each WP:

- WP 1 + 4: Sólveig Karlsdóttir
- WP 6: Freyr Guðlaugsson
- WP 5 + 10: Live Bøe Johannesen
- WP 7 + 10: Anita Thorolvsen Munch
- WP 8: Thea Nørgaard Breili
- WP 9: Charlotte Backer

Each work package has appointed a person responsible for coordinating with the content coordinator for dissemination in all channels. This liaison will facilitate the flow of content from their respective work package to the central hub, adhering to the publishing schedule and content guidelines.

Overview of content coordinators in each WP:

- WP8: Linda Justi, and Valentina Possenti

[Will be updated]

Social media

Social media profiles have been created for the project on LinkedIn, Facebook, Instagram and YouTube. While LinkedIn serves as a primary channel for professional networking and detailed project updates, Facebook, Instagram and YouTube are also utilized for wider participant engagement.

Project members are encouraged to connect with these platforms. Subtle yet regular engagement, particularly on LinkedIn, using the hashtag *#JAPreventNCD*, is recommended to stay informed and contribute to the project's internal communication network.

The table below lists direct links to our social media profiles. Future expansion to other platforms will be considered as the project's communication needs evolve.

Social media profiles of the project:

- LinkedIn: https://www.linkedin.com/showcase/ja-prevent-ncd/about/
- Facebook: https://www.facebook.com/preventncd
- Instagram: https://www.instagram.com/preventncd
- YouTube: https://www.youtube.com/@PreventNCD

5.3 External communication - dissemination of the project

5.3.1 Dissemination objectives

The primary objectives of the project's external communication and dissemination efforts are as follows:

- Reach key stakeholders: Ensure that key stakeholders, including policy makers, government officials, NGOs, healthcare professionals, and academia, are effectively reached.
- Build collective understanding: Foster a collective understanding among stakeholders regarding the individual and collective burden posed by non-communicable diseases and the project's goals to address them.
- Inspire behavioural change: Inspire behavioural change in the general public to align with the objectives of the project.

5.3.2 Execution Strategies

The following strategies and activities will be employed to achieve these dissemination objectives:

- Social media engagement: Actively engage with stakeholders through various social media platforms, including LinkedIn, Facebook, Instagram, and YouTube.
- Press releases: Issue media releases at key project milestones to capture media interest and promote the project's goals and achievements.
- Project website: Utilize the project website (www.preventncd.eu) as the central hub for disseminating project information, including events, publications, news, and general content for both internal and external audiences.
- Newsletters: Regularly distribute newsletters to provide updates on project progress, deliverables, and outputs. Interested individuals can subscribe to the newsletter on the project website.
- Visual identity and templates: Maintain a consistent visual identity for the project using guidelines provided in section 3, including the use of logos, presentation templates, and a picture bank for dissemination materials.

By employing these strategies and activities, the project aims to ensure that its message reaches the intended stakeholders and contributes to the success of the project.

Practical tools and guidelines for communication can be found on the Teams platform, folder: Useful communications tools and documents.

5.3.3 Registration of Dissemination Activities

WP2 is responsible for tracking all external dissemination activities. Partners engaging in external dissemination are required to report their activities to WP2 for coordinated tracking and reporting.

5.4 Publication procedures

5.4.1 Publication Board:

This board is appointed by the Executive Committee and shall normally consist of the Scientific Coordinator and one representative from each WP.

As stated in the Grant Agreement (T2.5.1), the role of the Publication Board is to advise on the suitability of publication plans and have final editorial responsibility to approve submission to a journal or a conference, etc. In addition, the board will coordinate activities between different publications, to avoid duplicity or overlapping presentations/publications. A list of the main articles as a result of the creation and evaluation of the JA will be available at the project webpage. The Publication Board will be chaired by the Scientific Coordinator supported by the DOHI (as WP2 leader) and will secure the workflow of the JA publications by receiving proposals from authors, distributing to the Publication Board, and ensuring that the procedures are followed. To

assure synergies with the Ethical Board, we will strive to have a representative participating in both boards.

Specifically, tasks performed by the Publication Board will include review of the Publication Proposal Forms to ensure adequate scientific rigour of all JA PreventNCD publications and in addition to include the following criteria:

- Is the publication, report or presentation abstract in line with the intended use of JA PreventNCD data?
- Is there overlap with other known JA PreventNCD papers or pressentations?
- Is the authorship appropriate?
- Are all authors included who should be and are the ICMJE criteria for authorship[1] adhered to.?
- Is the JA PreventNCD project and the consortium acknowledged appropriately?

The Publication Board will regularly keep the Executive Committee updated (through the EC monthly meetings) on publication activities, including publication proposals received, accepted, and actual publications.

5.4.2 Publication Guideline

The purpose of the publication guideline is to guide the project participants in performing analyses, writing, and submitting publications and other types of reports based on data collected and experience gained from the JA Prevent NCD Project.

As stated in the Grant agreement (Task 2.5.2) the purpose of this guideline is furthermore to ensure that persons who contribute concept ideas and concrete work within the JA are appropriately included as authors or acknowledged as contributors in any of our dissemination materials, as well as products included under the Intellectual Property Rights. It is designed to ensure compliance with the dissemination-related terms of the JA Consortium Agreement and Grant Agreement and to guide the dissemination timing, considering relevant partner experience and preferences.

The data collected in each WP are stored securely by the relevant partner in agreement with the WP leader and the Data Management Board (DMB). Decisions on usage and publication of data collected are made by the Publication Board, guided by the requirements of the Grant Agreement (GA) and the Consortium Agreement (CA). A list of the data collected within each WP is maintained by the DMB and is available to all JA PreventNCD partners.

[1] See http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html

All publications from the JA PreventNCD project (data-driven as well as commentaries) require that the following steps are followed:

1. A JA PreventNCD Publication Proposal Form (Annex X) needs to be completed and submitted to the JA PreventNCD Publication Board: jancd.publication@fhi.no, including the respective WP leader and co-lead in copy;
2. This Publication Proposal Form (including – if applicable - objectives/research questions, data, strategy for data analyses, collaborating partners, suggested outlet (journal etc.), and timeline) is considered by the Publication Board;
3. Proposals will be deemed to be accepted unless a Publication Board member objects (see CA 8.4.2.2) within 15 calendar days. If there is an objection, the request will need to be further considered by the Publication Board which may require revisions to the proposal (see chapter 8.4.2.3 in CA). Any proposal considered by the Board requires unanimous approval. If a disagreement cannot be resolved within the Board, the Executive Committee can be asked for a decision. This decision will then be made as specified in the Consortium Agreement (Chapter 6) and is final.

Consortium agreement chapter 8.4.2.2
An objection is justified if: a) the protection of the objecting Party's Results or Background would be adversely affected, or b) the objecting Party's legitimate interests in relation to its Results or Background would be significantly harmed, or c) the proposed publication includes Confidential Information of the objecting Party. The objection has to include a precise request for necessary modifications.

4. Data will only be provided to members of other WPs after the originating WP has undertaken the first waves of data cleaning, reduction, and transformation; [Input potential role of DMB]
5. The requested data should be provided by the originating WP partner to the applicant within a maximum of 30 calendar days, and ideally within 14 calendar days[2];
6. The provided data may only be used for the analyses as specified in the accepted proposal (Publication Proposal Form). New research questions require that a new form is submitted.
7. Ownership of the intellectual property relating to the data will remain with the originating WP partner or the JA PreventNCD consortium.

[2] A complete data syntax file (in SPSS, STATA or other file format) of the data analyses that have been conducted for a publication must be sent to the originating WP partner before the manuscript is submitted to the journal or commissioning organisation (see also guidance from Data Management Board]

8. As part of the scientific coordination, abstracts and manuscripts should be submitted to the Publication Board through the jancd.publication@fhi.no address at 15 calendar days prior to planned submission. The abstract/manuscript will be circulated within the Publication Board, and members will be asked to respond within 15 calendar days. Lack of response will be assumed to signal agreement for submission. A negative response should be justified and will prompt further discussion, and this may delay or prevent submission of an abstract.
9. Following acceptance of a publication, a copy of your presentation, abstracts, poster and/or manuscript should be sent to the WP2 content coordinator corresponding to the respective WP to arrange potential publicity and dissemination, and also for inclusion on the JA PreventNCD website.
10. The terms of the Grant Agreement and the Consortium Agreement take precedence over the terms in this document (including any agree-upon Background claimed by a partner).

5.4.3 What you should include in your Presentation/Abstract/Poster/Manuscript

5.4.3.1 1. Title text

Where allowed within the abstract submission rules, the title should be suffixed "The JA PreventNCD project" e.g. "Improving existing alcohol and tobacco regulations: The JA PreventNCD project".

5.4.3.2 2. A Standardised Acknowledgement of JA Prevent NCD

All manuscripts utilising JA PreventNCD data, methods or personnel should acknowledge JA PreventNCD by stating the relevant grant number, using the EXACT text below:

> *"This document is part of a project that has received funding from the European Union's EU4Health programme under grant agreement No 101128032. The information reflects only the authors´ view and the European Commission is not responsible for any use that may be made of the information it contains."*

If possible, the acknowledgement should be accompanied by the EU emblem

This acknowledgement may identify other sources of funding as well.

5.4.3.3 3. A reference to the protocol paper (once it has been published)

All manuscripts utilising JA PreventNCD-funded output are advised to include a reference to the JA PreventNCD protocol paper (usually in the introduction or the methods section). The web link to the protocol paper (open access) is: [Will be updated].

5.4.3.4 4. Appropriate logos

If possible, posters and PowerPoint slides in which JA PREVENT NCD is addressed should contain the JA PREVENT NCD logo and the EU emblem.

From Consortium Agreement Chapter 8.2 Joint ownership:

Joint ownership is governed by Grant Agreement Article 16.4 and Attachment 6 (Regulation on Results and Background), Section Ownership of results, with the following additions:
Unless otherwise agreed:
– each of the joint owners shall be entitled to use their jointly owned Results for non-commercial research and teaching activities on a royalty-free basis, and without requiring the prior consent of the other joint owner(s).
– each of the joint owners shall be entitled to otherwise Exploit the jointly owned Results and to grant non-exclusive licenses to third parties (without any right to sub-license), if the other joint owners are given: (a) at least 45 calendar days advance notice; and (b) fair and reasonable compensation.

The joint owners shall agree on all protection measures and the division of related cost in advance.

TABLE OF CONTENTS

6 Other

6.1 Ethics management

The action will be carried out in line with the highest ethical standards and according to existing ethical guidelines such as the WMA Declaration of Helsinki[3] and the Council of Europe Convention for the Protection of Human Rights and Dignity of the Human Being with regard to the Application of Biology and Medicine[4]. Relevant EU and national legislation will be applied, including legislation on medical research, such as Directive 2005/28[5] and Regulation (EU) 536/2014[6] and data protection, such as General Data Protection Regulation, Regulation EU 2016/679[7]. All beneficiaries and other partners are required to, at the minimum, follow national laws and regulations regarding ethics in research.

The beneficiaries must pay particular attention to the principle of proportionality, the right to privacy, the right to the protection of personal data, the right to the physical and mental integrity of a person, the right to non-discrimination, the need to ensure protection of the environment and high levels of human health protection.

Before the beginning of an action raising an ethical issue, the beneficiaries must have obtained all approvals or other mandatory documents needed for implementing the task, notably from any (national or local) ethics committee or other bodies such as data protection authorities.

The documents must be kept on file and be submitted upon request by the Coordinator to the Granting Authority. If they are not in English, they must be submitted together with an English summary, which shows that the documents cover the action tasks in question and includes the conclusions of the committee or authority concerned (if any).

[3] World Medical Agency General Assembly (1964) *WMA Declaration Of Helsinki – Ethical Principles For Medical Research Involving Human Subjects*. Available at: https://www.wma.net/policies-post/wma-declaration-of-helsinki-ethical-principles-for-medical-research-involving-human-subjects/.

[4] Convention for the protection of Human Rights and Dignity of the Human Being with regard to the Application of Biology and Medicine: Convention on Human Rights and Biomedicine, 4th April 1997 (ETS No 164, 2137 UNTS 171). Available at: https://www.coe.int/en/web/conventions/full-list?module=treaty-detail&treatynum=164.

[5] European Commission (2005) *Directive 2005/28 - Principles and detailed guidelines for good clinical practice as regards investigational medicinal products for human use, as well as the requirements for authorisation of the manufacturing or importation of such products*, OJ EU L 91/13.

[6] Regulation (EU)) No 536/2014 of The European Parliament and of The Council of 16 April 2014 on Clinical Trials on Medicinal Products for Human Use, and Repealing Directive 2001/20/EC, OJ L 158

[7] Regulation (EU) 2016/679 of The European Parliament and of The Council of 27 April 2016 on the Protection of Natural Persons with Regard To The Processing Of Personal Data And On The Free
Movement Of Such Data, And Repealing Directive 95/46/Ec

The implications of this JA on European citizens are potentially wide both directly in the planned pilot study activities and indirectly in the work on policies for the prevention of cancer and other NCDs. Therefore, extra attention must be placed on the ethics issues, such as the risks of overdiagnosis and the balance between a focus on health and prevention and the freedom to live a complete and fulfilling life with all aspects in mind for the individual.

An Ethics Board will be established for the JA to ensure proper handling of the ethical issues.

6.2 GDPR

[Will be updated]

See Consortium Agreement art. 4.4. for overall GDPR requirements.

Data Protection Board

Task 8.5.5 «Establish a data management/security board that will address data-security matters in the consortium and contribute to sustainable guidelines after the project.»

6.2.1 Data, sharing and storing of data.

This data management plan describes how data for the research project will be collected, managed, and stored during the project period, as well as how data will be handled at the end of the project.

Responsibility

The Data Managing Board (DMB) is responsible for the data management in the project. The daily data management, processing, and preparation of data for analysis will be done in consultation with the Data protection team (DPT). The Data protection team is chosen [Will be updated] and has the following role and responsibilities [Will be updated]. Dedicated people in DPT will always be responsible for compiling data in their own research files for the various issues to be answered.

Data collection

Research data to be used in the project will consist of compilations of existing data from various national health and administrative registries, as well as health surveys.

The research project will use data as described in the WP protocol and variable list from existing registries.

Format

Data from the various registries involved in the project will be generated by registry owners in the form of data files and assigned a serial number, a so-called distributed link.

Organization of data

Data from the various registries will be labelled according to the registry administrators' standard procedures for data delivery. All preparation and analysis of registry data are documented in syntax files in standard software.

Storage and back-up

Data will be processed and stored in accordance with the [*Wll be updated*].

Data will be stored on [*Will be updated*]. After the end of the project, all registry data will be stored for 5 years before data is deleted. No data will be lost as all registry data included in the project can be retrieved again and reproduced for new projects. All syntaxes/programs for data extraction will be preserved and can be used to reproduce data with new data.

Archiving and preservation

Research data will be stored on [*Will be updated*] during the project period. For documentation and follow-up purposes, data will be stored for 5 years after the end of the project (cf. requirements from [*Will be updated*]). After this, all research data will be deleted. No data will be lost as all registry and health survey data included in the project can be retrieved again and reproduced for new projects. Syntaxes/programs for preparation and processing of data will be preserved.

Access and sharing

The research project borrows data from the various registry owners involved in the project. Sharing of data will take place on [*Will be updated*], where national and international researchers can get data access. All researchers in the project will be reported as project collaborators in [*Will be updated*], and with data owners.

[*Will be updated*] how to safely share not sensitive data

6.2.2 Request from external parties to use JA PreventNCD data

There may be a need to distinguish two forms of access rights:

a) Requests from external parties to use JA PreventNCD data to be pooled with other data to address a research question: External parties need to follow the steps (and need to comply with the rules) as described elsewhere in this document. The submitted proposal will be circulated to the Publication Board, and discussed in a meeting within 45 calendar days. An important prerequisite for data access by external groups will be that requests must not overlap or compete with planned analyses by JA PreventNCD partners.
For manuscripts written using JA PreventNCD data with many other data sets, the number of JA PreventNCD authors will be considered by the Publication Board.

b) Requests from external parties to use JA PREVENT NCD data only (i.e. not in combination with other data sets) will not be considered until after the project has formally ended (i.e. 31.12.2027).

Such requests must also be clearly within the legal permissions obtained for data and handled in consultation with the Data Management Board. Any costs for modifications/addition should be transferred to the external party (to be agreed bilaterally with the partner having costs related to the request).

Ethics and privacy
Any changes to approved protocols should be presented to [*Will be updated*], and a privacy impact assessment is carried out by the respective institution in charge of the protocol, any partners included in the work should also be described in the role they have, (eg. data processor or data controller).

Text on the applicable ethical procedure a partner should follow.

Costs

The costs for data delivery from the various registries will be covered by [*Will be updated*]

Possible other content:

- *Communication and publication*

- *Meetings/namelists; invitations, etc.*

- *Guidelines*

6.3 Policy on food and drink purchased under this actions

To be in line with the content of JA-PreventNCD, funding from this action should not be used for purchasing and serving alcohol at project-related meetings and events. Participants may, however, buy it themselves and bear the cost.

Furthermore, healthy and sustainable menu choices for all project related events are strongly encouraged and all organizers of such meetings are asked to ensure that.

Annex A. Financial manual

Financial management

The total budget granted to JA Prevent NCD is a part of the Grant Agreement (GA). Each member of the consortium has been appointed activities connected to different work pages (WP) and tasks. All Beneficiary/competent authority and associated partners who is a part of the GA, have been granted a budget that has been approved by the EU-commission. The budget is based on estimated eligible costs for each entity.

Payments

Payments

The total budget for eligible costs for JApreventNCD amount to 76 409 622,62 €. (This is 80% of the total budget, which is 95 523 718,92€). The contribution from EU will be distributed to the consortium in three instalments along the project.

The pre-financing is the initial payment sent to the Beneficiaries (read: Competent Authorities) which is set at 50% of the total EU contribution. The first instalment to be paid out to the beneficiaries is 38 204 811,31 €.

The first interim payment will take place after the first reporting period at month 16. Depending on the report and total eligible costs, the partner can be given up to 90% of the total eligible costs. The payment for this period cannot exceed more than 90% of the total budget.

The second interim payment will take place after the second reporting period at month 32. Depending on the funds received after the first reporting period and report from the second period, the partner can be given up to 90% of the total eligible costs. The payment for this period cannot exceed more than 90% of the total budget.

After the project has ended and the final report has concluded, the remaining 10% can be distributed to the consortium.

The Coordinator will send the funds from EU to the competent authorities, which will then have the responsibility to distribute it among its Affiliated Entities. The Coordinator must distribute the payments received from EU without unjustified delay.

- All payments will be sent in EURO.
- All payments remain the property of the EU until the evaluation from the last report is finished.

For further details, please look at the following information in the Grant Agreement:

- Chapter 3 Article 5 and 6. (Page 20)
- Chapter 4, Section 3, Article 22 “Payments and Recoveries” (Page 51)

Costs from A to Z

Eligible and ineligible costs

To be considered eligible for reimbursement by the European Commission, project costs need to be:

- Actually incurred by the Beneficiary/Affiliated Entity
- Incurred in connection to the JA necessary for implementation of the action
- Incurred during the period of JA PreventNCD (from 1.1.2024)
- Identifiable and verifiable in the Beneficiary's accounts
- Compliant with each country's national law, incl. law on taxes, labour and social security
- Reasonable, justified, in accordance with sound financial management (economy & efficiency)
- Indicated in the budget

Identifiable indirect taxes (including non-deductible value added tax) paid by the Beneficiary which are not refunded according to national legislation are eligible.

Ineligible costs include (but not limited to):

- provisions for future losses or debts
- currency exchange losses and costs related to return on capital
- costs incurred by other EU-projects or programs
- debt and debt service charges
- excessive or reckless expenditure.

Cost is classified into the following cost categories (Grant Agreement: Article 6.2):

- Direct personnel costs (employees, natural persons, personnel, SME)
- Subcontracts
- Other direct costs (travel, accommodation, subsistence)
- Indirect costs
- Cost of providing financial support to third parties (if applicable in the project)
- Specific categories of costs (if applicable in the project)

For more details on general eligibility conditions, see GA Article 6.1

Personnel costs and how to calculate it

Refundable personnel costs that are eligible to be reported are limited to salaries, social security contributions, taxes and other costs linked to the remuneration.

Personnel costs must be calculated in accordance with the method stated in the Grant Agreement, Article 6.2.A.1

[*will be updated with examples]*

Travel costs

All reported travel costs must be in accordance with Commission Decision C(2021), as amended by Commission Decision C(2023)4928. Eligible travel costs are travels made by personnel, collaborating partners, speakers, conference participants for all events and meetings planned in the budget. The only travel reimbursements that are eligible are those that are directly related to with JA PreventNCD.

Reporting costs for travel, accommodation and subsistence must be reported as unit costs and not as actual costs. The three different travel costs categories have a set of fixed costs based on the distance travelled, and the destination travelled to. The Commission maintains a website for assisting with the calculations: Calculate unit costs for eligible travel costs - European Commission.

Travel:

For finding the eligible costs for flight travels, use the calculators in the Commissions website and use the amount per return trip found in the table below which correlates to the distance travelled.

Distance Band (in km)	Amount in EUR per return trip
400-600	245
601-800	261
801-1200	276
1201-1600	288
1601-2000	369
2001-2500	429
2501-3500	541
3501-4500	659
4501-6000	796
6001-7500	900
7501-10000	1.201
10001-Max	1.376

Accommodation and subsistence

The unit cost rates for accommodation and subsistence can be found in in Commission

Decision C(2023)4928. The unit costs must adhere to the fixed cost each nation is given in the table provided by the European Commission below:

5.5 Amounts for accommodation and subsistence costs

Country	Accommodation - Amount in EUR per night	Subsistence - Daily Rate in EUR
Albania	101	50
Algeria	157	85
Armenia	115	70
Austria	126	102
Azerbaijan	136	70
Belarus	108	90
Belgium	137	102
Bosnia and Herzegovina	90	65
Bulgaria	110	57
Croatia	104	75
Cyprus	120	88
Czechia	107	70
Denmark	158	124
Egypt	152	65
Estonia	107	80
Finland	146	113
France	166	102
Germany	119	97
Georgia	134	80
Greece	107	82
Hungary	105	64
Iceland	190	85
Ireland	139	108
Israel	187	105
Italy	114	98
Jordan	140	60

Kosovo[12]	92	60
Latvia	95	73
Lebanon	154	70
Libya	146	50
Liechtenstein	135	80
Lithuania	94	69
Luxembourg	163	98
Malta	141	88
Moldova	133	80
Montenegro	98	60
Morocco	129	75
Netherlands	133	103
North Macedonia	95	50
Norway	145	80
Palestine[13]	140	60
Poland	103	67
Portugal	109	83
Romania	109	62
Serbia	105	60
Slovakia	98	74
Slovenia	113	84
Spain	117	88
Sweden	158	117
Switzerland	178	80
Syria	145	80
Tunisia	99	60
Turkey	116	55
Ukraine	122	80
United Kingdom	151	125

Accommodation costs can be calculated as the unit cost of the destination, times the amount of nights spent at the destination. Subsistence will be calculated from the fixed unit cost of the destination, times the amount of days spent rounded up from 24 hours.

All travel cost documentation must be stored and documented for up to 5 years after the completion of the project, as stated in "keeping records".

Subcontracting costs

Subcontracting costs for JA PreventNCD (including related duties, taxes and charges VAT) are eligible, if they are calculated based on the costs actually incurred, fulfil the general eligibility conditions and are awarded using the Beneficiary's usual purchasing practices. Subcontractors have been selected and budgeted prior to the signing of the Grant Agreement and Consortium Agreement.

The subcontractors for JA PreventNCD can be viewed in the Grant Agreement under table 4.2: Subcontracting.

Subcontracting may only cover a limited part of the action, and justification of the implementation must be clearly stated in the grant agreement.

The beneficiaries must ensure that Funding Authority, European Commission, European Court of Auditors (ECA) and OLAF - European Anti-Fraud Office can exercise their rights to carry out checks, reviews and audits.

If you have any questions regarding subcontracting, kindly contact JANCD@helsedir.no. You may not conduct any subcontracting without the Coordinator's involvement.

Elements of Subcontracting Agreement/ Subcontract:

- Full name of the JA and Grant Agreement number;
- Details of a Beneficiary and of a subcontractor;
- Detailed description of the activities, which will be undertaken by the subcontractor in accordance with the GA;
- Exact duration of the subcontract, which has to be limited to the duration of the Joint Action;

Purchase costs

Further direct incurred costs can be claimed for travel, equipment, and other good, works and services.

Equipment can be reimbursed only for the part used for the project and documented as such, and the usual depreciation rules of the institution must be applied. supporting documentation of costs: Invoices of purchase, procurement/collecting bids procedure, if requested by Beneficiary’s internal rules.

For more details, see GA Article 6.2.C.

Other costs

For eligibly of financial support to third parties, see GA Article 6.2.D.1.

Indirect costs

Indirect costs will be reimbursed at the flat-rate of 7% of the eligible direct costs (categories A-D,
except volunteers' costs and exempted specific cost categories, if any). This means all costs reported in the financial statement report will be given an additional 7% indirect

costs, and no other calculations must be made. These 7% were also added in the budget stated in the Grant agreement.

For more details about specific eligibility conditions, see GA Article 6.2.

Costs of Affiliated Entities and responsibilities of Affiliated Entities and Competent Authorities

Affiliated Entities can charge costs and contributions to the action under the same conditions as the beneficiaries and must implement the action tasks attributed to them in Annex 1 of the Grant Agreement in accordance with Art.11 of the Grant Agreement. The Competent Authorities (beneficiaries) are the direct recipients of the funding, and responsible for the distribution of the funding to its Affiliated Entities (if any). The Competent Authorities are obliged to ensure that their Affiliated Entities follow the project under the same legal premise as the beneficiaries themselves.

In practice, Affiliated Entities are treated like beneficiaries and must submit their own financial statement, provide their own (Certificate of Financial Statement), contribute to the technical report and other deliverables they are contributing to.

Templates and examples

The timesheet shall show organization name, acronym and PIC. Name of the employee, number of hours pr day, and the specification of WP and task. The timesheet shall be approved by the competent person within the organization, archived and kept available for five years.

The Coordinator will provide a template for timesheet that can be used by the participants. The template can be downloaded from Teams folder for WP1 Coordination, folder "Timesheet".

Keeping records

All participants must keep records and other supporting documentation in order to prove the proper implementation and the costs claimed.

All records and supporting documents shall be kept for a period of 5 years after the final payment in order to prove proper implementation of the action. (cf. GA Article 6, s. 18):

Supporting documents:

- Beneficiaries must keep the original documents. Digital and digitalized documents are accepted in accordance with the national law.
- Type of supporting documents:
  - timesheets,
  - salary slips,
  - invoices, contracts,
  - purchase orders,

  - participants list
  - documents of procurement procedures for subcontracting
  - program for meeting with travel
- For unit costs and contributions: adequate records and supporting documents to prove the number of units declared. See also "Costs from A to Z" c) purchase costs.

For more details about record keeping and supporting documents, see GA Article 20.1

Currency conversion

- The financial statements must be drafted in EURO.
- Beneficiaries with accounting which is established in another currency must converts the costs to Euro. Use the average exchange rate for the corresponding reporting period from European Central Bank's (ECB) website: Euro foreign exchange reference rates (europa.eu)
- Beneficiaries with accounts established in euro must convert costs incurred in another currency into euro according their usual accounting policies.
- Currency exchange losses are ineligible costs.

For more details about currency conversion, see GA Article 21.3

Useful reference documents

Below are some documents that may be useful for financial management in addition to Grant Agreement of JA PreventNCD.

Annotated Grant Agreement: This document provides additional guidance for all EU programmes 2021-2027 and provides useful information for example on eligible costs, how to calculate costs and how to interpret the Grant Agreement. However, please note that not all information is relevant for JA PreventNCD.

Online Manual - Online Manual - Funding Tenders Opportunities (europa.eu): Provides concise guidance with further references on topics from how to us the "EU Funding & Tenders Portal" to what audits the EU can carry out in EU-financed projects.

Annex B. JA Prevent NCD Publication Proposal Form

Working title:

First/lead author:

Suggested co-authors:

Research question(s):

Variables to be used:

Methods of analyses:

Target journal (if known):

Time schedule (start date, and approximate date of planned submission to a journal):

The co-authors should be informed about the strategy of the data analyses, and will be given the opportunity to comment and contribute suggestions.

The data used in the paper cannot be used for other studies or given to any other third party without the consent of the JA Prevent NCD Executive Committee.

To be filled out by the JA Prevent NCD Scientific coordinating office:

Received on:

Accepted on:

Notes, if any:

JA PreventNCD