

Annex I - Programme Decision

1. Expected Outcomes & Indicators for Outputs

Expected Outcome(s): Reduced inequalities between user groups

Output

Best practices on Roma health

Output indicator(s)	Baseline	Target	Source of Verification
Number of best practices on Roma health published	0	5	Project reports, evaluation reports, website
Number of surveys on Roma women's health	0	1	Project reports, evaluation reports
Number of pilot Roma settlement health initiative	0	1	Project reports, evaluation reports

Output

2. Supported health visitors

Output indicator(s)	Baseline	Target	Source of Verification
Number of health visitors supported with IT tools	0	1500	Project reports
Number of contact centres for health visitors established	0	1	Project reports
Number of health visitors and health visitor students supported with guidance and supervision	0	200	Project reports, evaluation reports
Number of graphical educational materials produced to support the preventive work of health visitors	0	4500	Project reports, website
Number of short films produced to support the preventive work of health visitors	0	1	Project reports

Expected Outcome(s): Improved mental health services

Output

Mental health promotion centres established

Output indicator(s)	Baseline	Target	Source of Verification
Number of pilot mental health centres	0	6	Project reports
Number of people trained in mental health services	0	60	Project reports
Number of jobs created in pilot HPO-MHC	0	10	Project reports

Output

National methodological centre established

Output indicator(s)	Baseline	Target	Source of Verification
Number of national methodological centres established	0	1	Project reports
Number of identified and evaluated good practices	0	10	Project reports

2. Conditions

2.1 General

- 1) Bilateral, outcome and output indicators shall be reported on in the annual report.
- 2) The National Focal Point shall ensure that the Programme Operator ensures that Project Promoters who have, in line with this Agreement, received an exception from the general rule in Article 7.3.1(c) of the Regulation with respect to any equipment (the excepted equipment):

- Keep the excepted equipment in their ownership for a period of at least 5 years following the completion of the project and continue to use that equipment for the benefit of the overall objectives of the project for the same period;
 - Keep the excepted equipment properly insured against losses such as fire, theft and other normally insurable incidents both during project implementation and for at least 5 years following the completion of the project; and
 - Set aside appropriate resources for the maintenance of the excepted equipment for at least 5 years following the completion of the project. The specific means for implementation of this obligation shall be specified in the project contract; provided however that the Programme Operator may release any Project Promoter from the above obligations with respect to any specifically identified excepted equipment where the Programme Operator is satisfied that, having regard to all relevant circumstances, continued use of that equipment for the overall objectives of the project would serve no useful economic purpose.
- 3) The National Focal Point shall furthermore ensure that the Programme Operator keeps a list of the excepted equipment for each project. The National Focal Point shall ensure that the Programme Operator ensures that Project Promoters:
- Keep any buildings purchased, constructed, renovated or reconstructed under the project in their ownership for a period of at least 5 years following the completion of the project and continue to use such buildings for the benefit of the overall objectives of the project for the same period;
 - Keep any buildings purchased, constructed, renovated or reconstructed under the project properly insured against losses such as fire, theft and other normally insurable incidents both during project implementation and for at least 5 years following the completion of the project; and
 - Set aside appropriate resources for the maintenance of any buildings purchased, constructed, renovated or reconstructed under the project for at least 5 years following the completion of the project. The specific means for implementation of this obligation shall be specified in the project contract.
- 4) The National Focal Point shall ensure that the Programme Operator ensures that any residual or extracted material from project activities is reused, recycled, treated and/or deposited in an environmentally sound manner.
- 5) The National Focal Point shall ensure that the Programme Operator submits to the FMO, no later than 30 April 2016, a detailed breakdown of activities to be financed under the programme management costs.
- 6) The National Focal Point shall ensure that the Programme Operator ensures that there is no funding overlap with activities financed under the Structural Funds Social Renewal Operative Programme or under the Swiss Contribution 2012-2016.
- 7) Equipment under the pre-defined project 1 "Improvement of the working conditions of health visitors active in Roma communities" shall only be purchased if it is compatible with the appropriate IT application developed under the EU's Social Renewal Operative Programme (SROP) 6.1.4. The pre-defined project promoter shall ensure value for money in the equipment purchase.
- 8) Any interest earned at any level on Norwegian FM funds in Hungary, held by National Authorities until they are transferred to the Programme Operators or by Programme Operators and intended for re-granting, is a resource for the Donor State and shall be reported on and reimbursed to the NMFA in line with the procedures foreseen in Article 8.7 of the Regulation.
- 9) The Programme Operator shall ensure that representatives of the targeted vulnerable groups including the Roma are consulted in the implementation phase of the Programme. The fulfilment of this condition shall be reported on, inter alia, in the annual and final Programme reports.
- 10) The Programme Operator shall report on how the Programme and the projects benefit vulnerable groups including the Roma. The fulfilment of this condition shall be reported on, inter alia, in the annual and final Programme reports.
- 11) The National Focal Point shall ensure that any public support under this Programme complies with the procedural and substantive state aid rules applicable at the time when the public support is granted. The National Focal Point shall, by way of the programme implementation agreement, ensure that the Programme Operator maintains written records of all assessments concerning compliance with state aid rules, particularly decisions to award grants and set grant rates, and provides such records to the NMFA upon request. The approval of the Programme by the NMFA does not imply a positive assessment of such compliance.

2.2 Pre-eligibility

Not Applicable.

2.3 Pre-payment

Not Applicable.

2.4 Pre-completion

Not Applicable.

2.5 Post-completion

Not Applicable.

2.6 Other

3. Eligibility of costs

3.1 Eligibility of costs - period

Eligibility of costs (excluding prog prep costs): 23/04/2013-31/12/2017

Eligibility of programme proposal preparation costs: 13/11/2011-22/04/2013

3.2 Grant rate and co-financing

Programme estimated total cost (€)	€8,588,194
Programme estimated eligible cost (€)	€8,588,194
Programme grant rate (%)	85.0000%
Maximum amount of Programme grant (€)	€16,640,000

3.3 Maximum eligible costs (€) and Advance payment amount (€)

Budget heading	Eligible expenditure	Advance payment*
Programme management	€1,645,353	€126,566
Reduced inequalities between user groups	€2,616,558	€216,788
Improved mental health services	€3,909,754	€216,788
Fund for bilateral relations	€293,647	€73,412
Complementary action	€25,000	€6,250
Preparation of programme proposal	€97,882	€97,882
Reserve for exchange rate losses	€0	€0
Amount not agreed upon → Amount not agreed upon	€0	€0
	€8,588,194	€737,686

* The advance payment is composed of €627,033 in grant amount and €110,653 in co-financing.

3.4 Retention of management costs

Retention of management costs - percentage of the management costs	10.00%
Retention of management costs - planned Euro value	€139,855

3.5 Small Grant Scheme

Not applicable

Annex II - Operational Rules

1. Eligibility

1.1 Eligible measures

The National Healthcare Service Centre (NHSC) is the designated Programme Operator for this programme.

Certain tasks related to implementation and monitoring of the programme will be delegated to the implementing agency (IA) which is the International Development and Fund Coordinating Agency.

The Donor Programme Partner is the Norwegian Institute of Public Health (NIPH).

The Programme shall be implemented by way of two pre-defined projects, corresponding to the Programme's expected outcomes, as follows:

Expected Outcome "Reduced inequalities between user groups":

- Pre-defined project 1: Improvement of the working conditions of health visitors active in Roma communities.

Expected Outcome "Improved mental health services":

- Pre-defined project 2: Methodological, structural and capacity enhancement of mental health promotion, public health and social services supporting people at risk of or struggling with mental health problems.

1.2 Eligible applicants:

Not applicable.

1.3 Special rules on eligibility of costs:

Costs are eligible in accordance with Chapter 7 of the Regulation, with the following exceptions:

- a) By way of exception from Article 7.3.1(c) of the Regulation, the entire purchase price of new and second hand equipment will be eligible in the pre-defined projects, where the equipment is installed at the end of the project and the utilisation of the equipment starts after the closure of the project and/or in those cases where the equipment's use after project completion is limited to activities in line with the project's objectives.
- b) Indirect costs in projects shall be claimed in accordance with the Regulation and in particular, Article 7.4.1 thereto. Where a flat rate is applied, this shall be set in line with Article 7.4.1(b) of the Regulation and the level of the flat rate shall be set in accordance with a methodology provided by the Programme Operator.

2. Financial parameters

Not applicable.

3. Selection of projects

Not applicable.

4. Payment flows, verification of payment claims, monitoring and reporting

4.1 Payment flows

Payments to project promoters will be in the form of advance payments, interim payments and payments of the final balance.

Project Promoters have the possibility to request an advance payment not exceeding 50% of the grant amount. The request will need to be justified and is subject to approval by the Programme Operator. The advance payment off-set mechanism will be adapted to each Project Promoter's liquidity needs and included specified in the Project Contract.

Interim payments will be based upon incurred costs. The Programme Operator has the possibility to withhold up to 10 % of the total grant for the final balance.

4.2 Verification of payment claims

The payment request prepared by the Project Promoter will be reviewed by the Implementing Agency (IA). The IA will finish the verification process within 15 days after receiving all necessary supporting documents linked to the payment request. The conclusion of the IA on the eligibility of costs included in the payment request will be sent to the Programme Operator for final approval which should not take more than 5 days.

The rules and frequency of payment requests provided by the Project Promoter will be set in the Project Contract.

Proof of expenditure shall only be submitted with the payment claim for costs above a certain threshold to be determined by the PO/IA, in the range of €1,700 - €2,000. Expenditures falling below this threshold should be summarized and will be controlled during on-the-spot audits.

In line with Article 7.13.3 of the Regulation, a report by an independent and certified auditor, certifying that the claimed costs are incurred in accordance with this Regulation, the national law and accounting practices of the project partner's country, shall, subject to Article 7.13.5 of the Regulation, be seen as sufficient proof of costs incurred by a project partner whose primary location is in a Donor State.

The detailed procedure for verification of payment claims, periodicity of reporting periods, and deadlines for reporting outlined in the programme proposal will further be detailed in the description of the Programme Operator's management and control systems according to Article 4.8.2 of the Regulation.

4.3 Monitoring and reporting

Project promoters shall submit project progress reports on project implementation and one final report following project completion.

The Programme Operator and the IA will monitor the projects by reviewing project reports and through monitoring visits and on-the-spot checks. Monitoring visits will be conducted by the Programme Operator and will assess whether the project is implemented in accordance with the project contract and all relevant regulations and will identify potential risks and related mitigation measures.

On-the-spot checks will be conducted every year by the Implementing Agency on all projects. Monitoring activities will be supported by external experts.

The aim of the on-the-spot checks is to make sure that the project is implemented in accordance with the requirements of all relevant regulations and the project contracts, to verify procurement procedures and the cost efficiency of incurred expenditures.

On-the-spot checks and monitoring visits on an ad-hoc basis will also be carried out when suspicions arise that the information provided by the Project Promoter is incorrect or misleading. On-the-spot checks on an ad-hoc basis can also be organised for other reasons. Information about the date of the ad-hoc on-the-spot checks should normally not be provided to the Project Promoter in advance.

Irregularities will be handled in accordance with Chapter 11 of the Regulation.

Information on Reporting and Monitoring shall be further outlined in the description of the Programme's Management and Control System according to Article 4.8.2 of the Regulation.

5. Additional mechanisms within the programme

5.1 Fund for bilateral relations

The Programme Operator shall set aside minimum 1.5% of the total program budget to a fund for bilateral relations.

The use and implementation of the bilateral fund shall be agreed with the Donor Programme Partner and decided upon in the Cooperation Committee. The following activities will be supported:

Networking, exchange, sharing and transfer of knowledge, technology, experience and best practice between entities in the Beneficiary State and entities in the Donor States and international organisations, within the relevant programme area.

Costs under the bilateral fund are eligible in accordance with Chapter 7.7 of the Regulation.

5.2 Complementary action

Complementary actions in line with the Regulation shall be organised by the Programme Operator, in line with the objectives of the Programme, in order to strengthen co-operation between the Programme Operator and similar entities within the Donor States

and the Beneficiary States.

These will include the exchange of experience and best practice related to the implementation of the Programme. They will also provide for the creation of synergies with relevant Programmes in other Beneficiary States, including the participation of the Programme Operator at the conference on health Programmes under the EEA and Norway Grants in Oslo in May 2013.

The use and implementation of complementary actions shall be agreed with the Donor Programme Partner and decided upon in the Cooperation Committee.

5.3 Reserve for exchange rate losses

Not applicable.

5.4 Small Grant Schemes

Not applicable.

6. Pre-defined projects

The programme contains two pre-defined projects.

Pre-defined project 1: "Improvement of the working conditions of health visitors active in Roma communities".

The project promoter is the Office of the Chief Medical Officer (OCMO).

The project partner is the Hungarian Health Visitor Association

Estimated total eligible project cost: €2,616,558

Maximum contribution from the Programme: €2,616,558

Grant rate: 100%

The pre-defined project shall assist Health Visitors active in Roma communities to perform their tasks more effectively, improve their outreach activities towards the Roma community and reinforce the cooperation and information flow between Health Visitors and other primary care actors.

The activities within the project shall include the following actions and activities::

Action 1: Roma inclusion panel

Establish Roma inclusion panel with the aim to contribute to the preventive and health educational aspects of the health visitors' work through the development of special health educational material and identification of best practices

Planned activities:

- Compiling, designing and distributing health promotional material;
- Collecting, exchanging and discussing good practices in outreach to Roma communities on health related activities;
- Ensure a professional support function for health visitors and health visitors students through counselling, coaching, training and capacity building;
- Conduct a survey in Borsod-Abaúj- Zemplén county on Roma women's participation in breast and cervix screenings;
- Establish a pilot partnership programme in one Roma settlement;
- Ensure communication activities aimed at disseminating countrywide information about the project.

Action 2 Procurement and distribution of IT equipment to Health visitors active in Roma communities and setting up a contact centre

Planned activities:

- prepare and implement a centralised procurement of IT tools with the required technical specifications;
- distribution of the procured IT tools to Health Visitor services working primarily in those disadvantaged areas with a high Roma population density;
- work out and approve the method of distribution and define the local actors to be the final beneficiaries of the procured IT tools,
- work out the contracting framework of the loan for use of IT tools to be applied between the project owner, the local actors operating health visitor services and the health visitors,
- carry out a professional control activity during the distribution process of the purchased tools, and guarantee the better effectiveness of nationwide coverage of software applications developed in the SROP 6.1.4 project;
- carry out help desk and supervising tasks for the proper and adequate use of the IT tools
- set up a Call Centre /contact centre for helping health visitors in special professional, IT and communication requests

Pre-defined project 2: "Methodological, structural and capacity enhancement of mental health promotion, public health and social

services supporting people at risk of or struggling with mental health problems".

The project promoter is the Office of the Chief Medical Officer (OCMO).

Estimated total eligible project cost: €3,909,754

Maximum contribution from the Programme: €3,909,754

Grant rate: 100%

The pre-defined project shall lay the foundation for methodology development for a National Mental Health Strategy, including establishing a methodological centre (MC) in order to provide methodological support for the upgrade of 6 existing Health Promotion Offices (HPO) with mental health center functions as a pilot programme.

Planned main activities:

- Elaboration of protocols (MC)
- Elaboration of integrated mental health service development in Budapest as part of methodology preparation for National Mental Health Strategy
- Indicator development (the central project management)
- Network mapping based on the EU Joint Action recommendations (the HPO-MHCs)
- Identifying local good practices (the HPO-MHCs)
- Elaboration and implementation of the local mental health methodology survey (the MC)
- Establishing a web-based knowledge base (the MC)
- IT services (the MC)
- Educating professional and civil stakeholders regarding mental health (the HPO-MHCs)
- Increasing public awareness regarding the mental health helpline numbers (the HPO-MHCs)
- Network building (the HPO-MHCs)
- Operation of professional consultative network (the MC and the HPO-MHCs)
- Pilot analysis (the MC and the central project management)
- Study on methodological identification of best practices and preparations for dissemination (the MC and the central project management)
- Primary prevention communication for the lay public in the pilot HPO-MHC micro-regions and development of Professional Communication brochures (5 types) Typographic services
- Establishment and operation of professional consultative board.

7. Modification of the programme

Any modifications of the programme will follow the rules in Article 2.9 of the programme agreement.

8. Programme proposal version

Any reference to the programme proposal in this programme agreement shall be interpreted as version signed by the Programme Operator on 17 August 2012 and shall include all subsequent correspondence and communication between the NMFA, the Financial Mechanism Office, the National Focal Point and the Programme Operator.

9. Miscellaneous

Not applicable.