Call for Twinnings

Guidelines for Applicants

Version 1.0
October 2022
Executive summary
The Gatekeeper project currently active under H2020 Framework Programme of the European Commission offers the opportunity for Gatekeeper partners to scale up innovative practices from the project to third parties in Europe. These knowledge exchange activities will receive financial support if they are selected after submitting a proposal through the Call for Twinnings.

This Guide for Applicants presents a brief overview of the context and approach of the Gatekeeper project and details all the information required to guide you in preparing a proposal for Gatekeeper Call for Twinnings. It provides instructions on finding partners, structuring and submitting your proposal as well as on the eligibility and evaluation criteria.
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1 Introduction

1.1 Overview of the Gatekeeper project

Gatekeeper is a European Multi Centric Large-Scale Pilot on Smart Living Environments. The main objective is enabling the creation of a platform that connects healthcare providers, businesses, entrepreneurs, and elderly citizens and the communities they live in, to originate an open, trust-based arena for matching ideas, technologies, user needs and processes, aimed at ensuring healthier independent lives for the ageing populations.

The scope of Gatekeeper is the application of advanced Information and Communications Technologies (ICTs) to tackle the challenge of improving the quality of life of citizens while demonstrating its significant efficiency gains in health and care delivery across Europe.

The main objective of the Project is to create a Gatekeeper, that connects healthcare providers, businesses, entrepreneurs, older adults and the communities they live in, in order to originate an open, trust-based arena for matching ideas, technologies, user needs and processes, aimed at ensuring healthier independent lives for the ageing populations.

1.2 Gatekeeper pilot sites

Gatekeeper will demonstrate its value by scaling up, during a 48-month work plan, towards the deployment of solutions that will involve ca 40,000 older adults, supply and demand side (authorities, institutions, companies, associations, academies) in 8 regional communities, from 7 EU member states.

Gatekeeper Large Scale Pilots (LSP) will establish and consolidate the different Use Cases through Europe enabling the deployment of digital solutions for early detection and intervention and support the risk stratification models. They ensure that Gatekeeper users’ and medical requirements for early detection and intervention are correctly deployed in a coordinated way in all pilot sites.
2 Gatekeeper Call for Twinnings

2.1 What is a Gatekeeper Twinning?

A Twinning is an instrument which provides financial support to scale up best practices and key outcomes from the Gatekeeper project to other regions in Europe.

It is a concept that aims to de-risk investment in innovative solutions by funding the exchange of knowledge and good practices in health and care solutions with a high potential for replicability and scaling up.

There are two types of organisations involved:

- **The Originator**: The organisation/s that owns or will transfer the best practice.
- **The Adopter**: The organisation/s that will receive the best practice and who show a clear commitment to implement the practice in their territory.

The objective of this support scheme is to support knowledge transfer of innovation and good practices (from the originator/s to the adopter/s) in a way that facilitates the latter’s decisions on the deployment of large-scale innovative solutions for health and care delivery to the ageing population.

2.2 Why should you apply?

The Gatekeeper Call for Twinnings is a great opportunity to:

- Have access to state-of-the-art knowledge that have been developed through the Gatekeeper project.
- Networking with leading organisations in the field of Big Data, Internet of things, Artificial Intelligence and public sector bodies with a wealth of experience in carrying out large scale pilot projects.
- Become part of the Gatekeeper mature ecosystem at European level.
- Access funding specifically dedicated to scale-up Gatekeeper innovative practices in other regions in Europe.

2.3 What is a best practice?

A best practice can be considered as a lesson learned, acquired knowledge, key outcome, a new technological solution, a new application of a technological solution, a methodology or a process, amongst others.

To be eligible to be scaled-up as part of a Gatekeeper Twinning, it is essential that the best practice:

- Was developed through participation in the Gatekeeper project.
• Can be applied to a life-course approach to active and healthy ageing.

Potential adopters who are interested in finding out more about the best practices available for scaling-up as part of the Gatekeeper Call for Twinnings can view the List of Innovative Practices (published as part of this call) or contact the Twinning Coordination Team (see contact details at the end of this document).

2.4 What activities can be financed under a twinning?

The main objective of this support scheme is to support knowledge transfer of innovation and best practices (from the originator/s to the adopter/s). The activities that may be included in a twinning work plan should therefore work towards this goal and include:

• Knowledge transfer meetings
• Meetings with local stakeholders
• Field visits
• Viability studies
• Cost/benefit analysis
• Translations of documentation related to an innovative practice
• Dissemination events
• Preparation of reports
• Etc.

This is a non-exhaustive list. The twinning coordination team will consider proposals for other activities if they are deemed relevant to the objective of the twinning.

An example of a twinning workplan can be seen below:

**Month 1:**

• Online inception meeting between twinning participants.

**Month 2:**

• Preparation of field visit by the originator organisation.

• Initial translation of documentation related to the best practice into the language of the adopter organisation.
Month 3:

- Field visit to the premises of the originator’s organisation.

Month 4:

- Summary of field visit and implications for the adoption of the best practice in the adopter region.
- Meeting with local stakeholders at the adopter region to transfer the knowledge and lessons learned.
- Preparation of final twinning report.

Month 6:

- Final validation meeting and dissemination event at the premises of the adopter region.
- Preparation of technical and financial reporting documents.
- Payment by the Gatekeeper project.

2.5 Types of Twinnings

There are four main different types of twinning that applications can choose from, depending on the number of partners that they wish to involve:

- **One-to-one**: In this case, one originator organisation/region transfers a best practice, or digital health and care solution, to one Adopter organisation/region.
- **One-to-many**: In this case, one originator organisation/region transfers a best practice, or digital health and care solution, to more than one Adopter organisations/regions.
- **Many-to-one**: In this case, more than one originator organisation/region transfers a best practice, or digital health and care solution, to one adopter organisation/region.
- **Many-to-many**: In this case, more than one Originator organisation/region transfers a best practice, or digital health and care solution, to more than one Adopter organisation/region.
Who can take part in a Gatekeeper Twinning?

A Gatekeeper Twinning partnership must be formed of (at least):

- **One Originator organisation**: This must be a Gatekeeper project partner or Pilot Site. Successful applicants from the Gatekeeper open Calls 1+2 are also eligible if they do so in collaboration with a Gatekeeper partner or Pilot Site.

- **One Adopter organisation/region**: This must be a local, regional or national public administration located in Europe. The participation of EIP on AHA Reference Sites, Digital Innovation Hubs and pilot sites from other large-scale projects financed under the HORIZON 2020 and Horizon Europe Research and Innovation programmes is highly encouraged.

2.7 What funding is available?

The successful applicants to the Gatekeeper Call for Twinnings will be funded to carry out knowledge exchange activities. Each partnership can opt for up to 8,000 EUR.

Please state the amount you would like to request in the application form. Only real costs incurred during the course of the twinning will be reimbursed.

The financial support provided by the Gatekeeper Call for Twinnings is for meetings between the originator and adopter organisation(s)/region(s) to facilitate knowledge transfer. Below is a non-exhaustive list of eligible cost categories that can be covered by the budget requested:

- Travel costs for meetings between the twinning partnership
- Accommodation costs for meetings between the twinning partnership
• Room hire for meetings
• Translation costs for meetings
• Translation costs for documentation
• Printing costs
• Coffee breaks and refreshments for meetings
• Lunch and dinner costs for the twinning partnership team

Important:

• Staff costs cannot be claimed under the twinning programme.
• Costs for consulting, advisory services, moderation services etc. cannot be claimed under the twinning programme.
• Only real costs will be able to be claimed back at the end of the Twinning programme using a financial claim sheet. Participating organisations will be expected to provide a full justification of the costs incurred, including invoices and boarding passes and tickets in the case of travel costs.

If you have any doubts about the eligibility of costs for your Twinning application, please contact the Twinning team before the submission deadline.

2.8 Eligibility criteria

In order to be eligible for funding, a proposal must comply with the following criteria:

• The application must be submitted on time via the online submission form by Friday 18th of November, 2022, 17:00 CET.
• The Originator organisation/s must be a full partner in the Gatekeeper project.
• The Adopter organisation(s)/region(s) must be an organisation that manages, implements or takes part in the delivery of health and care services in a European country.
• The twinning activities must take place between the 1st of December 2022 and the 31st of May 2023.
• In order to receive the funding, all applicants must provide justification of real costs incurred during the twinning activities, including receipts and invoices.
• The best practice shared during the Twinning programme must have been generated during the Gatekeeper project.
• The language of the application must be in English.
• All applicants must be willing to sign a Third Parties agreement with the Reference Site Collaborative Network (RSCN) on behalf of the Gatekeeper consortium to be able to receive the funds and become third party of the project.

• All applicants will be expected to provide a Twinning report at the end of the programme, detailing the results and impact that the twinning partnership has achieved.
3 How to apply?

3.1 Where can I find partners?

There are a number of tools available to ensure that you find the right partners for your twinning partnership:

- **List of best practices**: The Gatekeeper list of best practices is available online and lists those practices and digital health and care solutions that the Gatekeeper partners are keen on scaling-up to other regions in Europe. You can browse through the list to see if there are any best practices that your organisation/region would like to adopt and reach out to the contact person for that practice.

- **Gatekeeper LinkedIn group**: The Gatekeeper project has a specific group on LinkedIn where potential adopters can showcase specific elements of the project that they are interested in scaling-up. The Gatekeeper Twinning Team will endeavour to put them in contact with the right organisation within the Gatekeeper project consortium.

- **Take part in our events**: Several different events will be organised whilst the Call for Twinnings is open. Please consult our project social media accounts and website for updated information.

- **Consult the Gatekeeper Twinning team**: If you are having problems in finding the right partner(s) for your twinning partnership, reach out to one of the members of the twinning team and we will try to help you.

3.2 Where do I apply?

Once you have created your twinning partnership, you can apply via two different channels:

- **Online submission form**: An online submission form will be made available using the EU Survey tool. See the Gatekeeper project website.

- **Paper format**: Applications can also be submitted using the word template that is available in Appendix A and on the Gatekeeper project website.

All submission must be received before the official deadline: **Friday 18th of November, 2022, 17:00 CET**.

3.3 How do I prepare a proposal?

Proposals are submitted in a one-stage process that means that applicants submit a full proposal prior to the deadline. The proposal language is English and can be submitted by either the Originator or Adopter organisations. Proposals submitted in any other language will not be eligible.
An offline version of the proposal in word format is available to help you prepare your proposal (see Appendix A).

The Twinnings Application will include the following information:

**Name of the innovative practice that will be scaled-up**

- Short title of the innovative practice.
- Main contact person for the twinning partnership.

**Type of twinning**

- One-to-one
- One-to-many
- Many-to-one
- Many-to-Many

**Information about the originator organisation/s**

- Name and of the adopter organisation/s.
- Main contact person for each organisation.

**Information about the adopter organisation/s**

- Name and of the adopter organisation/s.
- Main contact person for each organisation.

**Proposed best practice**

- A brief description about the best practice that will be transferred and how this was developed within the Gatekeeper project.

**Impact in the territory of the adopter organisation/s**

- Why is the Adopter organisation interested in this best practice?
- What is the expected impact in the territories involved?

**Sustainability**

- How does the adoption of this practice fit into the medium/long term strategy of the adopter organisation/s?

**Workplan**
Provide a list of activities and their time plan aligned with the twinning period - 1st of December 2022 – 31st of May 2023 (6 months).

Activities may include meetings, field visits, viability studies, translations, dissemination events etc. The partnership must meet at least once during the twinning programme.

Budget plan:

- Lump sum requested.

- The budget for cost related to the funding proposal per involved organisation.
4 Evaluation of process

4.1 Who will evaluate my proposal?

Every proposal will be checked to ensure that it meets requirements before it is sent to the internal evaluation panel featuring partners from the Gatekeeper project. The experts will be individuals with experience in the fields of innovation linked to this Call for Twinnings and with the highest level of knowledge. They will sign a declaration of confidentiality concerning the evaluation process and the content of the proposals they evaluate. They will also declare their absence of any conflict of interest for the assigned tasks.

Each proposal will be evaluated by 2-3 reviewers. Each evaluator will record their individual opinion on each proposal. A ranking list will be assembled for all proposals.

Each expert will assign a score between 0 and 5 to each of the criteria mentioned below. The assigned scores of the experts will be averaged for each criterion to get one single score for each criterion. A total score of a proposal is reached by calculation the sum of all individual scores of the evaluated criteria of a proposal.

Notifications on funding or rejections will together with any feedback be sent out by the end of November 2022.

4.2 What does evaluation measure?

The proposals will be evaluated under the following criteria:

- Relevance and quality of the partnership: How relevant is the best practice to the Gatekeeper project and what is the quality of the partners involved in terms of potential impact.
- Impact: potential impact in the territory of the adopter organisation/s. (5 points)
- Implementation: quality and efficiency of the implementation and the management. Feasibility of the workplan and effectiveness of the budget. (5 points)
- Sustainability: To what extent to the adopter organisations commit to implementing and sustaining the best practice in the future? (5 points)

Each category will be scored on a scale from 0 to 5; thus, the overall maximum score is 20. For a proposal to be considered for being selected for funding, the total sum of the individual scores must reach the minimum threshold of 12 points across the 4 criteria.

The individual scores have the following interpretation:

0 - Fail: The proposal fails to address the criterion under examination or cannot be judged due to missing or incomplete information.
1 - Poor: The criterion is addressed in an inadequate manner, or there are serious inherent weaknesses.

2 - Fair: While the proposal broadly addresses the criterion, there are significant weaknesses.

3 - Good: The proposal addresses the criterion well, although improvements would be necessary.

4 - Very good: The proposal addresses the criterion very well, although certain improvements are still possible.

5 – Excellent. Proposal successfully addresses all relevant aspects of the criterion. Any shortcomings are minor.

4.3 Communications with applicants.

After the evaluation of the proposals all proposers will be informed if their application was accepted or not.

Members of Gatekeeper project will get in contact with the successful applicants to prepare the conclusion of third-party agreements.
5 Who keeps the IPR?

The IPR of Gatekeeper platform and all results created in the Gatekeeper project will be maintained by the Gatekeeper partners.

All IPR issues will follow the provisions of the Grant Agreement and the Consortium Agreement of Gatekeeper.

5.1 Who owns the data produced?

The type of data available for Gatekeeper Call for Twinnings is manifold, representing the contextual diversity of smart environments which mirrors the complex reality of the active and healthy ageing market. The type of data that you may make use of could be open data and closed data, with either open access or restricted access. Each pilot and project partner has its own data policy and preferences on how data should be treated in their framework.

It will be the responsibility of the applicants to ensure that they understand the conditions on data in each pilot, as well as associated licences and costs, to provide a sound proposal that takes this diversity into account. It will be also the responsibility of applicants to propose data processing solutions compliant with the current GDPR.

As a guideline, the IPR of the data collected prior to the Gatekeeper Call for Twinnings will remain the property of the data provider or its licensors. The data produced during the pilot phase will be shared according to the contractual Data Sharing Agreements between the twinning applicants.
6 Support options

If you have any questions about the twinning programme, please consult the Gatekeeper website for additional information.

If you do not find the answer you are looking for on the project website or in the call documentation, you can contact the Twinning coordination team:

jon.switters@funka.com
johnfarrell@lanuaihc.eu

There will be different events in which the Call for Twinnings will be presented, and support will be provided in preparing the applications. Check the project website, and the social media accounts of the project to receive updated information.
7 Appendix A | Twinning Application Form (Offline version)

If you have any doubts when filling out the application form, please consult the Guidelines for Applicants or a member of the Twinning Coordination team.

7.1 Name of the best practice that will be scaled-up

This can be a lesson learnt, newly acquired knowledge, key outcome etc. that have been generated during the course of the Gatekeeper project. Maximum 200 characters including spaces.

7.2 What type of twinning will be carried out? (One-to-one, One-to-many, Many-to-one, Many-to-Many)

Please select the type of twinning only. You do not have to explain the reason behind the decision.

7.3 Please provide a brief description of the best practice.

What does the best practice entail? Explain how it was developed within the Gatekeeper project. Maximum 2,000 characters including spaces.

7.4 Describe the potential impact of the best practice in the territory of the adopter organisation/s.

Explain the potential impact and why the adopter organisation is interested in this best practice? Maximum 2,000 characters including spaces.

7.5 Please describe the workplan envisaged for the Twinning.

Provide a list of activities and indicate in which Month they will be carried out (e.g., M1, M2, M3 etc.). Describe the outputs (if any) that will be generated. Maximum 2,000 characters including spaces.

7.6 Please state the budget sum requested for the twinning.

Select the budget amount that you will request (up to 8,000 EUR). Provide a breakdown of how the money will be spent (E.g., travel and accommodation costs, room hire, translation etc.). Indicate the amount of the budget allocated to each of the participating partners. Maximum 2,000 characters including spaces.
7.7 How does the adoption of this practice fit into the medium/long term strategy of the adopter organisation?

Indicate how this practice fits in to the local, regional or national strategy or plans of the adopter organisations. Maximum 2,000 characters including spaces.

7.8 Contact email for the twinning Partnership

Introduce the contact email for the overall coordinator for the twinning partnership.

7.9 Name of the originator organisations

1 or more Gatekeeper partners (including Open Call winners) who are willing to be the originators of the Twinning. Please separate the name with a comma.

7.10 Name of the adopter organisations

1 or more organisations who are willing to be the adopters of the best practice. Please separate the name of the partners with a comma.

7.11 Submission

By signing and submitting this proposal, I hereby confirm that:

- I have contacted all partners involved in the twinning Partnership and informed them of the budget available and the tasks at hand.

- I give my consent to the Gatekeeper T2.6 task leaders to use my personal data following the EU’s data protection regulation (GDPR) for the purposes of this task. I understand that I have the right to contact the team if I want to receive the information they have about me, make changes, or ask that the information be deleted. This can be done easily by contacting the following person: jon.switters@funka.com

Name of main contact:

Signature:

Date: