

Contract of services

INSTITUTE OF LANDSCAPE ECOLOGY of the Slovak Academy of Sciences
Štefánikova 3, P.O. Box 254
SK-814 99 Bratislava
Slovakia

and

Michala Mariňáková
Czech Republic

Number of ILE SAS contract: **01/2017 – NEEMO EEIG**

Date:

Dear Mrs. Mariňáková,

Following the interview held and hence confirming the agreements reached with yourself, we would like to confirm your assignment as a consultant to be carried out, with our collaboration, in the framework of the project **„Monitoring of LIFE projects (action grants and operating grants) communication about the LIFE programme and other linked activities“** to be carried out in different EU and Mediterranean countries by the NEEMO EEIG.

The above-mentioned contract was awarded to **NEEMO EEIG** and part-performed by Institute of Landscape Ecology of the Slovak Academy of Sciences in Bratislava (ILE SAS)

The assignment will be entrusted to you on the following conditions, formalities and terms:

A. Subject of the offer

In relation to the requirements expressed by DG Environment, hereafter "the Client", and following a preliminary evaluation of these needs conducted by ourselves, we confirm the assignment in:

Participating on the Training of NEEMO experts in Brussels, held on 13. – 16.6 2017.

B. Formalities to be undertaken for the position

You have been already presented to the Client, who we notified regarding your nomination and your professional Curriculum Vitae. The client approved your Curriculum Vitae and agreed that you are qualified to undertake the position in question.

As far as your assignment is concerned, you must fully respect a professional code of conduct, hence avoiding everything that could constitute prejudice towards the prestige of your function and our company image.

Your assignment will be carried out from 13. – 16.6.2017.

For any administrative issue, including anticipated payments of air tickets you will have to be in contact with ILE SAS via the following persons:

Dr. Július Oszlányi	and	Dr. Peter Bezák
Leader of ILE SAS part of the project		Expert

Phone:

Fax:

e-mail:

You should therefore contact the above-mentioned experts in order to agree upon the tasks related to your professional qualifications, for all aspects for which it is decided that you are competent.

You must also inform both of our above-mentioned experts and our Client about the advancing state of the tasks you are working on, whenever you retain necessary. The collaboration supplied in the team activity will be achieved with full respect for your professional and organizational independence.

It is intended that you must respect the general rules for the internal and external relationships, which are defined in the Quality Manual based on the UNI EN ISO 9001 and the UNI EN 29004/2 norms.

C. Fees

For the period of your engagement selection process in 2017, the two parties agreed on a daily fee of **250.00** EUR.

This amount due as honoraria will be invoiced by you following the general rules applicable for the contract with the Client after the end date of this contract. You will submit an invoice for an amount equal to the agreed daily fee multiplied by the cumulative number of the days worked in the respective period of the contract. The cumulative number of the days worked must not exceed **the number of 4 days** . You will submit the NEEMO digital timesheet (using excel file template provided by the NEEMO management) and signed digital timesheets (pdf file). The ILE SAS payment order will be sent to current bank account indicated in your honoraria invoice within 30 days after the date of receiving your invoice and respective timesheets. In case of delayed payment, the amount to be paid will be accrued by 0.5 % interest on a monthly basis.

The DSA and travel expenses will be invoiced by you following the general rules specified by the NEEMO directors and managers and applicable for the contract with the Client. Reimbursement of the DSA and travel invoices will be performed by the ILE SAS not later than 20 working days after receiving all the correctly filled in DSA and travel documents. DSA form must be delivered in digital version (using excel file template provided by the NEEMO management) and in the signed digital version (pdf file), at the same time original paper travel documents must be delivered together with

the scanned version (pdf file). In case of delayed payment, the amount to be paid will be accrued by 0.5 % interest on a monthly basis.

You will send the invoices, timesheets and DSA and travel reimbursement documents to the address of the Institute of Landscape Ecology of the Slovak Academy of Sciences, Štefánikova 3, P.O. Box 254, 814 99 Bratislava, Slovakia.

Your invoices shall explicitly mention the fact that the value is not subject to VAT imposition.

You hereby declare, that you meet all the local and national regulations concerning income tax, medical, social and other obligatory insurance.

A successive withdrawal from the position held before the attainment of the relative objectives will involve the right to compensation only for tasks already completed, if they are independently valid. In any case, the responsibility for any damages incurred that follow your withdrawal or your errors will remain in your charge.

The present position requires autonomous working relationships.

The place of jurisdiction: Bratislava

Applied Law: Slovakia

We ask that you return a signed copy of the present document as soon as possible thus confirming that you accept this contract of work (assignment) and its conditions.

We also take this opportunity to offer you our best regards,

Dr. Zita Izakovičová
Director
Institute of Landscape Ecology of SAS

Mrs. Mariňáková

Date:

Date:

Signature:

Signature: