Grants: Open Call for proposals

Development of a survey module
on disability and social integration

ESTAT/35100-2006-002/0199

This project concerns the development of a survey module on Disability and Social Integration and the organisation of a European meeting on disability statistics back to back with the 7th Washington Group Meeting (September 2007).

Public Information

The public is hereby informed of an open call for proposals of an action in the field of development of a survey module on disability and social integration and organisation of a European meeting on disability statistics which may be supported by a grant by Eurostat.

Procedure

Legal entities who are interested in this open call for proposals should download a complete set of documents: Technical description of the action (objectives, expected results, the timetable, selection and award criteria) together with a Standard application form accompanied by guidelines to help completing the form, and a Budget form in Excel file.

Deadline for submitting proposals:

Requests must be sent by 13 October 2006 at the latest (as indicated by the postmark). Failure to observe this deadline will cause the proposal to be automatically rejected.

Additional information

Any questions may be addressed to Dorota.KAWIORSKA@ec.europa.eu
The following rules apply:

1. The completed application form, duly signed and dated, and including a diskette with the Excel file, duly completed, should be sent by **13 October 2006** at the latest (date as postmark).

Applications should be sent to Eurostat marked for the attention of

European Commission
Eurostat
Ms Marleen DE SMEDT
Head of Unit F-5
Bureau D2/732
5, rue Alphonse Weicker
L-2920 Luxembourg

2. The estimated budget available for funding is ± **150 000 €**. The minimum financial contribution required from the applicant is **20 %** of the total eligible costs of the proposal. By entering this figure on the grant application form, you are making a commitment to cover at least the amount in question.

3. In accordance with standard Commission procedures, Eurostat will select eligible projects and determine the amount of the grant. This will be done by an evaluation committee in accordance with pre-announced eligibility, exclusion, selection and award criteria (see Technical description of the action), and will take place by **27 October 2006 at the latest**.

4. If your application is selected, and depending on available budgetary resources, **you will be sent a draft grant agreement as soon as possible** for you to sign. If your application is not selected, **you will be sent a letter informing you of this fact as well as of the reasons for the rejection**. The work must be started after the signature of the agreement and by **1 January 2007** at the latest.

5. For reasons of **confidentiality**, no correspondence will be exchanged or information forwarded until the agreement has been signed. In order to ensure that the procedures remain **transparent** and of the **highest possible quality**, details of the award can be disclosed after the procedure has been completed. If you are interested, please send in a written request for the relevant details.

6. Details of the grants awarded will subsequently be published on the Europa website, and notification given in the Commission's Official Journal.
1. Objectives

1.1 Background

In the framework of its disability strategy, the Commission promotes initiatives at EU and national level to identify and remove the various barriers in the economic and social environment that prevent people with disabilities from exercising their capabilities, as well as from enjoying equal opportunities and full participation in all aspects of life.

The European Commission adopted on 30th of October 2003 a Communication regarding the policy follow up to the European Year of People with Disabilities 2003. This Communication on "Equal Opportunities for People with Disabilities: A European Action Plan" provides a reference point and framework for ensuring that disability issues and concerns are fully taken on board in all relevant EU policies. The first phase of the Action Plan (2004-2005) was geared to the establishment of the conditions which are necessary to promote employment of people with disabilities in the open labour market. Better access to education and life-long learning, to the potential of new technologies, and physical access to the public built environment, in particular to the workplace, were all important employment-related areas identified as priorities for action during 2004-2005. The second phase of the Action Plan (2006-2007) focuses on the active inclusion of people with disabilities. Based on the citizens’ concept of disability, it emphasises the need for an environment that enables disabled people to be more independent. The priorities for the actions under this phase of DAP concentrate on encouraging activities, promoting access to quality support and care services, fostering accessibility of goods and services, and increasing the EU’s analytical capacity. Progress will be regularly reviewed and new priorities identified for the period up to 2010.

In the context of Eurostat’s annual work programme, activities in the European Statistical System (ESS) will continue on further developing – through Partnership Health and in cooperation with international organisations – Community statistics on disability and social integration in order to provide the relevant and comparable statistical data needed to monitor the situation of people with disabilities.

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1 Please see: http://europa.eu.int/comm/employment_social/disability/index_en.html


4 EU Charter on Fundamental Rights, Article 26: "The Union recognises and respects the right of persons with disabilities to benefit from measures designed to ensure their independence, social and occupational integration and participation in the life of the community"
More detailed statistical data on disability are also needed as part of health information in order to respond to the specific requirements inter alia those that result from the Programme of Community Action in the field of Public Health (2003-2008). Health information at Community level covers data ranging from health status - including disability – to health determinants, including demography, geography and socio-economic situations, personal and biological factors, and living, working and environmental conditions, paying special attention to inequalities in health. The development of the statistical element of health information is also integral part of Eurostat’s annual work programme, with activities carried out in the context of Partnership Health and in cooperation with international organisations.

In general, the aim of producing comparable data on disability and on integration of people with disabilities into society can be achieved only by means of surveys that make use of common instruments. Health Interview Surveys (HIS) and Disability Interview Surveys (DIS) are widely accepted instruments that could provide comparable data for topics related to health, disability and social integration.

At the European level, activities have started to arrive at comparable data in the area of disability statistics by means of surveys; this was realised in several steps.

The first achievement in the development of a data collection on aspects of disability in a co-ordinated way across Europe was a small module on ‘health’ in the European Community Household Panel (1994-2001). Eurostat published in 2001 a pocket book with the results on panel data related to the disability questions from the years 1994-1996.

The second step was the collection by Eurostat of 18 HIS items on health from national surveys (including on activity limitations). However the frequency and completeness of the data are not the same in the Member States.

The third step (in 2000/2001) was the preparation of a module on employment of disabled people which was included in the 2002 European Labour Force Survey (LFS).

In 2001, the World Health Assembly adopted the International Classification of Functioning, Disability and Health (ICF). This new classification, which replaced the old ICIHD classification, provides a new conceptual framework for disability statistics, with emphasis on participation and environmental factors.

In June 2001, the United Nations Statistical Division (UNSD) organised a seminar on the use of the ICF for statistical purposes, in particular, in population surveys. At this meeting, there was an EU coordinated contribution of experts, researchers and statisticians participating in the ESS. The seminar recommended establishing a city group on disability statistics, under the aegis of the Statistical Commission of the UN. The main purpose of the city group was to agree on reference instruments for measuring disability in censuses and population based surveys. The first city group meeting was held in Washington on 18-20 February 2002 and is therefore called the Washington Group (WG). Since then the WG has met 5 times and a 6th meeting will be held on 10-13 October 2006.

In order to have a more coordinated and harmonised input in the WG meetings and to establish a proposal for a EU programme for the coherent development of disability statistics

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as agreed by the Working Group on Public Health Statistics, Eurostat has supported – by way of a grant – the European Disability Measurement (EDM) project.

In 2002, the EDM project resulted in the conclusions that – for the development of disability statistics at EU level and in line with the WG recommendations – 2 different tracks are necessary:

- **a track A** which relates to general disability items and questions/instruments which fit into a census or general nation wide surveys; this is the first priority of the WG.
- **and a track B** which relates to specific disability items and questions/instruments (including environment and participation); this is the second priority for the WG.

For the **track A**, Member States agreed on the 3 general disability/health items and questions - the Minimum European Health Module (MEHM) – which is now included in the annual Eurostat social survey on Statistics on Income and Living Conditions (SILC), which began in 2004. This proposal was also the EU’s input into the work of the WG.

For the **track B**, the EDM project proposed a stepwise approach and presented a draft list of specific core items for measurement of disability in European population surveys, taking into account the list of EuroReves, a proposal from ISTAT, and taking into account lists of World Health Organization (WHO), UNSD and DISTAB.

In 2002 a proposal of the Task Force on Health and health related survey data (TF/HIS) to have a framework for a regular collection of harmonised data by means of surveys and/or survey modules on health, named the European Health Survey System (EHSS), was welcomed by the meeting of the European Directors of Social Statistics and endorsed by the Working Group on Public Health Statistics in 2002, who also endorsed the recommendations of the EDM project.

The aim of an EHSS is to anticipate the health information needs of the Member States and of the EU in the mid-term (2003-2008), including the needs arising from the new Community public health programme and other EU programmes, such as Commission’s action plan on ‘Equal opportunities for People with Disabilities’. It should coordinate the efforts on HIS/DIS, avoiding unnecessary overlap and incompatibility and fill gaps existing in health information.

Consequently a process has started with the development of health core related modules, in order to implement European Health Interview Survey (EHIS).

The first module – translated and tested by the most of Member States - is the European Health Status Module (EHSM); it already contains in its full version about 17 of the 30 items listed in track B of the EDM report\(^6\). Other modules such as on health determinants and health care are in preparation. The final version of all modules are going to be discussed and agreed with national experts at the Technical Group HIS meeting (October 2006) and will go for confirmation to the Working Group on Public Health Statistics (November 2006).

In order to obtain a more complete coverage of the items listed in track B and in order to measure disability in all aspects as reflected in the framework of the International

\(^6\) A shorter version will be used in EHIS.
Classification of Functions (ICF), a specific action is required to prepare a module on *Disability and Social Integration*.

In the development of the preparation and testing of this module, the activities undertaken and results achieved in the context of international efforts in particular in the context of the WG – such as on the development of extended set/s for use in surveys related to the purpose of assessing equalisation of opportunities as well any further recommendations/protocols such as for translations and field testing, also those of EHIS - should be taken into account.

### 1.2 Aim of the project

The primary aim of the current project, for which a grant is foreseen to be given, is to develop a survey module on *Disability and Social Integration*. This module should be designed as a free-standing module that could be included to provide health information in non-health surveys such as a Labour Force Survey as well as to be a core additional component of a European Health Interview Survey (EHIS) and so should be complementary to the other modules already prepared.

The secondary aim of this project is the preparation and organisation of European meeting on disability statistics. It should be a one or one and a half day meeting and it has to be organised back to back with the 7th Meeting of the WG which is going to be held in Dublin on 19-21 of September 2007. Provisional arrangements were made that the European meeting on disability statistics could take place on 18-19 of September 2007. The purpose of this meeting is to coordinate the contribution of the work on disability statistics within the European Statistical System (ESS) with the activities of the Washington Group; in particular the meeting should bring forward the progress of development of the module and by this give a possibility to provide a coherent input from the European participants into the WG Meeting.

### 1.3 Specific actions to be undertaken

The specific actions of the current call for proposals with respect to the two aims of this project should cover the following activities:

#### 1.3.1 Actions concerning the development of a survey module

a) **Identification of the items to be covered by the European Disability and Social Integration Module (EDSIM):**

The items listed in track B of the EDM report that are not covered by the European Health Survey Module (EHSM)\(^8\) and identification of possible additional items with corresponding ICF codes and taking into account the work of the WG and the specific requirements resulting from the relevant Community policies. Special emphasis should be given to the inclusion of the relevant ICF items on ‘environment’ and ‘participation’;

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\(^7\) The final decision on the exact timing of the meeting (1 day or 1 ½ days) will be taken after consultation with the Washington Group steering committee (September/October 2006).

\(^8\) It should include items of the full EHSM version that are not used in the EHIS.
b) **Preparation of a module** (in English) appropriate for a face-to-face interview and pre-testing of this module:

The instruments that have to be selected or designed for each item of the module, as identified under a), will take into account the previous experiences from other related European and international projects, those developed in the context of the WG and national experiences. Here the guidelines prepared for development of EHIS survey can be used as a benchmark.

The module, including the variables and instruments, will at first be developed in one basic language, in principle English. In preparing this version, account should be taken of the fact that, ultimately, the module is intended to be harmonised in all European languages of all 25 Member States as well as EEA/EFTA and Acceding and Candidate Countries. So it should be taken into account that the variables and the selected or designed instruments must have the same interpretation in all languages, so they need not only to be translated, but also culturally adapted. It has to be considered that later on the concepts that are used must be defined and explained to get across the same, or very similar, meanings in each language. In order to achieve this conceptual equivalence, before starting the translation process, precise explanatory notes should be prepared which explain the concepts to be measured.

Before the finalisation of the module in the original (English) version, it should be pre-tested (cognitive and field tests). The applicant should also show the results of the tests to the Technical Group HIS members, to be specific to present the draft English module (pre-tested) and the explanatory notes (pre-tested) and he should take the agreements reached into account in the final English version before it is translated.

c) **Translation of the module and explanatory notes** to some other languages (at least 2 other Community languages) and testing:

The existing protocol that was developed for the purpose of EHIS can be used as protocol for translation into other languages

The English version of the module and the explanatory notes should then be translated into other Community languages and tested. The choice of these other languages should preferably be balanced between old and new Member States. The translation project should be carried out with experts to be selected for each language, having experience in disability measurement, or disability survey work, and bilingual in English and the mother tongue of the country. The different language versions should then be tested (cognitive).

The results of the translation process and of the testing should be analysed in order to ensure harmonised results in all linguistic versions of the module.

Before the finalisation of the linguistic versions, the action should include the presentation to the Technical Group HIS members – where possible together with the experts selected for the translation project - the draft translated and tested modules and explanatory notes and he should take the agreements reached into account in preparing the final proposal.
1.3.2 Actions concerning preparation and organisation of a European meeting on disability statistics

d) Preparation and organisation of the meeting:

- Prepare a first announcement to eligible participants for the European meeting on disability statistics;
- Establish and convene a 'Preparatory' Committee consisting of maximum 4 members with experience in the field of activities at Community level on disability statistics;
- Ensure – together with Eurostat – cooperation and liaison with the Washington Group Steering Committee;
- Make a list\(^9\) of participants of the meeting of the European meeting on disability statistics and send out invitations;
- Make a draft agenda\(^10\) to be approved by Eurostat, including proposal for speakers;
- Prepare working documents and background documents;
- Ensure timely distribution and editing of all documents (for approximately 40 participants);
- Make further practical arrangements\(^11\) (the needs of people with disabilities should be taken into account in the organisation of the meeting) and ensure an efficient organisation of the meeting including organisation and technical support whenever required;
- Take responsibility for (the administration and arrangements for) reimbursement of travel and daily subsistence costs;
- Prepare draft reports during the meeting, including recommendations and draft conclusions in such a way that they can be approved in the final session of the meeting;
- Report on the meeting.

This meeting will bring together about 40 participants: these will be representatives of EU Member States (EU MS), EEA/EFTA countries, Acceding and Candidate Countries (AC and CC) and the Commission services as well as representatives of persons with disabilities, such as from the European Disability Forum (EDF), representatives from the UN Statistical Division (UNSD), from the World Health Organization (WHO) and the Organization for Economic Co-operation and Development (OECD). The action should foresee reimbursement for 25 governmental representatives of EU Member States and for 6 private experts (including 2 representatives of the European Disability Forum).

Following the rules in force in the Commission, governmental officials of the EU MS will be paid only travel expenses. Daily subsistence costs and travel expenses can only be paid to the private experts. Participants from the Commission services, from Acceding and Candidate Countries and from EEA/EFTA countries will be separately

\(^9\) To be discussed and approved by the 'Preparatory' Committee

\(^10\) To be discussed and approved by the 'Preparatory' Committee

\(^11\) Provisional arrangements are already made with the national statistical authority in Ireland
reimbursed (hence these costs do not have to be included in the budget). There will be no reimbursement for representatives of other countries, nor from international organisations. The reimbursement forms need to be sent in advance as well as the bank details forms.

e) Preparation of a final report on the project to be delivered to Eurostat.

Throughout the whole process of all actions listed above, the action will ensure a close involvement of (representatives of) people with disabilities, such as from the European Disability Forum (EDF) as well as a regular contribution and feedback to the Partnership Health Technical Group (TG) and Core Group (CG) on Health Interview Survey data (HIS) and to the Eurostat Working Group on Public Health statistics.

The relevant Commission services, in particular the Directorate General on Employment and Social Affairs Unit G/3 'Integration of People with Disabilities' and the Directorate General on Health and Consumer Protection Unit C/2 ‘Health Information’, will be closely associated.

2. Expected results

a) for the identification of the items to be covered by the EDSIM module:

The work should result in a final list of items (in English) – linked to ICF codes – and including:

- the items listed in track B of the EDM project, which are not yet covered in the version of EHSM used in the EHIS. Most of these items are related either to ‘impairment/activity’, or to ‘participation’ or to ‘environment’;
- other items in the field of ‘environment’ and ‘participation’ which have been identified within the context of discussions with the relevant Commission services (in particular the Directorate General on Employment and Social Affairs Unit G/3 'Integration of People with Disabilities' and the Directorate Health and Consumer Protection Unit C/2 on ‘Health Information’) and/or with the WCG as well as an explanation on the procedures used to draft the list.

b) for the preparation of the EDSIM module in English (appropriate for a face-to-face interview):

The work should result in a report (in English), in paper and in electronic version, including:

- the English version of the EDSIM with variables and instruments;
- the explanatory notes on the concepts to be measured and guidelines on how to use the instruments practically;
- a description of the procedures used to draw up the module;
- a description of the methodology used for the pre-test, including on the problems encountered in the field operationalisation and the conclusions derived from the pre-test.
c) for the **preparation of at least 2 linguistic** versions and its testing:

The work should result in a report (in English – with the relevant parts in the other linguistic versions), in paper and in electronic version, including

- the other linguistic versions of the EDSIM - with variables and instruments – and the explanatory notes on the concepts to be measured and guidelines on how to use the instruments practically;
- the protocol used in the process of translation, as well as the problems encountered in the translation process;
- a description of the procedures used for the tests (cognitive and field tests with respect of English version and cognitive tests with respect to other language version), including on the problems encountered in the field operationalisation and the conclusions derived from the tests.

d) for the **organisation of European meeting on disability statistics** to be back to back with the WG Meeting: in accordance with the description of the action:

- invitation letters, agenda and compilation of working and background documents (in English);
- efficient organisation of sending out invitations, of the meeting itself and on making the arrangements for reimbursement of the Member States as well as invited experts;
- the recommendations, conclusions and proceedings of the meeting (in English).

e) Final report (in English) on all actions carried out under the grant agreement.

**3. Approximate timetable**

The total duration of the work is set for 18 months.

for preparing the final list of items: **months 1-3**

for preparing the module in English and pre-testing: **months 4-9**

for preparing the other linguistic versions and field testing:

1. Selection of experts (with experience in disability measurement, or disability survey work and bilingual in English and the mother tongue of the country). Preparation of translation guidelines and checking protocols for each language: **month 10**

2. Translation of the explanatory notes and the module: **month 11**

3. Checking of the translations performed and agreement on a translated version ready to test: **month 12**

4. Testing and analysis: **months 13-15**

5. Finalisation of the linguistic versions: **months 16-17**

for the preparation of the final report: **month 18**.
For the organisation of the European meeting on disability statistics: **18-19 September 2007**, Dublin (to be organised back to back with WG Meeting)

*(Please note that – except for duly justified cases – the eligible period shall not start at a date prior to the signature date of the grant agreement by the last party. In any case the eligible period may not start before the date of submission of the applicant’s proposal).*

**Reference documents and websites:**

  
  [http://forum.europa.eu.int/Public/irc/dsis/health/library](http://forum.europa.eu.int/Public/irc/dsis/health/library)

  

- Doc. Eurostat/E0/02/DSS/5/3/EN of the meeting of the European directors of social statistics - Luxembourg, 23 September 2002 - on the harmonised results from surveys and/on survey modules on health – available in the public access Circa site on Social Statistics Directors → Library → DSS meetings → Meetings 2002 → Meeting 2002 09 23 → Documents:


- 2005 English questionnaire version of the European Health Status Module – available in the public access Circa site on Public Health Statistics → Library → Reports and ongoing methodological developments → Health Interview Survey → ECHIS - European Health Status Module - English questionnaire version 2005 to be used for translation:
- Tech-HIS/2004/17 – Special session at the 2004 Technical Group HIS meeting dedicated to the translation protocol for the European Health Status Module, available in the Circa site on Public Health Statistics → Library → Open calls for proposals → Development of a survey module on disability and social integration
  
- Guidelines for the development and criteria for the adoption of Health Survey Instruments – available in the public access Circa site on Public health statistics → Library → Reports and ongoing methodological developments → Health Interview Survey:
  
- EDM project: final report available in the Circa site on Public Health Statistics → Library → Open calls for proposals → Development of a survey module on disability and social integration
  
ELIGIBILITY AND EXCLUSION CRITERIA

Applicants must be corporate bodies and enclose Statutes/Articles of Association/Legal document of incorporation and must complete the *Solemn Declaration concerning situations which would exclude the applicant from the participation in this grant award procedure* provided in the grant application form.

Documents to be included with the grant application
- Statutes/Articles of Association/Legal document of incorporation
- Solemn Declaration

SELECTION CRITERIA

Applicants' funding sources and their ability to maintain activities for the duration the action as well as their skills and qualifications necessary to carry out the action will be assessed on the basis of the following information and documents:
- For public bodies: annual budget
- For private bodies: annual accounts (balance-sheet, profit and loss account, annex) for the last three financial years
- C.V. of the persons (responsible) who will take part in the action.
- Undertaking by each co-financing organisation other than the applicant
- The list of grants received during the last three years.

AWARD CRITERIA

The quality of the proposals submitted will be assessed on the basis of the following criteria where the percentages indicate a weighting.
- Pertinence to the objectives and time schedule of the action: 30%
- Quality of the proposed approach and methodology: 40%
- Quality of the organisation and co-ordination of the activities proposed: 30%