

Project Order Form 011

Date: 16 July 2012

Contractor: Gopa Cartermill

Client: European Commission, DG EMPL – C.4 – EURES

Contract: VC/2011/0001

Service Order: VC/ 2011/1320

Assignment: Pilot Countries Project I Phase

Timeline: July 2012 – December 2012					
Project Manager: Sylvia Arthur					
Date		Task	Consultant		Days
July 2012	Man days for pilot project (210 days)				
	Adviser on communications strategy		Sylvia Arthur	30	
	Analyst			56	
	Producer-journalist			26	
	Video cameraman			45	
	Video editor			7	
	Sound editor			8.5	
	Electrician-technician			5	
	Director			1	
	Project management (PM) inc. travel			15.5	
Estimated value					
Days	at €	Amount €	Days ordered		
			Initial number	Remaining before this PO	Remaining after this PO
30	500	15.000	50	30	0
56	450	25.200	165	56	0
26	520	13.520	37	26	0
45	630	28.350	45	45	0
7	620	4.340	25	7	0
8.5	1050	8.925	12	8.5	0
5	460	2.300	5	5	0
1	600	600	48	29	28
15.5	500	7.750	65	28.5	13
Total amount:		105.985			

Reimbursable costs

<i>Date</i>	<i>Destination</i>	<i>Consultant</i>	<i>Days</i>		
<i>Travel expenses</i>			<i>Accommodation and subsistence</i>		
<i>Trips</i>	<i>at €</i>	<i>Total</i>	<i>Days</i>	<i>at €</i>	<i>Total</i>
Total amount					
<i>Service Order initial amount:</i>		<i>Remaining before this PO:</i>		<i>Remaining after this PO:</i>	
371.840,00€		177.305€		71.320€	

Total estimated value of this Project Order: € (Days and travel)	105.985€
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Signed for the Contractor:	Signed on behalf of the European Commission:
<i>Date: 16 07 2012</i>  <i>Signature:</i> <i>Name: Philippe Gosseries</i> <i>Managing Director</i>	<i>Date: 16/07/2012</i>  <i>Signature:</i> <i>Name: Henric Stjernquist</i>

Deliverables Details

Below a list of tasks and deliverables for this specific service order.

Deliverable	Details	Mandays
Pilot countries project	Delivery of communications support to 4 countries selected to be part of the EURES Pilot Communications Project: SE, NL, FR, BG, 4 days per month, per country until 31 December 2012	72
	Preparatory work inc. meetings	12
	Travel (inc. in man days)	n/a
	Production of 3 video clips	98
	Translating with voice overs for 3 video clips in 3 languages	13
	Additional work on Service Catalogue	4
	Preparatory work on EJD BXL Evaluation	5
	Total:	204