

GUIDANCE DOCUMENT¹

TO THE ELECTRONIC FORM FOR SUBMITTING COMMITMENTS

BY MEMBERS OF THE EUROPEAN ALCOHOL AND HEALTH FORUM

FOREWORD

The electronic submission form is a crucial tool for the entire Forum process as it structures the commitments, feeds them into the database creating the link to the public, and lays down the basis for monitoring and evaluation.

The purpose of this guidance document is to provide explanatory information for the use of the form, with special emphasis on drop-down or other menus becoming visible only after clicking on some boxes of the form and on those parts of the form the use of which might not immediately appear clear-cut.

Information related to this form including personal data of Forum members will be processed and treated in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

The present guide accompanies changes that have been made in the functioning of the form related to the simplification of the fields and the introduction of compulsory outcome and impact indicators (which were included earlier as optional), which entered into force on 3 February 2014.

The submission form is now available on:

<https://webgate.ec.europa.eu/sanco/heidi/eahf/>

Further information on the background and logic of the information to be given on commitments is available in the Monitoring Commitment included in the EAHF Charter as Annex 2.

¹ Updated on 30 June 2014

INTRODUCTION

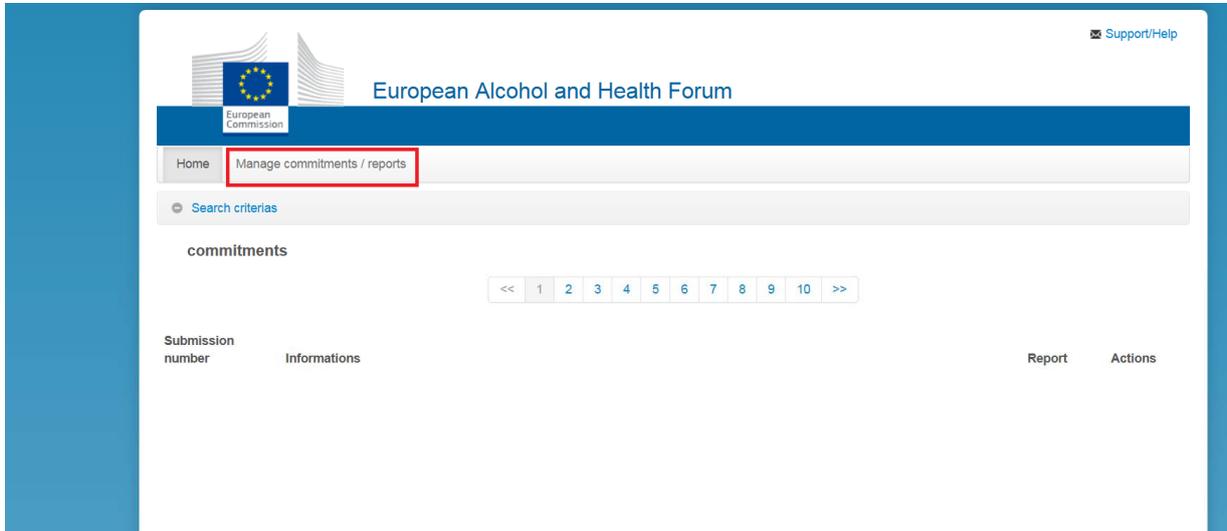
Before submitting your commitments, please read carefully the following general remarks:

- 1) The date of submission will be inserted automatically by the application.
- 2) The fields marked with an asterisk (*) are mandatory. Please provide as much additional information as you can.
- 3) The commitment form is now divided into 4 thematic steps. You can navigate between the different steps by clicking on the tabs' labels.
- 4) Each tab has its own validation process and data are only saved when all the fields are correctly filled in.
- 5) At the end of the last tab 'Monitoring', you have the possibility to submit your commitment. The Commission does not see the draft versions of your commitment. Only the submitted version will be revised by the Commission.
- 6) Already submitted commitments cannot be updated.
- 7) If the activities of the submitted commitment are prolonged further than the planned "end date", a new commitment should be submitted.
- 8) Pdf-forms of the previous version are no longer available. There is now a web-based application, which has the possibility to keep the commitments saved as drafts before submission. Please use this tool to share information between co-owners/associated partners.
- 9) Should you still need clarification on some of the information contained in the form, please feel free to ask for further assistance by sending send an email to SANCO-EAHF@ec.europa.eu.
- 10) Should you encounter technical problems when submitting a commitment, or need help to complete the form, please report your problem to the same e-mail address. Please attach the error message if you have received one.

INSTRUCTIONS

THE FORM IN GENERAL

When entering <https://webgate.ec.europa.eu/sanco/heidi/eahf/>, this is the view of the page:



In order to submit a new commitment, you should click “Manage commitments/reports”.

On the next screen, choose your organisation from the drop-down list and enter the access code you received earlier from the Commission.

To create a new commitment, please choose the green button on the right corner “Create a new commitment”.

Once you have done it, the following view of the form with its four sections becomes visible.

Home Manage commitments / reports

You are about to create a new commitment

Please save your work regularly. There is a security timeout of 15 minutes.

1 Owner 2 Point of contact 3 Information 4 Monitoring

Owner of the commitment

Name of the forum member organisation owning the commitment

Title of the commitment *

Commitment summary *

250 words remaining

Link to further information relating to the commitment

200 words remaining

Save draft & go to next step →

After filling in each section (1. Owner, 2. Point of Contact, 3. Information, 4. Monitoring) please always save your work by clicking on the right button on the bottom.

Save changes

Do you want to save the edits you made on this form ?

Close Save changes Don't save changes

DESCRIPTION OF THE FOUR SECTIONS IN DETAIL

1. Owner of the commitment

Name of the Forum member organisation owning the commitment:

This information will be automatically inserted and refers to the Forum member introducing the commitment and responsible for implementing, monitoring, reporting and evaluating the commitment.

Title of the commitment: Name given to the commitment.

Commitment Summary: Description of the commitment in 250 words maximum.

Link to further information relating to the commitment: 200 words maximum.

2. Point of Contact

This section refers to the single person authorized to be contacted for information about the commitment.

1 Owner 2 Point of contact 3 Information 4 Monitoring

Point of contact for the commitment

First name *

Last name *

Email *

Title/Position

Organisation

Address

Number

Post code

Town

Country * Austria

Tel

Fax

If the commitment is implemented in more than one Member State indicate for each country the name of the national contact point.

Information about Forum members co-owning the commitment

<input type="checkbox"/> Active - sobriety, friendship and peace	<input type="checkbox"/> Advertising Information Group (ZAW and WKÖ)
<input type="checkbox"/> Alcohol Action Ireland	<input type="checkbox"/> Alcohol Policy Youth Network - APYN
<input type="checkbox"/> Anheuser-Busch InBev (ABI)	<input type="checkbox"/> Association Nationale de Prévention en Alcoolologie et Addictologie (ANPAA)
<input type="checkbox"/> Association of European Cancer Leagues (ECL)	<input type="checkbox"/> Association of European Professional Football Leagues (EPFL)
<input type="checkbox"/> Association of small and independent breweries in Europe (SIB)	<input type="checkbox"/> Association of Television and Radio Sales Houses (Egta)
<input type="checkbox"/> Bacardi Martini	<input type="checkbox"/> British Beer and Pub Association
<input type="checkbox"/> British Retail Consortium	<input type="checkbox"/> Brown-Forman
<input type="checkbox"/> CEGROBB	<input type="checkbox"/> Comité Européen des Entreprises Vin (CEEV)
<input type="checkbox"/> Committee of Professional Agricultural Organisations(COPA-COGECA)	<input type="checkbox"/> Delhaize Group
<input type="checkbox"/> Diageo	<input type="checkbox"/> EMNA
<input type="checkbox"/> Estonian Temperance Union	<input type="checkbox"/> EUROOCARE
<input type="checkbox"/> EUROOCARE Italia	<input type="checkbox"/> EUROCOMMERCE
<input type="checkbox"/> European Association for the Study of the Liver (EASL)	<input type="checkbox"/> European Association of Communication Agencies
<input type="checkbox"/> European Cider and Fruit Wine Association (AICV)	<input type="checkbox"/> European Confederation of youth clubs (ECYC) (member 2009-2010)
<input type="checkbox"/> European Federation of Magazine Publishers (FAEP)	<input type="checkbox"/> European Federation of Pharmaceutical Industries and Associations (EFPIA)
<input type="checkbox"/> European Medical Students' Association (EMSA)	<input type="checkbox"/> European Midwives Association
<input type="checkbox"/> European Public Health Alliance	<input type="checkbox"/> European Publishers Council (EPC)
<input type="checkbox"/> European Social Insurance Platform (ESIIP)	<input type="checkbox"/> European Sponsorship Association (ESA)
<input type="checkbox"/> European Trade Union Confederation (ETUC)	<input type="checkbox"/> European Transport Safety Council (ETSC)
<input type="checkbox"/> European Travel Retail Confederation (ETRC)	<input type="checkbox"/> European Youth Forum
<input type="checkbox"/> FEANTSA (member 2007-2010)	<input type="checkbox"/> Finnish Hospitality Association (FHA)
<input type="checkbox"/> German Centre for Addiction Issues (DHS)	<input type="checkbox"/> German Football League (DFL)
<input type="checkbox"/> Heineken (International)	<input type="checkbox"/> HORECA Vlaanderen
<input type="checkbox"/> HOTREC	<input type="checkbox"/> Institut de Recherches Scientifiques sur les boissons alcoolisées (IREB)
<input type="checkbox"/> Institute of Alcohol Studies (IAS)	<input type="checkbox"/> International Center for Alcohol Policies (ICAP)
<input type="checkbox"/> International Federation of Medical Students' Associations (IFMSA)	<input type="checkbox"/> IOGT-NTO
<input type="checkbox"/> Moët Hennessy	<input type="checkbox"/> National Youth Council of Ireland
<input type="checkbox"/> NordAN - the Nordic Alcohol and Drug Policy Network	<input type="checkbox"/> Pernod-Ricard S.A.
<input type="checkbox"/> ReLeaf	<input type="checkbox"/> Royal Ahold
<input type="checkbox"/> Royal College of Physicians, London	<input type="checkbox"/> SAB Miller
<input type="checkbox"/> SHAAP (Scottish Health Action on Alcohol Problems)	<input type="checkbox"/> SpiritEUROPE (formerly CEPS & EFRD)

<input type="checkbox"/> Standing Committee of European Doctors (CPME)	<input type="checkbox"/> STAP - Dutch Institute for Alcohol Policy
<input type="checkbox"/> Swedish Youth Temperance Association UNF	<input type="checkbox"/> The Absolute Company
<input type="checkbox"/> The Alcohol Beverage Federation of Ireland (ABFI)	<input type="checkbox"/> The Brewers of Europe
<input type="checkbox"/> The Scotch Whisky Association	<input type="checkbox"/> United European Gastroenterology (UEG)
<input type="checkbox"/> Visifa - Swedish Hospitality Industry (former Swedish Hotel & Restaurant Association, SHR)	<input type="checkbox"/> World Federation of Advertisers (WFA)

Information about associated partners who are not Forum members

Public

Please note that after the information on the main point of contact, there is the possibility to add the name of other national points of contact, in case the commitment is implemented in more than one Member State.

More than one Member State: If the commitment is implemented in more than one Member State, the name of the national contact point should be indicated for each country. There is a drop-down menu for the country name and an additional field to indicate the name of the national contact point.

Co-owners of the commitments: A co-owner of a commitment is a Forum member sharing responsibility for the whole commitment or part of it, e.g. implementing, monitoring, reporting or evaluating the commitment. In case the commitment is shared by several Forum members, the co-owners of the commitments should be indicated on the list.

Associated partners: Associated partners are organisations which are not Forum members, but are cooperating with the owner of the commitment in the implementation of the commitment. Indicate if it is a Public/Private/NGO/Other organisation and fill in its name.

3. Information about the commitment

1 Owner 2 Point of contact 3 Information 4 Monitoring

Information about the commitment

Background to the commitment (if any) *

Priority area *

Select another priority area if any

Start date *

End date *

Commitment activities in the following Member States *

<input type="checkbox"/> Austria	<input type="checkbox"/> Belgium	<input type="checkbox"/> Bulgaria	<input type="checkbox"/> Cyprus
<input type="checkbox"/> Czech Republic	<input type="checkbox"/> Denmark	<input type="checkbox"/> Estonia	<input type="checkbox"/> Finland
<input type="checkbox"/> France	<input type="checkbox"/> Germany	<input type="checkbox"/> Greece	<input type="checkbox"/> Hungary
<input type="checkbox"/> Ireland	<input type="checkbox"/> Italy	<input type="checkbox"/> Latvia	<input type="checkbox"/> Lithuania
<input type="checkbox"/> Luxembourg	<input type="checkbox"/> Malta	<input type="checkbox"/> Netherlands	<input type="checkbox"/> Other
<input type="checkbox"/> Poland	<input type="checkbox"/> Portugal	<input type="checkbox"/> Romania	<input type="checkbox"/> Slovak Republic
<input type="checkbox"/> Slovenia	<input type="checkbox"/> Spain	<input type="checkbox"/> Sweden	<input type="checkbox"/> United Kingdom

Type of commitment activities (principal) *

Background to the commitment: Information considered relevant in order to a better understanding of your commitment and the rationale behind it.

Priority area: Drop down menu containing a list of seven priority areas. If commitments cover more than one priority area, the next field can be also used to insert it. No more than two priority areas can be added.

Start Date: When the implementation process of the commitment is starting; please note that this date cannot be changed after the submission.

End Date: Estimated end date of your commitment; please note that this date cannot be changed after the submission.

Commitment activities in the following Member States: Countries where activities are being implemented; please note that at least one of the boxes must be checked.

Type of commitment activities (principal and secondary): Please limit to maximum two activities. If none of the options are applicable, please chose “Other” and fill in the field with a brief explanation.

4. Monitoring

This section refers to the plan of monitoring and evaluating the commitment’s performance.

Information on monitoring	
Objectives *	<input type="text"/>
Relevance (i.e. how will the commitment contribute to achieving the aim of the Forum ?) *	<input type="text"/>
Input indicators	
Number of people *	<input type="text"/>
Time spent (Man/months) *	<input type="text"/>
Cost (please indicate in €) *	<input type="text"/>
Other	<input type="text"/>
Output indicators	
	if you have output indicators, please tick this checkbox <input type="checkbox"/>
Number of people reached	<input type="text"/> 70 characters remaining

Number of people in the target group reached *	<input type="text"/>	70 characters remaining	
Number of participants in different activities *	<input type="text"/>	70 characters remaining	
Web site visitors *	<input type="text"/>	70 characters remaining	
Number of products *	<input type="text"/>	70 characters remaining	
Number of pamphlets/adverts *	<input type="text"/>	70 characters remaining	
Established number of contacts *	<input type="text"/>	70 characters remaining	
Other *	<input type="text"/>	70 characters remaining	
Outcome and impact (to be filled in after commitment end)			
Short term	<input type="text"/>		
Medium Term	<input type="text"/>		
Long Term	<input type="text"/>		
Evaluation details - tools and methods to be used			
Tool use	<input type="checkbox"/> External evaluators	<input type="checkbox"/> Internal evaluators	
Type of	<input type="checkbox"/> Questionnaire	<input type="checkbox"/> Structure interviews	<input type="checkbox"/> Control groups
	<input type="checkbox"/> Randomized studies	<input type="checkbox"/> Media surveys	
<input type="button" value="Save draft"/> <input type="button" value="Submit commitment"/>			

Objectives: Description of the monitoring objectives. For a clear description of the objectives, please refer to the S.M.A.R.T. procedure as provided in Annex 2 of the Forum Charter.

Relevance: Description of how the commitment will contribute to achieving the aim of the Forum. Please describe here how the commitment is connected to the realisation of the general aim of the Forum.

Input indicators: Indication of the resources allocated to the commitment.

Output indicators: Products or achievements of the commitment through the use of inputs. Please note that out of the seven (+1) indicators provided, at least one must be filled in.

Outcome and impact indicators: These indicators measure, from a qualitative point of view, the achievements of the commitment brought about by the actions undertaken; they can differ depending on the scope and nature of the commitment. Please note that these indicators are now obligatory.

Evaluation details – tools and methods to be used: External evaluators are evaluators independent of the organisation owing the commitment. Internal evaluators are evaluators belonging to the Forum member organisation owing the commitment. On the type of methodology, please choose what tool will be used to proceed with the evaluation.