



**EUROPEAN COMMISSION**  
DIRECTORATE-GENERAL FOR COMMUNICATION

Citizens  
Citizens Information and Internal Communication

Brussels, 25 May 2013  
COMM/C1 ME 13083

**EXPLANATORY NOTE**

**Subject: Maps of Europe**

This map of Europe is produced by the publications unit of DG COMM for use in its own communication products and in order to make it available for any third parties to reproduce. If third part parties change any content of the maps they are obliged to indicate themselves as responsible editor.

The map is produced for the Commission via the framework contract PO/2007-31/C2 of 8/5 2008 on "Communication via Europa" and the specific contract n° 45 and later specific contacts for on-going work, by the contractor ESN/Euresin and the cartographic subcontractor Lovell Johns. These contracts ensure that the Commission owns all rights.

Contacts about these maps:

Jürgen Esders

Morten Espelund

Enclosed: Framework contract, specific contract



p- 023 294



EUROPEAN COMMISSION  
DIRECTORATE-GENERAL COMMUNICATION  
COMMUNICATION TOOLS  
Editorial content and support

**SPECIFIC CONTRACT No 45**  
implementing Framework Contract No PO/2007 – 31/C2

**Creation of EU maps**

The European Community (hereinafter referred to as "the Community"), represented by the Commission of the European Communities (hereinafter referred to as "the Commission"), which is represented for the purposes of the signature of this contract by Mrs Ylva TIVEUS, Director in the Directorate General Communication,

of the one part,

and

European Service Network – Intrasoft Consortium

Galerie Ravenstein, 4  
B-1000 Brussels  
VAT number: BE 428304785  
Registration number: RPM 0428304785

(hereinafter referred to as "the Contractor", represented for the purposes of the signature of this contract by Mr Koenraad TOMMISSEN, Managing Director

of the other part,

HAVE AGREED

**ARTICLE 1: SUBJECT**

- 1.1 This specific contract implements Framework Contract No PO/2007-31/C2 signed by the Commission and the Contractor on 8/05/2008.
- 1.2 The subject of this specific contract is the execution of tasks related to the creation of geographical maps of Europe means for use in several publications and web-sites for the general public, as specified in annex 1.
- 1.3 The Contractor undertakes, on the terms set out in the Framework Contract and in this specific contract and the annex thereto, which form an integral part thereof, to perform the tasks specified in Annex 1.

*[Handwritten signature]*

## ARTICLE 2: DURATION

- 2.1 This specific contract shall enter into force on the date on which it is signed by the last contracting party.
- 2.2 The contract is concluded for a period of 12 months. Execution of the tasks shall start from the date of entry into force of this specific contract. The period of execution of the tasks may be extended only with the express written agreement of the parties before such period elapses.

## ARTICLE 3: PRICE

- 3.1 The total budget foreseen for this contract is **32 116 euro**, corresponding to all the services described in Annex 1, calculated on the basis of the unit prices as given in annex II of the Framework Contract.
- 3.2 Payments will be made on a monthly basis upon presentation of an invoice with accompanying report specifying the tasks performed during the month concerned. The amount of the invoice shall be the value of the tasks undertaken and fulfilled during the month.

All articles, clauses and provisions of the Contract which are not amended by the present specific contract, shall remain unchanged and shall continue to apply.

## **SIGNATURES**

For the Contractor,  
European Service Network – Intrasoft  
Consortium  
Mr Koenraad TOMMISSEN,  
Managing Director

signature: \_\_\_\_\_

For the Commission,  
Mrs Ylva TIVEUS, Director  
DG Communication

signature: \_\_\_\_\_

Done at Brussels,

- 8 SEP. 2009

In duplicate in English.

## **Annex 1**

To

**SPECIFIC CONTRACT No 45**  
implementing Framework Contract No PO/2007 – 31/C2

### **Creation of EU maps**

<b>Project</b>	<b>EU maps</b>
<b>Subject</b>	<b>Offer</b>
<b>Author(s)</b>	Guy Vaerman
<b>Filename</b>	COM-09-028 EU maps offer 2.doc

#### **1. CONTEXT**

DG COMM publishes geographical maps of Europe in a number of different media and format with the purpose of showing the general public what are the members of the EU and attract basic interest in Europe and other countries.

In order to optimise the creation, update and storage of these maps, DG COMM and EURESIN have agreed to launch a new specific convention dedicated to the provision of ready to be published maps within the framework contract PO/2007-31/C2.

As discussed with DG COMM, the activities will be coordinated by EURESIN but most of the work will be done by Lovel Johns Limited (LJ), a company specialised in cartographic services with 10 years of cooperation experience with the European Institutions.

## **2. REQUIREMENTS**

---

### **2.1. New and up to date cartographic database**

The core requirement is to setup a new and up to date cartographic database to support the production of mapping across a range of scales and styles and to include language versions.

The database should also allow for future linking to statistical information initially at country level but possibly at regional level.

The database will be based on NUTS data and it will be kept up to date. Once the map base is brought up to date, up to 27 language editions will be developed along with a local language version. Some assistance may be required from Commission experts at this stage to ensure that 'official' spellings are used.

### **2.2. Map templates**

Four map templates will be developed, and made available in EPS format:

- Overview map of countries at A4 or computer screen size
- Country map at A1 size to show regions
- Country map at 45x45cm size to show selected regions
- Country map at A2 size

The templates will be layer files with all map detail and labels on all language versions in basic colours. The texts will be provided in all languages by DG COMM. EURESIN will take this file and switch on/off layers to create the required version of the map, add marginalia, frame detail and any graphs/tables before final print. Documentation will be prepared to help users of the EPS templates.

### **2.3. Cartographic database and template storage**

The database will be stored in ESRI ArcGIS software which is used widely in the Commission and access will be provided, if requested, to view the database. This may require installation of software outside the scope of this proposal. LJ will provide a hosting service on a secure server for this data. Access will be limited and subject to DG COMM approval. It is anticipated that the main users will be EURESIN to draw on map resources and LJ for updates and maintenance.

Map template files will be stored as EPS. Other vector formats are also possible, along with raster formats and can be included if required.

The Commission has ownership of the cartographic database and map templates and can request hand over of this on conclusion of the contract.

#### **2.4. Updates and changes**

In order to integrate updates or changes requested by DG COMM, 20 extra-days are included in the budget: 5 days of web consultant, 5 days of web developer and 10 days of web encoder.

#### **3. PLANNING**

---

The present contract will start upon signature by both parties, for a duration of twelve months.

#### **4. BUDGET**

---

This offer is prepared under the terms of the framework contract PO/2007-31/C2. Attached, you will find a budget for the tasks included described above. The billing of this specific convention will be made up of monthly invoices.

## EU maps

G. TOTAL

Cartographic database		Nr of man/days	EUR per day	TOTAL	15.760,00
Analysis	Web consultant	5,00	500,00	2.500,00	
Development	Database developer	17,00	420,00	7.140,00	
Content integration	Web encoder	15,00	270,00	4.050,00	
Quality control	Web encoder	3,00	270,00	810,00	
Secured access to the database	Database developer	3,00	420,00	1.260,00	
Templates		Nr of man/days	EUR per day	TOTAL	6.080,00
4 templates	Graphic designer	16	380,00	6.080,00	
Updates and changes		Nr of man/days	EUR per day	TOTAL	7.300,00
Analysis	Web consultant	5,00	500,00	2.500,00	
Development	Database developer	5,00	420,00	2.100,00	
Content integration	Web encoder	10,00	270,00	2.700,00	
Documentation		Nr of man/days	EUR per day	TOTAL	800,00
Documentation writing	Trainer	2,00	400,00	800,00	
Coordination and follow-up		Nr of man/days	EUR per day	TOTAL	2.176,00
Contact with client and Internal coordination	Senior project manager	4,00	544,00	2.176,00	
<b>TOTAL EUR</b>					<b>32.116,00</b>



P-023 294



EUROPEAN COMMISSION  
DIRECTORATE-GENERAL COMMUNICATION

Directorate C – Multimedia Communication  
C2 – Web and Contact Centre

## FRAMEWORK SERVICE CONTRACT

CONTRACT NUMBER – PO/2007-31/C2

The European Community (hereinafter referred to as "the Community"), represented by the Commission of the European Communities (hereinafter referred to as "the Commission"), which is represented for the purposes of the signature of this contract by

**Mr Panayotis CARVOUNIS**  
**Deputy Director General**  
**DG Communication**

of the one part,

and

**European service network – Intrasoft Consortium**

The parties identified above and hereinafter collectively referred to as 'the Contractor' shall be jointly and severally liable vis-à-vis the Commission for the performance of this contract

represented for the purposes of the signature of this contract by

**Mr Koenraad Tommissen,**  
**Managing Director**  
**Galerie Ravenstein, 4**  
**B-1000 Brussels**  
**VAT number: BE 428304785**  
**Registration number: RPM 0428304785**

of the other part,

HAVE AGREED

the **Special Conditions** and the **General Conditions** below and the following Annexes:

- Annex I –** Tender Specifications (Invitation to Tender No PO/2007-31/C2)
- Annex II –** Contractor's Tender
- Annex III –** Specific Contract

which form an integral part of this contract (hereinafter referred to as "the Contract").

The terms set out in the Special Conditions shall take precedence over those in the other parts of the Contract. The terms set out in the General Conditions shall take precedence over those in the Annexes. The terms set out in the Tender Specifications (Annex I) shall take precedence over those in the specific contracts (Annex III), the latter taking precedence over the Tender (Annex II).

Subject to the above, the several instruments forming part of the Contract are to be taken as mutually explanatory. Ambiguities or discrepancies within or between such parts shall be explained or rectified by a written instruction issued by the Commission, subject to the rights of the Contractor under Article I.8 should he dispute any such instruction.

## **I – SPECIAL CONDITIONS**

### **ARTICLE I.1 - SUBJECT**

- I.1.1** The subject of the Contract is the Communication via EUROPA – the official website of the EU and other online and printed information and communication products managed by the Directorate General Communication of the European Commission – Editorial, graphical and technical assistance in design, production and maintenance.
- I.1.2** Signature of the Contract imposes no obligation on the Commission to purchase. Only implementation of the Contract through specific contracts is binding on the Commission.
- I.1.3** Once implementation of the Contract has been asked or has commenced, the Contractor shall reply and execute the tasks in accordance with all terms and conditions of the Contract.
- I.1.4** The Contract does not confer on the Contractor any exclusive right to provide the services described in Annex I to the Commission

### **ARTICLE I.2 - DURATION**

- I.2.1** The Contract shall enter into force on the date on which it is signed by the last contracting party.
- I.2.2** Under no circumstances may implementation commence before the date on which the Contract enters into force. Execution of the tasks may under no circumstances begin before the date on which the order or specific contract enters into force.
- I.2.3** The Contract is concluded for a period of twelve months with effect from the date on which it enters into force. This contractual period and all other periods specified in the Contract are calculated in calendar days unless otherwise indicated.
- I.2.4** The orders or specific contracts shall be returned signed before the Contract to which they refer expires.  
  
The Contract shall continue to apply to such specific contracts after its expiry, but no later than 3 months after the date of expiry of the Framework Contract.
- I.2.5** The Contract shall be renewed automatically up to three times under the same conditions, unless written notification to the contrary is sent by one of the contracting parties and received by the other at the latest 2 months before expiry of the period indicated in Article I.2.3. Renewal does not imply any modification or deferment of existing obligations

### ARTICLE I.3 – PRICES

I.3.1 The prices of the services are those indicated in Annex II (the contractors tender)

I.3.2 Prices shall be expressed in EUR.

I.3.3 Prices shall be fixed and not subject to revision for implementation during the first year of duration of the Contract.

From the beginning of the second year of duration of the Contract, each price may be revised upwards or downwards each year, where such revision is requested by one of the contracting parties by registered letter no later than three months before the anniversary of the date on which it was signed. The Commission shall purchase on the basis of the prices in force on the date on which orders or specific contracts are signed. Such prices shall not be subject to revision.

This revision shall be determined by the trend in the harmonised consumer price index "EICP" published for the first time by the Office for Official Publications of the European Communities in the Eurostat monthly bulletin at <http://www.ec.europa.eu/eurostat/>.

Revision shall be calculated in accordance with the following formula:

$$Pr = Po \left( 0,2 + 0,8 \frac{Ir}{Io} \right)$$

where:

- Pr = revised price;
- Po = price in the original tender;
- Io = index for the month of the signature of the contract;
- Ir = index for the month corresponding to the date of receipt of the letter requesting a revision of prices.

### ARTICLE I.4 – IMPLEMENTATION OF THE CONTRACT

Within ten working days of a specific contract being sent by the Commission to the Contractor, the Commission shall receive it back, duly signed and dated.

### ARTICLE I.5 – PAYMENT PERIODS

Monthly requests for payment by the Contractor, in accordance with the instructions laid down in Annex I, shall be admissible if accompanied by:

- a monthly activity report;
- the relevant invoices, indicating the reference number of the Contract and of the order or specific contract to which they refer.

provided the report has been approved by the Commission.

The Commission shall have twenty days from receipt to approve or reject the report, and the Contractor shall have twenty days in which to submit additional information or a new report.

Within 30 days of the date on which the report is approved by the Commission, a payment corresponding to the relevant invoices shall be made.

Invoices have to be issued to the Directorate General Communication of the European Commission based on the specific contracts signed between the contractor and this Directorate General.

#### **ARTICLE I.5 – BANK ACCOUNT**

Payments shall be made to the Contractor's bank account denominated in euro, identified as follows:

Name of bank: **ING BELGIUM**

Address of branch in full: **Rue du Trône, 1, B- 1000 Bruxelles**

Exact designation of account holder: **EUROPEAN SERVICE NETWORK  
SA**

Full account number including codes: **310 1801689 97**

IBAN code: **BE 54 3101 8016 8997**

#### **ARTICLE I.6 – GENERAL ADMINISTRATIVE PROVISIONS**

Any communication relating to the Contract or to its implementation shall be made in writing and shall bear the Contract and order or specific contract numbers. Ordinary mail shall be deemed to have been received by the Commission on the date on which it is registered by the department responsible indicated below. Communications shall be sent to the following addresses:

##### **Commission:**

Mr Bruno Fetelian  
European Commission  
Directorate-General Communication  
Unit C2 – Web and Contact Centre  
B-1049 Brussels  
Tel: +32-2-2967255

##### **Contractor:**

Mr Koenraad Tommissen  
Managing Director  
European Service Network

Galerie Ravenstein, 4  
B-1000 Brussels  
Tel: + 32 2 646 40 20  
Fax: + 32 2 640 42 81  
Email: info@esn.eu

#### **ARTICLE I.7 – APPLICABLE LAW AND SETTLEMENT OF DISPUTES**

- I.7.1 The Contract shall be governed by the national substantive law of Belgium.
- I.7.2 Any dispute between the parties resulting from the interpretation or application of the Contract which cannot be settled amicably shall be brought before the courts of Brussels.

#### **ARTICLE I.8 – DATA PROTECTION**

Any personal data included in or relating to the Contract, including its execution, shall be processed pursuant to Regulation (EC) No 45/2001 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. It shall be processed solely for the purposes of the performance, management and follow-up of the Contract by the assistant of the Director General without prejudice to possible transmission to the bodies charged with a monitoring or inspection task in conformity with Community law. The Contractor shall have the right of access to his personal data and the right to rectify any such data that is inaccurate or incomplete. Should the Contractor have any queries concerning the processing of his personal data, he shall address them to the assistant of the Director General. The Contractor shall have right of recourse at any time to the European Data Protection Supervisor.

## **II – GENERAL CONDITIONS**

### **ARTICLE II. 1 – PERFORMANCE OF THE CONTRACT**

- II.1.1 The Contractor shall perform the Contract to the highest professional standards. The Contractor shall have sole responsibility for complying with any legal obligations incumbent on him, notably those resulting from employment, tax and social legislation.
- II.1.2 The Contractor shall have sole responsibility for taking the necessary steps to obtain any permit or licence required for performance of the Contract under the laws and regulations in force at the place where the tasks assigned to him are to be executed.
- II.1.3 Without prejudice to Article II.3 any reference made to the Contractor's staff in the Contract shall relate exclusively to individuals involved in the performance of the Contract.
- II.1.4 The Contractor must ensure that any staff performing the Contract have the professional qualifications and experience required for the execution of the tasks assigned to him.
- II.1.5 The Contractor shall neither represent the Commission nor behave in any way that would give such an impression. The Contractor shall inform third parties that he does not belong to the European public service.
- II.1.6 The Contractor shall have sole responsibility for the staff who execute the tasks assigned to him.

The Contractor shall make provision for the following employment or service relationships with his staff:

- staff executing the tasks assigned to the Contractor may not be given orders direct by the Commission;
  - the Commission may not under any circumstances be considered to be the staff's employer and the said staff shall undertake not to invoke in respect of the Commission any right arising from the contractual relationship between the Commission and the Contractor.
- II.1.7 In the event of disruption resulting from the action of a member of the Contractor's staff working on Commission premises or in the event of the expertise of a member of the Contractor's staff failing to correspond to the profile required by the Contract, the Contractor shall replace him without delay. The Commission shall have the right to request the replacement of any such member of staff, stating its reasons for so doing. Replacement staff must have the necessary qualifications and be capable of performing the Contract under the same contractual conditions. The Contractor shall be responsible for

any delay in the execution of the tasks assigned to him resulting from the replacement of staff in accordance with this Article.

**II.1.8** Should any unforeseen event, action or omission directly or indirectly hamper execution of the tasks, either partially or totally, the Contractor shall immediately and on his own initiative record it and report it to the Commission. The report shall include a description of the problem and an indication of the date on which it started and of the remedial action taken by the Contractor to ensure full compliance with his obligations under the Contract. In such event the Contractor shall give priority to solving the problem rather than determining liability.

**II.1.9** Should the Contractor fail to perform his obligations under the Contract in accordance with the provisions laid down therein, the Commission may - without prejudice to its right to terminate the Contract - reduce or recover payments in proportion to the scale of the failure. In addition, the Commission may impose penalties or liquidated damages provided for in Article II.16.

## **ARTICLE II. 2 – LIABILITY**

**II.2.1** The Commission shall not be liable for damage sustained by the Contractor in performance of the Contract except in the event of wilful misconduct or gross negligence on the part of the Commission.

**II.2.2** The Contractor shall be liable for any loss or damage caused by himself in performance of the Contract, including in the event of subcontracting under Article II.13. The Commission shall not be liable for any act or default on the part of the Contractor in performance of the Contract.

**II.2.3** The Contractor shall provide compensation in the event of any action, claim or proceeding brought against the Commission by a third party as a result of damage caused by the Contractor in performance of the Contract.

**II.2.4** In the event of any action brought by a third party against the Commission in connection with performance of the Contract, the Contractor shall assist the Commission. Expenditure incurred by the Contractor to this end may be borne by the Commission.

**II.2.5** The Contractor shall take out insurance against risks and damage relating to performance of the Contract if required by the relevant applicable legislation. He shall take out supplementary insurance as reasonably required by standard practice in the industry. A copy of all the relevant insurance contracts shall be sent to the Commission should it so request.



### ARTICLE II. 3 - CONFLICT OF INTERESTS

II.3.1 The Contractor shall take all necessary measures to prevent any situation that could compromise the impartial and objective performance of the Contract. Such conflict of interests could arise in particular as a result of economic interest, political or national affinity, family or emotional ties, or any other relevant connection or shared interest. Any conflict of interests which could arise during performance of the Contract must be notified to the Commission in writing without delay. In the event of such conflict, the Contractor shall immediately take all necessary steps to resolve it.

The Commission reserves the right to verify that such measures are adequate and may require additional measures to be taken, if necessary, within a time limit which it shall set. The Contractor shall ensure that his staff, board and directors are not placed in a situation which could give rise to conflict of interests. Without prejudice to Article II.1 the Contractor shall replace, immediately and without compensation from the Commission, any member of his staff exposed to such a situation.

II.3.2 The Contractor shall abstain from any contact likely to compromise his independence.

II.3.3 The Contractor declares:

- that he has not made and will not make any offer of any type whatsoever from which an advantage can be derived under the Contract,
- that he has not granted and will not grant, has not sought and will not seek, has not attempted and will not attempt to obtain, and has not accepted and will not accept, any advantage, financial or in kind, to or from any party whatsoever, where such advantage constitutes an illegal practice or involves corruption, either directly or indirectly, inasmuch as it is an incentive or reward relating to performance of the Contract.

II.3.4 The Contractor shall pass on all the relevant obligations in writing to his staff, board, and directors as well as to third parties involved in performance of the Contract. A copy of the instructions given and the undertakings made in this respect shall be sent to the Commission should it so request.

## **ARTICLE II. 4 – INVOICING AND PAYMENTS**

### **II.4.1 Pre-financing:**

Where required by Article I.5.1, the Contractor shall provide a financial guarantee in the form of a bank guarantee or equivalent supplied by a bank or an authorised financial institution (guarantor) equal to the amount indicated in the same Article to cover pre-financing under the Contract. Such guarantee may be replaced by a joint and several guarantee by a third party.

The guarantor shall pay to the Commission at its request an amount corresponding to payments made by it to the Contractor which have not yet been covered by equivalent work on his part.

The guarantor shall stand as first-call guarantor and shall not require the Commission to have recourse against the principal debtor (the Contractor).

The guarantee shall specify that it enters into force at the latest on the date on which the Contractor receives the pre-financing. The Commission shall release the guarantor from its obligations as soon as the Contractor has demonstrated that any pre-financing has been covered by equivalent work. The guarantee shall be retained until the pre-financing has been deducted from interim payments or payment of the balance to the Contractor. It shall be released the following month. The cost of providing such guarantee shall be borne by the Contractor.

### **II.4.2 Interim payment:**

At the end of each of the periods indicated in Annex I the Contractor shall submit to the Commission a formal request for payment accompanied by those of the following documents which are provided for in the Special Conditions:

- an interim technical report in accordance with the instructions laid down in Annex I;
- the relevant invoices indicating the reference number of the Contract and of the order or specific contract to which they refer;
- statements of reimbursable expenses in accordance with Article II.7.

If the report is a condition for payment, on receipt the Commission shall have the period of time indicated in the Special Conditions in which:

- to approve it, with or without comments or reservations, or suspend such period and request additional information; or
- to reject it and request a new report.

If the Commission does not react within this period, the report shall be deemed to have been approved. Approval of the report does not imply recognition either of its regularity or of the authenticity, completeness or correctness of the declarations or information enclosed.

Where the Commission requests a new report because the one previously submitted has been rejected, this shall be submitted within the period of time indicated in the Special Conditions. The new report shall likewise be subject to the above provisions.

#### II.4.3 Payment of the balance:

Within sixty days of completion of the tasks referred to in each order or specific contract, the Contractor shall submit to the Commission a formal request for payment accompanied by those of the following documents, which are provided for in the Special Conditions:

- a final technical report in accordance with the instructions laid down in Annex I;
- the relevant invoices indicating the reference number of the Contract and of the order or specific contract to which they refer;
- statements of reimbursable expenses in accordance with Article II.7.

If the report is a condition for payment, on receipt the Commission shall have the period of time indicated in the Special Conditions in which:

- to approve it, with or without comments or reservations, or suspend such period and request additional information; or
- to reject it and request a new report.

If the Commission does not react within this period, the report shall be deemed to have been approved. Approval of the report does not imply recognition either of its regularity or of the authenticity, completeness or correctness of the declarations and information enclosed.

Where the Commission requests a new report because the one previously submitted has been rejected, this shall be submitted within the period of time indicated in the Special Conditions. The new report shall likewise be subject to the above provisions.

### **ARTICLE II. 5 – GENERAL PROVISIONS CONCERNING PAYMENTS**

II.5.1 Payments shall be deemed to have been made on the date on which the Commission's account is debited.

II.5.2 The payment periods referred to in Article I.5 may be suspended by the Commission at any time if it informs the Contractor that his payment request is not admissible, either because the amount is not due or because the necessary supporting documents have not been properly produced. In case of doubt on the eligibility of the expenditure indicated in the payment request, the Commission may suspend the time limit for payment for the purpose of further verification, including an on-the-spot check, in order to ascertain, prior to payment, that the expenditure is eligible.

The Commission shall notify the Contractor accordingly by registered letter with acknowledgment of receipt or equivalent. Suspension shall take effect from the date of dispatch of the letter. The remainder of the period referred to in Article I.5 shall begin to run again once the suspension has been lifted.

II.5.3 In the event of late payment the Contractor may claim interest within two months of receiving the payment. Interest shall be calculated at the rate applied by the European Central Bank to its most recent main refinancing operations ("*the reference rate*") plus seven percentage points ("*the margin*"). The reference rate in force on the first day of the month in which the payment is due shall apply. Such interest rate is published in the C series of the Official Journal of the European Union. Interest shall be payable for the period elapsing from the calendar day following expiry of the time limit for payment up to the day of payment. Suspension of payment by the Commission may not be deemed to constitute late payment.

## **ARTICLE II. 6 – RECOVERY**

II.6.1 If total payments made exceed the amount actually due or if recovery is justified in accordance with the terms of the Contract, the Contractor shall reimburse the appropriate amount in euro on receipt of the debit note, in the manner and within the time limits set by the Commission.

II.6.2 In the event of failure to pay by the deadline specified in the request for reimbursement, the sum due shall bear interest at the rate indicated in Article II.5.3. Interest shall be payable from the calendar day following the due date up to the calendar day on which the debt is repaid in full.

II.6.3 In the event of failure to pay by the deadline specified in the request for reimbursement, the Commission may, after informing the Contractor, recover amounts established as certain, of a fixed amount and due by offsetting, in cases where the Contractor also has a claim on the Communities that is certain, of a fixed amount and due. The Commission may also claim against the guarantee, where provided for.

## **ARTICLE II. 7 - REIMBURSEMENTS**

II.7.1 Where provided by the Special Conditions or by Annex I, the Commission shall reimburse the expenses that are directly connected with execution of the tasks on production of original supporting documents, including receipts and used tickets.

II.7.2 Travel and subsistence expenses shall be reimbursed, where appropriate, on the basis of the shortest itinerary.

II.7.3 Travel expenses shall be reimbursed as follows:

- a) travel by air shall be reimbursed up to the maximum cost of an economy class ticket at the time of the reservation;
- b) travel by boat or rail shall be reimbursed up to the maximum cost of a first class ticket;

- c) travel by car shall be reimbursed at the rate of one first class rail ticket for the same journey and on the same day;
- d) travel outside Community territory shall be reimbursed under the general conditions stated above provided the Commission has given its prior written agreement.

II.7.4 Subsistence expenses shall be reimbursed on the basis of a daily allowance as follows:

- a) for journeys of less than 200 km (return trip) no subsistence allowance shall be payable;
- b) daily subsistence allowance shall be payable only on receipt of a supporting document proving that the person concerned was present at the place of destination;
- c) daily subsistence allowance shall take the form of a flat-rate payment to cover all subsistence expenses, including accommodation, meals, local transport, insurance and sundries;
- d) daily subsistence allowance, where applicable, shall be reimbursed at the rate specified in Article I.3.

II.7.5 The cost of shipment of equipment or unaccompanied luggage shall be reimbursed provided the Commission has given prior written authorisation.

#### **ARTICLE II. 8 – OWNERSHIP OF THE RESULTS - INTELLECTUAL AND INDUSTRIAL PROPERTY**

Any results or rights thereon, including copyright and other intellectual or industrial property rights, obtained in performance of the Contract, shall be owned solely by the Community, which may use, publish, assign or transfer them as it sees fit, without geographical or other limitation, except where industrial or intellectual property rights exist prior to the Contract being entered into.

#### **ARTICLE II. 9 – CONFIDENTIALITY**

II.9.1. The Contractor undertakes to treat in the strictest confidence and not make use of or divulge to third parties any information or documents which are linked to performance of the Contract. The Contractor shall continue to be bound by this undertaking after completion of the tasks.

II.9.2. The Contractor shall obtain from each member of his staff, board and directors an undertaking that they will respect the confidentiality of any information which is linked, directly or indirectly, to execution of the tasks and that they will not divulge to third parties or use for their own benefit or that of any third party any document or information not available publicly, even after completion of the tasks.

## ARTICLE II.10 - USE, DISTRIBUTION AND PUBLICATION OF INFORMATION

- II.10.1 The Contractor shall authorise the Commission to process, use, distribute and publish, for whatever purpose, by whatever means and on whatever medium, any data contained in or relating to the Contract, in particular the identity of the Contractor, the subject matter, the duration, the amount paid and the reports. Where personal data is concerned, Article I.9 shall apply.
- II.10.2 Unless otherwise provided by the Special Conditions, the Commission shall not be required to distribute or publish documents or information supplied in performance of the Contract. If it decides not to publish the documents or information supplied, the Contractor may not have them distributed or published elsewhere without prior written authorisation from the Commission.
- II.10.3 Any distribution or publication of information relating to the Contract by the Contractor shall require prior written authorisation from the Commission and shall mention the amount paid by the Community. It shall state that the opinions expressed are those of the Contractor only and do not represent the Commission's official position.
- II.10.4 The use of information obtained by the Contractor in the course of the Contract for purposes other than its performance shall be forbidden, unless the Commission has specifically given prior written authorisation to the contrary.

## ARTICLE II. 11 - TAXATION

- II.11.1 The Contractor shall have sole responsibility for compliance with the tax laws which apply to him. Failure to comply shall make the relevant invoices invalid.
- II.11.2 The Contractor recognises that the Commission is, as a rule, exempt from all taxes and duties, including value added tax (VAT), pursuant to the provisions of Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Communities.
- II.11.3 The Contractor shall accordingly complete the necessary formalities with the relevant authorities to ensure that the goods and services required for performance of the Contract are exempt from taxes and duties, including VAT.
- II.11.4 Invoices presented by the Contractor shall indicate his place of taxation for VAT purposes and shall specify separately the amounts not including VAT and the amounts including VAT.

## ARTICLE II. 12 – FORCE MAJEURE

- II.12.1 Force majeure shall mean any unforeseeable and exceptional situation or event beyond the control of the contracting parties which prevents either of them from performing any of their obligations under the Contract, was not due to error or negligence on their part or on the part of a subcontractor, and could not have been avoided by the exercise of due diligence. Defects in equipment or material or delays in making it available, labour disputes, strikes or financial problems cannot be invoked as force majeure unless they stem directly from a relevant case of force majeure.
- II.12.2 Without prejudice to the provisions of Article II.1.8, if either contracting party is faced with force majeure, it shall notify the other party without delay by registered letter with acknowledgment of receipt or equivalent, stating the nature, likely duration and foreseeable effects.
- II.12.3 Neither contracting party shall be held in breach of its contractual obligations if it has been prevented from performing them by force majeure. Where the Contractor is unable to perform his contractual obligations owing to force majeure, he shall have the right to remuneration only for tasks actually executed.
- II.12.4 The contracting parties shall take the necessary measures to reduce damage to a minimum.

## ARTICLE II. 13 – SUBCONTRACTING

- II.13.1 The Contractor shall not subcontract without prior written authorisation from the Commission nor cause the Contract to be performed in fact by third parties.
- II.13.2 Even where the Commission authorises the Contractor to subcontract to third parties, he shall none the less remain bound by his obligations to the Commission under the Contract and shall bear exclusive liability for proper performance of the Contract.
- II.13.3 The Contractor shall make sure that the subcontract does not affect rights and guarantees to which the Commission is entitled by virtue of the Contract, notably Article II.17.

## ARTICLE II. 14 – ASSIGNMENT

II.14.1 The Contractor shall not assign the rights and obligations arising from the Contract, in whole or in part, without prior written authorisation from the Commission.

II.14.2 In the absence of the authorisation referred to in 1 above, or in the event of failure to observe the terms thereof, assignment by the Contractor shall not be enforceable against and shall have no effect on the Commission.

## ARTICLE II. 15 – TERMINATION BY THE COMMISSION

II.15.1 The Commission may terminate the Contract, a pending order or a specific contract in the following circumstances:

- (a) where the Contractor is being wound up, is having his affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) where the Contractor has been convicted of an offence concerning his professional conduct by a judgment which has the force of *res judicata*;
- (c) where the Contractor has been guilty of grave professional misconduct proven by any means which the Commission can justify;
- (d) where the Contractor has not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which he is established or with those of the country applicable to the Contract or those of the country where the Contract is to be performed;
- (e) where the Commission seriously suspects the Contractor of fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- (f) where the Contractor is in breach of his obligations under Article II.3;
- (g) where the Contractor was guilty of misrepresentation in supplying the information required by the Commission as a condition of participation in the Contract procedure or failed to supply this information;
- (h) where a change in the Contractor's legal, financial, technical or organisational situation could, in the Commission's opinion, have a significant effect on the performance of the Contract;



- (i) where execution of the tasks under a pending order or a specific contract has not actually commenced within fifteen days<sup>1</sup> of the date foreseen, and the new date proposed, if any, is considered unacceptable by the Commission;
- (j) where the Contractor is unable, through his own fault, to obtain any permit or licence required for performance of the Contract;
- (k) where the Contractor, after receiving formal notice in writing to comply, specifying the nature of the alleged failure, and after being given the opportunity to remedy the failure within a reasonable period following receipt of the formal notice, remains in serious breach of his contractual obligations.

**II.15.2** In case of force majeure, notified in accordance with Article II.12, either contracting party may terminate the Contract, where performance thereof cannot be ensured for a period corresponding to at least to one fifth of the period laid down in Article I.2.3.

**II.15.3** Prior to termination under point e), h) or k), the Contractor shall be given the opportunity to submit his observations.

Termination shall take effect on the date on which a registered letter with acknowledgment of receipt terminating the Contract is received by the Contractor, or on any other date indicated in the letter of termination.

**II.15.4** Consequences of termination:

In the event of the Commission terminating the Contract or a pending order or specific contract in accordance with this Article and without prejudice to any other measures provided for in the Contract, the Contractor shall waive any claim for consequential damages, including any loss of anticipated profits for uncompleted work. On receipt of the letter terminating the Contract, the Contractor shall take all appropriate measures to minimise costs, prevent damage, and cancel or reduce his commitments. He shall draw up the documents required by the Special Conditions for the tasks executed up to the date on which termination takes effect, within a period not exceeding sixty days from that date.

The Commission may claim compensation for any damage suffered and recover any sums paid to the Contractor under the Contract.

On termination the Commission may engage any other contractor to execute or complete the services. The Commission shall be entitled to claim from the Contractor all extra costs incurred in doing so, without prejudice to any other rights or guarantees enforceable under the Contract.

---

<sup>1</sup> This period can be modified in the Special Conditions depending on the nature of the contract.

## **ARTICLE II. 16 – LIQUIDATED DAMAGES**

Should the Contractor fail to perform his obligations under the Contract within the time limits set by the Contract, then, without prejudice to the Contractor's actual or potential liability incurred in relation to the Contract or to the Commission's right to terminate the Contract, the Commission may decide to impose liquidated damages of 0.2%<sup>2</sup> of the amount of the relevant purchase per calendar day of delay. The Contractor may submit arguments against this decision within thirty days of notification by registered letter with acknowledgement of receipt or equivalent. In the absence of reaction on his part or of written withdrawal by the Commission within thirty days of the receipt of such arguments, the decision imposing the liquidated damages shall become enforceable. These liquidated damages shall not be imposed where there is provision for interest for late completion. The Commission and the Contractor expressly acknowledge and agree that any sums payable under this Article are in the nature of liquidated damages and not penalties, and represent a reasonable estimate of fair compensation for the losses that may be reasonably anticipated from such failure to perform obligations.

## **ARTICLE II. 17 – CHECKS AND AUDITS**

- II.17.1 Pursuant to Article 142 of the Financial Regulation applicable to the general budget of the European Communities, the European Court of Auditors shall be empowered to audit the documents held by the natural or legal persons receiving payments from the budget of the European Communities from signature of the Contract up to five years after payment of the balance of the last implementation.
- II.17.2 The Commission or an outside body of its choice shall have the same rights as the European Court of Auditors for the purpose of checks and audits limited to compliance with contractual obligations from signature of the Contract up to five years after payment of the balance of the last implementation.
- II.17.3 In addition, the European Anti-Fraud Office may carry out on-the-spot checks and inspections in accordance with Council Regulation (Euratom, EC) No 2185/96 and Parliament and Council Regulation (EC) No 1073/1999 from signature of the Contract up to five years after payment of the balance of the last implementation.

## **ARTICLE II. 18 – AMENDMENTS**

Any amendment to the Contract shall be the subject of a written agreement concluded by the contracting parties. An oral agreement shall not be binding on the contracting parties. An order or a specific contract may not be deemed to constitute an amendment to the Contract.

---

<sup>2</sup> The daily rate for liquidated damages may be modified in the Special Conditions where the subject of the contract so justifies.

## ARTICLE II. 19 – SUSPENSION OF THE CONTRACT

Without prejudice to the Commission's right to terminate the Contract, the Commission may at any time and for any reason suspend execution of the Contract, pending orders or specific contracts or any part thereof. Suspension shall take effect on the day the Contractor receives notification by registered letter with acknowledgment of receipt or equivalent, or at a later date where the notification so provides. The Commission may at any time following suspension give notice to the Contractor to resume the work suspended. The Contractor shall not be entitled to claim compensation on account of suspension of the Contract, of the orders or specific contracts, or of part thereof.

### **SIGNATURES**

For the Contractor,

For the Commission,

European service network – Intrasoft  
Consortium  
Mr Koenraad Tommissen,  
Managing Director

Mr Panayotis CARVOUNIS  
Deputy Director General  
DG Communication

signature: \_\_\_\_\_

signature: \_\_\_\_\_

Done at Brussels,

Done at Brussels,

In duplicate in English.

08 MAI 2008

