



**Call for Expressions of Interest:  
Organisation of EUPATI National Platform (ENP)  
Regional Collaborative Activities**

**08-05-2019**

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## Annex 1

### TEMPLATES FOR EXPRESSION OF INTEREST INCLUDE:

- INFORMATION ABOUT THE APPLICANT
- ACTIVITY APPLICATION FORM
- CHECK-LIST OF DOCUMENTS TO BE ATTACHED FOR ASSESSMENT

## Purpose of the Call

The Irish Platform for Patient Organisations, Science & industry (IPPOSI) is launching a call for expressions of interest from relevant organisations/providers interested in organising activities to promote regionalisation of the EUPATI National Platform (ENP) network. The activities are supported under the IMI-EFOEUPATI project (described below) to meet the objectives of strengthening the coordination of the existing ENP network, through promotion of collaboration, knowledge exchange and sharing. Within the project, three ENP regions have been established. Each Region has been allocated up to 10,000 euro to support collaborative activities.

## IPPOSI - General Information

IPPOSI is a patient-led organisation that works with patients, government, industry, science and academia to put patients at the heart of health policy and innovation. To that end, IPPOSI develops and implements activities that promote this objective, whether it is in the area of rare diseases, clinical trials, Health Technology Assessment, innovation, health information, connected health – or any other relevant topic that will promote patient understanding and patient involvement in the treatment and decision-making processes that affect them in Ireland and Europe.

Through more than 15 years of forging close links and alliances between Patients, Clinicians, Scientists, Industry, Regulators and Policy Makers, IPPOSI has been the primary contact and conduit for patients in Ireland interested in engaging more actively in the R&D process. Since 2012, IPPOSI has been responsible for the development and coordination of the growing network of EUPATI National Platforms (see below) in 19 countries around Europe as part of the European Patients' Forum-led EUPATI programme. See [www.ipposi.ie](http://www.ipposi.ie) for more details.

## EUPATI and EFO-EUPATI – General information

The European Patients' Academy (EUPATI – [www.eupati.eu](http://www.eupati.eu)) is a pan-European project implemented as a public-private partnership by a collaborative multi-stakeholder consortium from the pharmaceutical industry, academia, not-for-profit, and patient organisations. The Academy was started, developed and implemented as a flagship project of the Innovative Medicines Initiative (<http://www.imi.europa.eu>), and continues to be led by the European Patients' Forum. EUPATI has already trained over 140 patient experts on medicines development, clinical trials, medicines regulations, health technology assessment. Additionally, EUPATI offers and maintains the Toolbox on Medicine Development, and coordinates a network of national platforms for patient advocates.

Ensuring the Future Of EUPATI (EFO-EUPATI) aims to ensure optimal exploitation and sustainability of the core achievements of the IMI-EUPATI Project 2012-2017: the Patient Expert Training Course, the multilingual public Toolbox, and the EUPATI National Platforms Network. Specifically, EFOEUPATI aims to:

- Develop a viable sustainability / business model for the medium-long term future of EUPATI activities.
- Create a Patient Education and Engagement Portal that will host relevant information and resources for patients and other stakeholders to ensure meaningful and value adding patient engagement in medicines R&D. This will end up replacing the existing EUPATI website and make it faster.
- Strengthen the coordination and impact of the existing EUPATI National Platform (ENP) network, through promotion of collaboration, knowledge exchange and sharing.

EFO-EUPATI was launched on 1 September 2018 and runs for 24 months until August 2020, and has received funding from the Innovative Medicines Initiative 2 Joint Undertaking (JU) under grant agreement No 806995. The JU receives support from the European Union's Horizon 2020 research and innovation programme and EFPIA. For more details see <https://www.eupati.eu/efoeupati>

## Description of activities supported in this Call

WP4 of the project is co-led by IPPOSI and Abbvie. Within WP4, three ENP regions have been established:

- Region 1: ENPs for Portugal, Italy, France, Spain, Malta, Greece, Turkey, Cyprus**  
**Region 2: ENPs Germany, Austria, Poland, Romania, Slovakia, Switzerland**  
**Region 3: ENPs for Ireland, Norway, Belgium, UK, Luxembourg, Denmark, Finland, Sweden, Netherlands**

Under Task 4.2 of WP4, 10,000 euro is available for each region to support collaborative initiatives. This regional 'common pot' of funding has been assigned as subcontracting costs to IPPOSI, to cover the costs of subcontracting relevant ENPs who will carry out the work to promote the regionalisation of the ENP network. Subcontracting under task 4.2 is necessary in order to:

- Understand the specific needs, challenges, opportunities of the regional group of ENPs;
- Organise virtual and face-to-face meetings of the regional group;
- Establish a strong regional network and increase communication between the individual ENPs within the region;
- Explore opportunities for centralising and leveraging financial links to assist with ENP funding and collaboration.

The 10,000 euro budget per Region is subject to a subcontracting arrangement between IPPOSI and the successful applicants to the Call for Expression of Interest. The types of activities envisaged to perform Task 4.2 include:

- Travel & accommodation costs of participants, catering, venue, logistics for inter-ENP meetings within the region;
- Dissemination activities such as workshops, trainings, conferences, roundtables;
- Publications/Communication materials;

- Translation activities;
- Publication of materials such as design, layout, printing;
- Video, infogram production.

**PLEASE NOTE:** This call for expression of interests extends to regional activities within Regions 1 and 2 as described above. IPPOSI, as the legal entity hosting the Irish ENP, and as a member of Region 3 above, will coordinate and implement activities for Region 3.

## Time frame

The timings below are indicative. Final timelines for the different tasks relating to the activity will be agreed upon invitation to organise an activity.

Step	Description	Timing
1	IPPOSI and EUPATI Launch the Call for the Expression of Interest to organise regional activity/activities	9/5/2019
2	Close of the Call	30/5/2019
3	Selection of candidates	June 2019
4	Invitation to candidate to organise activity/activities	June 2019
5	Implementation period for the activity/activities	July 2019 to May 2020
6	Follow-up report from the successful applicant	4 weeks following the end of the activity

## Participation in the Call Procedure

### Requirements

Applications are open to organisations who meet all of the following requirements:

- Provider needs to be a recognised legal entity in their country;
- Provider needs to have extensive contacts beyond the national level, so as to perform the regional work in question;
- Provider's core mission statement should endorse patient education and training.

### Information Required

Applicants should submit the following documents:

- ✓ Application form to be completed;
- ✓ Declaration of Interest to be signed;
- ✓ Any available supporting documents

Document applications must be sent together as attachments in a single email to [dmitchell@ipposi.ie](mailto:dmitchell@ipposi.ie).

**Closing Date for acceptance of application is 30 May 2019 at 23:59 (CET)**

If you have any questions please contact Dr. Derick Mitchell, CEO IPPOSI, 77 Camden Street Lower, Dublin D02XE80, Ireland; [dmitchell@ipposi.ie](mailto:dmitchell@ipposi.ie); +353-1-556-8269

### Selection criteria list

All applications received by the deadline of 30 May 2019 at 23:59 (CET) will first undergo an “eligibility check” to make sure all eligibility criteria set out above are fulfilled.

Applicants who fall short of fulfilling all eligibility criteria will be notified by email. The decision taken by IPPOSI will be final and not subject to appeal.

Those applicants that pass the initial eligibility screening will be evaluated for their specific motivation, skill-set and experience. IPPOSI is committed to ensuring that the evaluation process meets the highest standards for transparency.

### Terms of Payment

A contract between the successful candidate and IPPOSI will be signed at least 4 weeks before the planned activity.

The total maximum remuneration for the activity will be 10000 €.

Up to 10% of the total remuneration claimed for the activity can be used to support the administration/management of the activity. This is a fixed rate for each activity and is not subject to revision. The organiser will not need to submit a time sheet or invoices to justify this administration.

The payment will be made within 30 days of receipt of a request for payment / invoice as applicable and after receipt of the activity report.

All claims will be submitted using IPPOSI documents and following EPF/EUPATI procedures. All original invoices, receipts and boarding passes must be submitted with the claim.

Costs incurred in preparing and submitting applications are borne by the applicants and cannot be reimbursed.

## Confidentiality and Conflict of Interest

The successful activity organiser candidate undertakes that they will not at any time, either before or after the termination of this agreement, use or disclose or communicate to any person confidential information relating to the affairs of IPPOSI. This restriction shall continue to apply after the termination of the agreement without limit in point of time.

To ensure the independence of terms of their contract, the selected candidates to organise activities will sign a declaration certifying that they have no conflict of interests in relation to the tasks to be undertaken and undertake to inform IPPOSI should this status change.

IPPOSI will process the data submitted by candidates for the purposes of selection, in compliance with GDPR according to its Privacy Policy. We will treat your data with the utmost care and take all appropriate steps to protect it.

## Contracting Authority

IPPOSI  
77 Camden Street Lower,  
Dublin 2,  
D02XE80,  
Ireland.  
(+353) 1 556 8269  
[www.ipposi.ie](http://www.ipposi.ie)

## Contract Person

Dr. Derick Mitchell, CEO IPPOSI

## Annex I

<b>EXPRESSION OF INTEREST</b>
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**Call for Expressions of Interest:**

**Organisation of EUPATI National Platform (ENP) Network Regional Collaborative Activities**

**Applicant submitting the Expression of Interest:** \_\_\_\_\_, \_\_\_\_\_  
**(organisation name, registration number)**

Dear Sir or Madam,

The undersigned:

.....  
acting as the legal representative of the organisation .....  
declares that the organisation that he/she represents:

- a) is submitting this Application in response to the Call for Expression of Interest for the Organisation of EUPATI National Platform (ENP) Network Collaborative Activities;
- b) all information contained in this expression of interest and its appendices is complete and correct in all its elements;
- c) if selected to receive financial support, to commit to comply with all requirements set by the IPPOSI necessary for the successful completion of the Activity.

The attached privacy statement<sup>1</sup> has been read and consent is given to the use of the required personal data.

**Signature(s):**

**Stamp of the Applicant (if applicable):**

Date (day/month/year):

\_\_\_\_\_



## INFORMATION ABOUT THE APPLICANT

### 1.1 Applicant information

Required Information	
<b>Name of the Applicant</b>	
<b>Contact Details</b>	Address (registered office):  Telephone: (e.g. +32-000000000) E-mail:
<b>Legal Form</b>	
<b>Commercial register, etc. - Registration details</b>	Denomination of register: Date of registration: Country of registration: Registration number:
<b>VAT</b>	Registration number:
<b>Description of the applicant (main objectives and activities, administrative structure etc)</b>	

### 1.2 Person authorised to submit the Expression of Interest

Required Information	
<b>Name</b>	Surname: First name:
<b>Position</b>	
<b>Contact Details</b>	Address: Telephone: (e.g. +32-000000000) E-mail:

### 1.3 Person for communications (if different from paragraph 1.2)

Required Information	
<b>Name</b>	Surname: First name:
<b>Position</b>	
<b>Contact Details</b>	Address: Telephone: (e.g. +32-000000000) E-mail:

### PROPOSED ACTIVITY APPLICATION FORM

The Applicant (hereinafter referred to as Consultant) will undertake specific tasks related to implementation of Task 4.2 of the IMI-EFO-EUPATI Project (GA number 806995).

The Consultant will report to Derick Mitchell, CEO of IPPOSI on the needs of IPPOSI and the progress of the Activity.

The Consultant will engage in the following tasks as requested by IPPOSI, hereinafter referred to as 'the Service' or the 'Services':

The Consultant will: \_\_\_\_\_

The contract covers the delivery of the following schedule of tasks and deliverables:

Task	Description
T1	
T2	
T3	
T4	

Deliverable	Description
D1	
D2	
D3	
D4	

**Note 1:** For events, the request for financial support should contain 3 official quotations from the potential suppliers / venues and a clear description of:

- the nature of the event
- the objectives of the event
- the estimated costs
- the expected number of participants

**Note 2:** For communications-related activities, these should be accompanied by an implementable and practicable Communications Plan that talks about

- Who the Consultant wants to reach ( your target, your audiences),
- How (including messages, channels and timing),
- Measurement tools and
- An evaluation in some detail

The proposed timeframe for this contract assuming the contract is signed on (date).

**CHECK-LIST OF DOCUMENTS TO BE ATTACHED FOR ASSESSMENT  
OF EXPRESSIONS OF INTEREST**

<b>Documents to be attached to the Expression of Interest</b>
<b>a.</b> Expression of Interest duly signed
<b>b.</b> Information about the Applicant
<b>c.</b> Proposed Activity Application Form