



EURORDIS European Federations Exchange Program

“Learning from Each Other”

Pilot Project 2012

The **Council of European Rare Disease Federations**, established by EURORDIS, allows representatives of rare disease federations to share information, exchange experience and work together on common European actions. It is a platform for communication and support between EURORDIS and the federations for rare disease policies at national and European levels.

Purpose

EURORDIS launches a new Exchange Program for European Federation in the form of Short Term Fellowships to enable **more direct exchange, transfer of knowledge and collaboration between one Federation with another** and to offer means of mutual support and capacity building,.

European Federations' Exchange Program- Learning from Each Other

This programme is initiated by the EURORDIS' Board of Directors, chaired by Terkel Andersen, and is launched by Yann le Cam, Chief Executive Officer. The manager responsible for developing, promoting and running the programme is Anja Helm, Senior Manager for Relations with Patient Organisations.

Budget & Sources of Funding

The programme' resources for 2012 are 6000 €.

The programme is entirely funded by EURORDIS:

- Through the Operating Grant provided to EURORDIS by the European Commission and Executive Agency Health & Consumers
- By EURORDIS' own funds raised through the EURORDIS *Black Pearl* Gala Dinner.

Based, on programme evaluation as well as on available resources, it is EURORDIS' intent to continue to consolidate this programme in the future.

The programme is designed to provide short term, quick and flexible financial support to enhance the current efforts of the European Federation. This should not be considered as a source of significant or recurrent financial support.

How does the programme work in practice?

All European Federations member of EURORDIS can apply for this support. Exceptionally, a patient representative of a European Federation in the process of being created can apply to support the creation of new federations learning from established federations.



The program covers the travel expenses (main travel and hotel) of one representative of a European Federation to visit another Federation for a short period (usually 1 or 2 days, exceptionally up to 5 days, based on objectives and expected outcomes) to collaborate on a specific pre-defined topic.

Financial support is limited to a total of 600 € per Fellowship and a maximum of 2 fellowship per year and per Federation.

*Federations interested in benefitting from this program should fill in the attached **application form**.*

Applications will be evaluated by a small and dedicated group of three: John Dart, EURORDIS Deputy General Secretary, Geske Wehr, EURORDIS Board Member, and Anja Helm.

A written reply will be sent in maximum the 30 days following the reception of the application form duly completed.

Financial support will be provided in the form of a reimbursement to successful applicants once the “Reimbursement Claim Form” has been returned to EURORDIS, accompanied by the relevant invoices, receipts, tickets and boarding passes, together with the short report.

All receipts must be joined to one “Reimbursement Claim Form” to facilitate EURORDIS’ administrative treatment of the documents. To claim 600 €, you must be able to justify at least 600 € in receipts.

In 2012, only exchange projects that take place before December 15th 2012 can be supported!

One commitment: to send a short report

All fellowship beneficiaries are requested to send a short report after their visit, summarising the topics discussed, the main outcomes and the plans for future collaboration. A one page report is sufficient, two pages maximum.

All beneficiaries should use the attached template report.

This reporting is essential for three reasons:

- To justify the use of funds to our funders and write our year-end report on the programme
- To evaluate the usefulness of the programme and be able to consolidate or expand it
- To learn from your missions, potentially share useful information, identify new collaborations
