

**Consortium agreement on**

**European Topic Center**

**on Biological Diversity**

**2019-2021**

under Article 1.2.3 of the Special Conditions of the  
Framework Partnership Agreement number OCP/EEA/NSS/18/OOI-ETC/BD

## General Information

The parties to this Agreement and their legal representatives are the following: "

The

Muséum National d'Histoire Naturelle (MNHN)" established in France, 57, rue Cuvier, 75231 Paris cedex 5, the partner acting as Coordinator of the consortium (hereinafter referred to as the "Coordinator"), which is represented by Mr Bruno David, Président

And

- Umweltbundesamt GmbH (UBA), established in Austria, Spittelauer Lände 5, 1090 Vienna, represented by Ms Monika Mörth, MAS, Managing Director and Mag. Georg Rebernig, Managing Director,

Ecologic Institute gemeinnützige GmbH (Ecologic), established in Germany, Pfalzburger Strasse 43-44, Berlin, represented by Dr Camilla Bausch, Scientific Director and CEO,

Institute of Landscape Ecology of the Slovak Academy of Sciences (ILE-SAS), established in Slovakia, Štefánikova 3, P.O. Box 254, 814 99 Bratislava, represented by Dr Zita Izakovičová, Director,

JNCC Support Co (JNCC), established in the United Kingdom, Monkstone House, City Road, PE11 1JY Peterborough, represented by David Burton, Finance Manager,

Stichting Naturalis Biodiversity Center (Naturalis), established in The Netherlands, Darwinweg 2, 2333 CR Leiden, represented by Edwige J. F.B. van Huis, General Director,

Nature Conservation Agency of the Czech Republic (NCA CR), established in Czech Republic, Kaplanova 1931, 148 00 Praha 11, Chodov, represented by Dr František Pelc, Director,

Space4environment sarl (S4E), established in Luxembourg, 48 rue Gabriel Lippmann, 6947 Niederanven, represented by Stefan Kleeschulte, Managing Director,

Sveriges lantbruksuniversitet (SLU), established in Sweden, Almas allé 8, Box 7070, 750 07 Uppsala, represented by Lena Tranvik, Head of Unit Swedish Species Information Centre,

Universidad Rey Juan Carlos (URJC), established in Spain, Calle Tulipán s/n., 28933 Móstoles-Madrid, represented by Javier Ramos López, Rector,

Stichting Wageningen Research, Wageningen Environmental Research (WENR), established in The Netherlands, Droevendaalsesteeg 3, 6708 PB Wageningen, represented by Prof.Dr.Ir. Louise O. Fresco, President Executive Board, and LAC. Buchwaldt MBA, Member Executive Board,

hereinafter jointly referred to as "the Partners" or individually as "Partner" provided that they have signed the Consortium Agreement.

The Coordinator and the partners are jointly hereinafter referred to as "Parties" or individually as "Party"

WHEREAS the Parties wish to co-operate over the project European Topic Centre on Biological Diversity 2019-2021, hereinafter referred to as "ETC-BO 2019-2021".

## Preamble

This partnership results from discussions and negotiations between the Parties in response to the open call for proposals for the ETC/BO 2019-2021 launched by the European Environment Agency hereinafter referred to as "the EEA".

The Parties have successfully submitted a proposal for the award of a framework partnership agreement hereinafter referred to as "FPA" concerning the ETC/BO 2019-2021.

The present Consortium Agreement is required by Article 1.2.3 of the 'Special Conditions of the FPA number 'OCP/EEA/INSS/18/001-ETC/BO.

The way the parties will support the EEA is broadly described in the proposal for the ETC/BO 2019-2021 submitted by the Consortium, the common objectives of the EEA and of the Parties justifying the setting up of this partnership are detailed in Annex I (Terms of Reference WOCP/EEA/INSS/18/001-ETC/BO) and in Annex II (Consortium's Proposal submitted on 30 April 2018) of the FPA

The Parties wish to specify or supplement binding commitments among themselves in addition to the provisions of the FPA and the specific Agreements to be signed by the Parties and the EEA.

This Consortium Agreement is drafted in English. The partners may consider making translations into their national languages and certify them to facilitate use and understanding by all those involved in the ETC/BD 2019-2021.

## Article 1. Definitions

The terms used in this Consortium Agreement shall have the same meaning as in the FPA.

In all instances, until the completion of the project ETC/BO 2019-2021, conditions laid down in the FPA and/or in any specific agreement to be signed override the terms contained in this agreement.

## Article 2. Subject of the Agreement

- 2.1 The purpose of this Consortium Agreement is to set out the internal operation and management of the Consortium forming the ETC/BO 2019-2021.
- 2.2 Further, it aims to facilitate the execution of the work set out in Annex I of the FPA in accordance with the Special Conditions and General Conditions (including legal and administrative provisions and financial provisions) of the FPA and any Specific Agreements that may be signed under the FPA.
- 2.3 This Agreement is only valid and applicable to the operation of the Consortium in the framework of the ETC/BO 2019-2021.
- 2.4 Nothing contained in this Consortium Agreement shall constitute or be deemed to constitute either a partnership or any other formal business organisation or legal entity between the Partners other than for the operation under the FPA.
- 2.5 Signature of this Consortium Agreement by the partners does not guarantee a systematic share of the annual budget granted to the Consortium by the EEA.

## Article 3. Composition of the consortium

- 3.1 The consortium is composed of the Coordinator and the partners.
- 3.2 An entity becomes a partner to the Consortium upon signature of this Consortium Agreement by the duly authorised representative designated provided the Party has also signed and returned the Accession Form to the FPA.
- 3.3 The evolution of the Consortium is ruled by Articles 1.2.6 and 1.2.7 of the Framework Partnership Agreement. The accession to the Consortium of any new Partner shall be approved by the ETC Management Committee according to the procedure set below. Any new Partner acceding to the FPA is automatically bound to the provisions of this Consortium Agreement.
- 3.4 A new entity becomes a Partner to the Consortium Agreement upon signature of the accession document [Attachment 1] by the new Party and the Coordinator.

#### Article 4. Duration

- 4.1 This Consortium Agreement shall have effect from 1 January 2019 and shall be concluded for a period of 36 months.

#### Article 5. Organisational Provisions

- 5.1 The general organisation and operation of the Consortium is briefly described in the proposal for the ETC/BO submitted by this Consortium (Annex II of the FPA).

- 5.2 The Coordinator is the intermediary between the Partners, and the EEA. The Coordinator will be mainly involved through the core team with staff working full time on the ETC/BO project. The role of the ETC Manager, the ETC Administrator and the ETC Task managers are described below. In addition the Coordinator is responsible for:

- administering the financial contribution of the EEA and transfer the funds due to Partners,
  - keeping the address list of Partners and other contact persons updated and available,
  - keeping meeting calendar updated and sending it to all concerned staff at the Partner organisations and at the EEA,
  - writing and sending a newsletter twice a year.
- 5.3 The following structures and roles are set by the Consortium to develop, implement and monitor the work programmes of the ETC/BD 2019-2021:
  - Manager
  - Deputy Manager
  - Administrator
  - Management Committee
  - Steering group (if relevant, see below)
  - Task Managers

- SA The ETC Manager is the main contact person for all general and strategic management of the consortium. S/he is responsible for supervision of the development and implementation of the work made by the Partners and to manage the ETC on a daily basis by:

- ensuring a direct communication with the EEA, mainly through the EEA head of Biodiversity and Nature management group and keeping Partners informed about relevant decisions and events,
- liaising with the ETC Management Committee and its Chairperson,
- liaising with Task Managers and ensuring quality of all deliverables in line with the Specific Agreements,
- monitoring the work, identifying and solving problems,
- deciding on possible *ad hoc* tasks and activities in agreement with the EEA's relevant Project manager,

- drafting the ETC progress reports and final reports in collaboration with the ETC Administrator, Task managers and Partners,

The ETC Manager, vis-a-vis the administration of the Coordinator (that manages and administers the overall ETC budget) is responsible to validate payment requests from Partners, sub-contractors and suppliers; this involves checking and acknowledgement that work has been done in line with the Specific Agreements and potential subcontracts.

The ETC Manager is a member of the Coordinator's staff working full-time on the ETC/BO project.

- 5.5 The Deputy Manager assists the ETC Manager in strategic framing and planning of EEA-ETC work, participates in strategic meetings together or in replacement of the ETC Manager. The Deputy Manager combines this responsibility with a status of Task manager for one or several tasks of the action plan. The Deputy Manager would likely be the representative of the Coordinator in the possible steering group (see below).

- 5.6 The ETC Administrator will ensure that legal and administrative provisions as well as financial management provisions as specified in the FP-A<sup>10</sup> are respected by the Consortium, the partners and possible subcontractors. In support to the ETC/BO Manager, s/he is responsible for preparing the annual budget and setting up steering tables to monitor and analyse the activity of the ETC/BO consortium. S/he is in charge of all financial reporting to the HA. As such s/he plays a role of interface and coordination with the central services of the Coordinator, the duly authorised financial officer of the Partners and the EEA resource officer. S/he collects and checks accuracy of the financial statement from the partners. S/he compiles and integrates all financial data from partners of the consortium in one global financial report. S/he supervises the transfers of funds to the partners. The ETC Administrator is a member of the Coordinator's staff working full-time on the ETC/BO project.

- 5.7 The Management Committee ('committee' thereafter) is the body where all decisions concerning the organisation and operation of the Consortium under the FPA are taken. The committee shall oversee the implementation of the work programme, discuss and evaluate progress and adopt measures to solve possible problems in implementing the work programme.

Each Partner shall appoint one representative as a member of the committee.

The Chairperson of the committee shall be the representative of one of the Partners other than the Coordinator. The Chairperson is elected by the committee members for a term of one year, which may be renewed.

The committee agrees to the participation of representatives of the EEA; of the European Commission in the committee meetings with full participation rights except in voting.

The committee shall meet ordinarily twice a year - one meeting in early spring and one meeting in autumn - and extraordinarily under proposal of a Partner or the ETC Manager. The meetings of the committee shall be called by the ETC Manager in collaboration with, and after consultation with the Chairperson. The quorum required for the committee meetings is two thirds of the parties to this agreement. In case of

lack of quorum, the decisions taken will be subject to subsequent written confirmation shortly after the meeting,

Committee meetings may exceptionally be held by teleconference or other telecommunication means.

Committee decisions shall be taken, where-ever possible, by consensus. In exceptional cases, and only if consensus is not possible, decisions shall be taken by simple majority of votes of the Partners present; each Partner will have one vote; the Chairperson has a casting vote. The Chairperson of the committee shall decide on the procedure to follow. The decisions of the committee shall be taken during the committee meetings or by written consultation. If an urgent decision is needed: the written consultation shall be launched by the ETC Manager; the Partners have seven working days to express their opinion or vote: the ETC Manager, shall inform the committee members about the outcome of the consultation after agreement of the Chairperson.

The ETC Manager acts as secretary of the committee, assists the chairperson during the committee meetings, and is empowered by the committee to manage all aspects of the Consortium between meetings of the committee.

On its kick-off meeting the management committee may decide to establish a steering group to assist the ETC Manager in the operational implementation of activities in particular to ensure cross-cutting activities with other ETCs. The steering group shall be composed of one representative from the Coordinator, of the Chairperson and 1 representative from 2 of the Partner's organisations appointed by the management committee.

The persons designated shall have good knowledge of the overall work program, be available for regular skype meetings in between management meetings.

5.8 The Task Managers shall be appointed by the ETC Manager in consultation with the committee and according with the specific tasks and activities contracted to the Consortium and after approval of the concerned Partner. Task managers shall be members of the staff of the Coordinator or of the Partners. The role and responsibilities of Task managers are the following:

- plan the work to be done and assist the ETC Manager in the preparation and technical development of the task, plan in line with the Specific Agreement specifications,
- day-to-day coordination of the ETC Partners within the task plan and working contacts with relevant staff from EEA, European Commission and other possible clients,
- progress reporting to the ETC Manager on technical and scientific issues, possible delays, and ways to solve them,
- ensure the quality of drafts provided to the ETC Manager; ensure that the reports and other deliverables are in line with the task plan.

5.9 Each Partner shall appoint qualified staff:

- To act as representative at the management committee;



- To manage the tasks assigned to each Partner and to have an oversight role over project schedule; report to the ETC/BO manager on progress, possible difficulties, delays and be responsible for submitting quarterly progress report on activities.
- To be in charge of all financial aspects linked to the ETC/BO project; the duly authorised financial officer shall have access to time sheets and missions Costs for staff assigned to ETC/BO tasks. The financial officer is in charge of: monitoring the budget allocated for the tasks assigned, preparing and submitting cost statements and providing answers and supporting documents to possible requests for clarification,
- To perform the tasks and activities under each Specific Agreement ..

The name of the persons designated are given in Appendix A, "Representative to the management committee", Appendix B, "Responsible for the work", Appendix C "Authorised responsible financial officer". [..]

Partners shall use all reasonable endeavours to maintain the continuity of its representation throughout the duration of this agreement. In case of replacement, the Partner shall transmit by writing to the Coordinator the name of the new person designated.

English being the working language of the ETC/BO, the persons designated should be able to communicate in English.

In case another expert than those listed in the ETC/BO proposal is appointed by a Partner, a short CV describing his/her skills and expertise should be provided to EEA via the Coordinator.

A Partner may subcontract part of its work according to the provisions of the FPA provided he has received prior written approval from the Coordinator.

## Article 6. Technical Provisions

- 6.1 The technical contribution and resources made available by the Coordinator and by each Partner shall be detailed in the Action Plans as annexed to the Specific Agreements.
- 6.2 The schedule for the different activities, milestones and delivery dates shall be detailed in the Action Plans as annexed to the Specific Agreements and corresponding Task Plans when existing.
- 6.3 Any modification of the initial technical specifications shall be made in writing and using the form in Appendix D.
- 6.4 All deliverables by a Partner specified in the Action Plans shall be sent to the ETC Manager by e-mail. Derogations to this procedure shall be agreed beforehand between the Partner and the ETC Manager. When applicable, the common template given in Appendix I for the cover page of ETC/BO deliverables shall be used.

## Article 7. Financial Provisions

- 7.1 The financial management of the Consortium is fully subject to the provisions set in the Specific Conditions and General Conditions of the FPA.

- 7.2 The yearly budget of the ETC/BO is fixed in the Specific Agreements,
- 7.3 The budget allocation by Partner is indicated in the Specific Agreements. Any substantial modification of the initial budget allocation shall be indicated by the ETC/BO manager to the EEA Resource officer using the form in Appendix D.
- 7.4 Each partner of the consortium commits to co-finance the work of the Consortium by contributing to at least 10% of its allocated share of budget as required by force of Article 1.5- Financing the actions - of the FPA.
- 7.5 The budget allocation shall be reviewed when a reasonable risk exists that the allocated share of budget will not be used by a Partner.
- 7.6 The payments legally due to the Partners by virtue of the Specific Agreements shall be made by the Coordinator as follows:
- Pre financing of the budget allocated (percentage to be specified in Specific Agreements) will be transferred as soon as possible after the Coordinator has received the corresponding EEA payment, beginning of the year.
  - An interim payment will be made once the second technical progress report and the first cost statement have been submitted, upon reception of EEA's approval and as soon as possible after the Coordinator has received the corresponding EEA payments, provided at least 70 % of the pre-financing payment has been used up. The cumulated amount of payments to be done at this interim stage shall not represent more than 70% of the maximum amount of budget allocated.
  - Payment of the balance will be made upon reception of EEA's approval of the final progress report and final cost statement, as soon as possible after the Coordinator has received the corresponding EEA payment.
- 7.7 The partners acknowledge that the financial reporting shall be made according to the EEA Guidelines. In accordance with its own usual accounting practices, each Party shall be solely responsible for justifying its costs with respect to the ETC/BO project towards the EEA. Neither the Coordinator nor any of the other Parties shall be in any way liable or responsible for such justification of Costs towards the EEA.
- 7.8 A Party that is involved in other ETC's or in other projects funded by the EEA shall take all necessary measures to properly charge costs to the proper project.
- 7.9 A party that spends less than its allocated share of the budget as set out in the Specific Agreement will be funded in accordance with its actual duly justified eligible costs.
- 7.10 A party that spends more than its allocated share of the budget as set out in the Specific Agreement will be funded up to 10% more than its allocated share provided there are funds available due to underspending by other Parties.

■

## Article 8. Reporting Provisions

- 8.1 Each Partner shall supply the Coordinator with the required information allowing the delivery of progress reports and final reports to the EEA accordingly with the provisions of the FPA and Specific Agreements. The information to be provided shall include a quarterly progress report (QPR) using the model from Appendix E and Cost statement (CS) and using the models from Appendices F, G and H.
- 8.2 The first technical progress report covering the period January to March shall be delivered by 10 of April. The second technical progress report covering the period April to June shall be delivered by 10 July. The third technical progress report covering the period July to September shall be delivered by 10 October. The final technical report covering the period October to December shall be delivered by 10 January of the year following the work.
- 8.3 A first financial report or Cost statement (CS1) covering the period 1 January to 30 June shall be delivered by 10 July with the second technical progress report. The final financial report or Cost statement (CS2) covering the period 1 July to 31 December shall be delivered by 30 January the following year ..
- 8.4 A calculation of the daily rates of the staff involved in the ETC/BD work shall be submitted with each cost statement using the form in Appendix H.
- 8.5 Progress reports and final financial reports shall be sent by e-mail to the ETC administrator.

## Article 9. Legal Provisions

- 9.1 This Consortium Agreement shall enter into force on 1 January 2019.
- 9.2 It shall be constituted for a period of thirty six months starting from the date of its entry into force, i.e. until the 31 December 2021. Where the actions are carried out after the 31 December 2021, the terms of the Consortium Agreement shall continue to apply until the conclusion of the corresponding specific agreement.
- 9.3 When a Partner withdraws from the Consortium and it ceases its obligations under the FPA (see Article 12.7 of the FPA), it also ceases its obligations and rights under this Consortium Agreement.
- 9.4 When a new Partner accedes to the Consortium (see Article 1.2.6 of the FPA), it automatically accedes to this Consortium Agreement. The Consortium Agreement shall be amended to reflect the accession of a new Partner.
- 9.5 Each Partner takes note of the performance obligations set in the General Conditions of the FPA and commits itself to inform accordingly all members of its staff, and possible subcontractors, participating in the ETC/BD 2019-2021.
- 9.6 The Coordinator and the Partners shall endeavour to amicably settle possible disputes and claims regarding the Framework Partnership Agreement, Specific Agreements and this Consortium Agreement. Failing amicable resolution, such disputes and claims shall be settled by arbitration in accordance with the French rules of arbitration; failing agreement about the arbitration procedure the possible disputes and claims will be referred to the French courts.

## Article 10. Rules for dissemination and use

- 10.1 The Consortium and all persons involved in the work, undertake to preserve the confidentiality of any document, information or other material directly related to the subject of the Agreement that is duly classed as confidential and identified in the Specific Agreements as such.
- 10.2 Any communication or publication by the Consortium, including conferences or seminars, shall indicate that the work has received funding from the EEA and that it was carried out in the FPA of the ETC/BO.

## Article 11. Appendices

- 11.1 This Consortium Agreement includes nine Appendices labelled A to I:

- Appendix A - Persons designated as representative to the management committee
- Appendix B - Person designated to manage the work
- Appendix C - Authorised financial officer
- Appendix D - Work programme change request
- Appendix E - Template for QPR
- Appendix F - Template for CS summary
- Appendix G - Template for CS details by category (national currency)
- Appendix H - Model for daily rate calculation
- Appendix I - Template for the cover page of deliverables

## Article 12. Counterparts

- 12.1 The number of counterparts of this Consortium Agreement is the same as the number of Partners of the Consortium, each of which shall be deemed to be an original.

.

Done in 3 copies, of which two shall be kept by the coordinator, the third be sent to the European Environment Agency by the coordinator

Paris, .

Date: .

For the **Muséumnational d'Histoire naturelle** (MNHN),

Bruno DAVID

President

Done in 3 copies, of which one shall be kept by the coordinator and one by **Ecologic Institut** gernelnnutzlge GmbH'(ECOLOGIC), the third be se nt to the European Environment Agency by the coordinator

Berlin,

Date:

For **Ecologic Institut** gernelnnutzige **GmbH** (ECOLOGIC),  
Dr. Camilla BAUSCH

Scientific Director and CEO

For the coordinator:

**Museum national d'Histoire naturelle**

**.Mr Qruno DAVID, Président**

Signature:

Date:

Done in 3 copies, of which one shall be kept by the coordinator and one by the  
**Institute of landscape Etology of the Slovak Academy of Sciences (I LE SAS)**, the third  
be sent to the European Environment Agency by the coordinator

Bratislava,

Date:

For the Institute of landscape Etology of the Slovak Academy of Sciences (I LE SAS)

Dr Zita IZAKOVICOVA

Director

For the coordinator:

**Museum national d'Histoire naturelle**

**Mr Bruno DAVID, Président**

.

Signature:

Date:

Done in 3 copies, of which one shall be kept by the coordinator and one by the JNCC Support Co. (JNCC), the third be sent to the European Environment Agency by the coordinator

Peterborough,

Date:

For the JNCC Support Co. (JNCC),

Mr David BURTON

Finance Manager

For the coordinator:

**Museum national d'Histoire naturelle**

**Mr Bruno DAVID, Président**

Signature:

Date:



Done in 3 copies, of which one shall be kept by the coordinator and one by **Stichting Naturalis Biodiversity Center** (Naturalis), the third be sent to the European Environment Agency by the coordinator

Leiden,

Date:

For **Stichting Naturalis Biodiversity Center**  
(Naturalis),

Mr Edwin J.F.B van HUIS

General Director

For the coordinator:

**Museum national d'Histoire naturelle**

**Mr Bruno DAVID, Président**

Signature:

Date:

Consortium Agreement ETC/BO 2019-2021

Done in 3 copies, of which one shall be kept by the coordinator and one by Nature Conservation Agency of the Czech Republic (NCA CR), the third be sent to the European Environment Agency by the coordinator

Prague,

Date:

For Nature Conservation Agency of the Czech Republic (NCA CR),

Mr František  
PELC

Director

For the coordinator:

Museum national d'Histoire naturelle

Mr Bruno DAVID, Président

•

Signature:

Date:

Done in 3 copies, of which one shall be kept by the coordinator and one by Space4Environment sàrl (S4E), the third be sent to the European Environment Agency by the coordinator

Niederanven,

Date:

For Space4Environment sàrl (S4E),

Stefan KLEESCHULTE

Managing

Director

For the coordinator:

Museum national d'Histoire naturelle

Mr Bruno DAVID, President

Signature:

Date:

Done in 3 copies, of which one shall be kept by the coordinator and one by Sveriges Lantbruksuniversitet (SLU), the third be sent to the European Environment Agency by the coordinator

Uppsala,

Date:

Mrs Lena TRANVIK

Head of Programme

For the coordinator:

Museum national d'Histoire naturelle

Mr Bruno DAVID, Président

.

Signature:

Date:

Done In 3 copies, of which one shall be kept by the coordinator and one by **Umweltbundesamt GmbH (UBA)**, the third be sent to the European Environment Agency by the coordinator

Vienna,

For the **Umweltbundesamt GmbH (UBA)**,

Ms Monika Morth  
MAS Managing Director

For the coordinator:

**Museum national d'Histoire naturelle**

**Mr Bruno DAVID, Président**

Signature:

Date:

Done in 3 copies, of which one shall be kept by the coordinator and one by the **Universidad Rey Juan Carlos** (URJC), the third be sent to the European Environment Agency by the coordinator

-----

Madrid,

Date: 14th September, 2018

For the **Universidad Rey Juan Carlos** (URJC),

Mr Javier Ramos Lopez

For the coordinator:

**Museum national d'Histoire naturelle**

**Mr Bruno DAVID, Président**

Signature:

Date:

Consortium Agreement ETC/SD 2019-2021

Done in 3 copies, of which one shall be kept by the coordinator and one by **Stichting Wageningen Research, Wageningen Environmental Research** (WENR), the third be sent to the European Environment Agency by the coordinator

Wageningen,

Date: .

For Wageningen **Research, Wageningen Environmental Research** (WENR),

Prof. Dr. R. Louise O. Fresco  
President Executive Board

L.A.C. Buchwaldt MBA  
Member Executive Board

For the coordinator:

**Museum national d'Histoire naturelle**

**Mr Bruno DAVID, Président**

Signature:

Date:

## APPENDIX A – Persons designated as representative to the Management Committee

Partner	Designated person
MNHN	Dominique RICHARD Sophie CONDE
ECOLOGIC	Sandra Naumann
ILE SAS	Lubos Halada
JNCC	Amy McDougall
NATURALIS	Peter Schalk
NCACR	Jan Plesnik
S4E	Stefan Kleeschulte
SLU	Lena Tranvik
UBA	Thomas Ellmauer
URJC	Fernando Santos-Martin
WENR	lawrence Jones-Walters



## APPENDIX B – Persons designated to manage the work

Partner	Designated person
MNHN	Dominique Richard Sophie Condé
ECOLOGIC	Sandra Naumann
ILE SAS	tubos Halada
JNCC	Amy McDougall
NATURALIS	; Wouter Addirik
NCACR	Jan Plesnik
S4E	Stefan Kleeschulte
SLU	Lenatranvik
UBA	Thomas Ellmauer
URJC	Fernando Santos-Martin
WENR	Lawrence Jones-Walters

Partner	Designated person
MNHN	Marie-Claude MOSES
ECOLOGIC,	, Daniela Tings
ILE SAS	Zuzane Kubicova
JNCC	David Burton
NATURALIS	Mil de Reus
NCACR	. Marketa Curatalo Junova
S4E	Inge Kieeschulte
SLU	Emelie Astrom
UBA	Jennifer Maria Tschída
URJC	Juan Manuel Garcia-Carnus
WENR	Inge KonIng

## WORK PROGRAMME CHANGE AGREEMENT

SPECIFIC AGREEMENT  
NUMBER:

ETC/BO PARTNER:

Nature of the change

Adjustment to breakdown of costs

*Re-allocation (by more than 10 percent) of resources between categories of expenses*

D

Adjustment of task/product/service

*Provide explanation of proposed adjustment*

D

Adjustment of time schedule

*Provide explanation of proposed adjustment*

D

Detail of the change

Date of signature:

Date of signature:

For the MNHN:

For the (partner name):

*(name of the ETC/BO Manager)*

*(name of person designated to manage the work)*

## Technical progress on ETC/BD work

**Specific agreement number:**

Partner name: '

Reporting period:

**Name and coding of task:**

*a. Short description of the activities during reporting period:*

*b. Staff involved and time spent:*

Name	Hours worked

*c. Participation in meetings:*

Meeting's name	Organiser	Participant's name	Date	Place

*do Difficulties encountered to fulfil task:*

Date:

Name of person designated to manage the work:

## FORM C - COST STATEMENT SUMMARY (Euro)

Reporting period: \_\_\_\_\_ to \_\_\_\_\_

Name of the partner:

Exchange rate used:

	Amounts for the period		
	Total cost	Agency Contribution	Co-financing
<i>DIRECT COSTS</i>			
Staff costs			
Travel and subsistence			
Durable equipment			
Meeting cost			
Other costs			
<i>SVB TOTAL OF DIRECT COSTS</i>			
Overheads (maximum 20%)			
Subcontracts			
<i>Total</i>			

We certify that

- the above costs are derived from the resources employed which were necessary for the work under the action,
- the costs have incurred and fall within the definition of/eligible costs specified in the framework agreement,
- any necessary permissions of the Agency have been obtained, and full supporting documentation to justify the costs hereby declared, including time sheets, is available for audit

Date:

Date:

Name of person designated to

Name of duly authorized responsible.

manage the work (CAPITAL letters):

Financial Officer (CAPITAL letters):

<http://ec.europa.eu/budget/contractsgrants/infocontracts/infoeuro/infoeuroen.htm>

**APPENDIX G – Model for cost statement details by category (National currency)**

**FORM ci – COST STATEMENT DETAILS BY CATEGORY(National currency)**

Reporting period: ~ \_\_\_\_\_ to \_\_\_\_\_ ~~~

Name of the partner:

Currency:

**Staff costs**

Name	No of working hours	Hourly rate (2 decimals)	Cost (2decimals)
<b>Total</b>			

**Travel and subsistence**

Name	Travel dates (as per ticket)	Destination	Purpose	Travel	Subsistence
<i>Subtotals</i>					
<b>Total</b>					

**Durable equipment**

Description	Price	Date of invoice	Depreciation 36/60 months	% allocation to project	Cost
<b>Total</b>					

**Meeting costs**

	Cost
<b>Travel costs</b> (purpose,dates, receiver's name and organization)	

Subsistence (purpose, dates, receiver's name and organization)
Specification of other meeting costs
Total

Other costs (subject to prior approval of the Agency)

Supplier	Description	Cost
Total		

Subcontracts (in accordance with Article 11.17.2.d, including other specific costs in accordance with Article 11.17.2.f)

Subcontractor	Description	Cost
Total		

## APPENDIX H – Daily rate calculation

Reporting period:

Name of the partner:

Currency:

Annual basic salary

	NAME	NAME	NAME	NAME	NAME
<i>Indicate % of part-time when applicable</i>					

Employer's contribution [if percentage, indicate rate]

Payments of holidays

Christmas payment

Other (allowances, severance payment, etc.)

Gross remuneration per year [national currency]

<i>Description of part-time scheme when applicable</i>					
--	--	--	--	--	--

Nominal working days (5 days/week)

Bank holidays

Annual leave (entitlement)

Other absence (e.g. due to illness, parental leave, etc.)

Actual working days

--	--	--	--	--	--

Working hours per day (excl. lunch):  
[specify]

**Working hours per year (two decimals):**

Daily rate (2 decimals) [national currency]

**Hourly rate (2 decimals) [national currency] - to be used in Form C1**



## APPENDIX I – Template for the cover page of the ETC/BD

(continues next pages)

Prepared by / compiled by:

Organisation: "

EEA project manager: (name/email)

Task Manager: [name/email]

### Version history

Version	Date	Author	Status and description	Distribution
0.1	DD/MM/YYYY		Pre-draft for ETC	To,
1.0	DD/MM/YYYY "		First draft for EEA	
2.0	DD/MM/YYYY		Final draft for EEA	
3.0	DD/MM/YYYY "		Final version for EEA	

# Contents

- 1   **Calibri 22 bold** .....35
  - 1.1 'Calibri '16 bold..... 35
    - 1.1.1 Calibri 14, bold & italics .....35
- 2. Calibri 22 **bold**.....
- 35.
  - 2.1 Calibri 16 bold .....35
    - 2.1.1 Calibri 14, bold & Italics ..... 35
- Annex 1 'Calibri **22**  
bold.....37

# 1      Calibri 22 bold

## 1.1      Calibri 16 bold

Text

Example of a reference (Andréasson et al., 2004).

### 1.1.1 *Calibri 14, bold & italics*

Text

e Example of a list

eExample of a list

Text

# 2      Calibri 22 bold

## 2.1      Calibri 16 bold.

Text

### 2.1.1. *Calibri 14, bold & italics*

Text

References

TextCalibri 11

Text Calibri 11

Text Calibri 11

**Text Calibrlll**

.

..