

# Contract of services

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

and

**Diana Heilmann e.v.**

Number of ILE SAS contract: **3/2019-2022 - NEEMO EEIG**

Dear Ms. Heilmann

Following the interview held and hence confirming the agreements reached with your self, we hereby confirm your assignment as a consultant, with our collaboration within the framework of the project "**Inter-institutional single framework contract for the provision of support for the monitoring of LIFE projects (action grants and operating grants), communication about the LIFE programme and other related activities**" to be carried out in different EU countries by the NEEMO EEIG.

The above-mentioned contract was awarded to NEEMO EEIG and its part is performed by The Institute of Landscape Ecology of the Slovak Academy of Sciences (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 and EASME, hereafter 'the Client', and following a preliminary evaluation of these needs conducted by ourselves, we confirm the assignment in:

*Consultancy and technical assistance as a member of the NEEMO EEIG Central and Eastern European Team, presently implementing the tasks related to supporting the monitoring of LIFE projects and other related activities specified by the directors and managers of NEEMO EEIG*

## **B. Formalities to be undertaken for the position**

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

Your job can be performed both at the Client premises and/or in other locations but should be undertaken without a permanent presence in the Client's organisation and without the execution of functions related to hierarchical-functional positions under the framework of the Client organisation or organisational chart. You should use your own professional skills and tools as much as possible.

Access to our Client and the method for using their organisational structure must be limited and functionally linked to the objective of your assignment and it must be essentially motivated by:

- consultation with staff of the client's organisation;
- consultation of the client organisation's documentation;
- the update and verification of the state of advancement of the operational plan for the completion of your tasks.

Your tasks will be carried out completely autonomously, with independent use of your time and you should be in a position to take decisions on an organisational and technical level. No organisational hierarchical or disciplinary links can bind your collaboration with our organisation and our Client.

The Client cannot be considered as your employer. You will not assume any rights from the working relationship between our Organisation and the Client.

During the progress of your assignment, you should every so often maintain necessary contacts with both the Management of our Client and our company with the aim to:

- present any emerging problems;
- signal the requirements of the Client;
- forecast adjustments to the objectives linked to your task;
- suggest initiatives for the amplification of the intervention area and for extending the task to other specialists.

You are free to undertake other activities, provided that they are not in direct competition and/or incompatible with the obligation linked to this present assignment.

With regard to what will be learnt and what will be achieved during the course of your present assignment, these matters must remain strictly confidential and you are hence required to adhere to a regime of professional secrecy.

You will comply with the principles relating to processing of personal data according to Art. 5.1 of the General Data Protection Regulation (GDPR). This regulation prohibits the unauthorised processing of personal data to which you gain access or knowledge of within the framework of your involvement as member of the working team mentioned above. This obligation shall continue to apply after the termination of your involvement.

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

Your overall assignment will be carried out between **01/01/2019** and will have to be completed by **31/12/2022**. This overall assignment is divided **into five partial assignments** reflecting the signed contract between the Client and the NEEMO EEIG. In particular the following periods are considered: 01/01/2019-30/06/2019, 01/07/2019-

30/06/2020, 01/07/2020-30/06/2021, 01/07/2021-30/06/2022, 01/07/2022-31/12/2022.

**For each of these partial assignments a specific annex is attached as an inseparable part of this contract.**

We have the right to terminate this contract should your performance not be considered satisfactory by the Client or as a consequence of an explicitly motivated request by a ILE SAS member.

As your assignment is specifically performed within the framework of the contract signed between the NEEMO EErG and DG ENY - LIFE Unit and between the NEEMO EEIG and EASME, within the same, based on the contract signed between the NEEMO EErG and ILE SAS, the present contract will automatically end at the moment in which one of the above mentioned contracts terminates, for any reason. ILE SAS will notify you of termination by means of a registered letter.

For any management, technical or financial issues you will have to be in contact with ILE SAS via the following person:

**Dr. Peter Bezák**  
**NEEMO-ILE manager**

For any administrative issues you will have to be in contact with ILE SAS via the following person:

**Dr. Magdaléna Bezáková**  
**NEEMO-ILE administrative person**

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 UN EN ISO 9001 and the UNI EN ISO 29004/2 norms.

### C. Fees and procedures

For the overall assignment, i.e. period **from 01/01/2019 to 31/12/2022**, the two parties agreed on a daily fee of **280 EUR**. However the **daily fee may be changed** for the above mentioned partial assignments upon agreement of the two parties. Change of the daily fee will be declared **in the annex to this contract**.

This amount due as **honoraria** will be invoiced by you every month/three months. 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 monthly/3-month period of the contract. The cumulative number of the days worked for monitoring of open LIFE projects must not exceed the number of days specified in the annex to this contract. You will submit the NEEMO digital timesheet (using the excel file template provided by the NEEMO management and internal ILE SAS excel template) on a monthly basis to the above mentioned person from ILE SAS responsible for administration. The Excel

timesheet must be received by the fifth day of the month following the performed work. After its approval by the administrative person you will submit a signed digital timesheet (pdf).

Additionally, the number of days for regional quality control is paid on the basis of the actual number of days registered in your timesheets, and the number of days for other (specific) tasks, correctly registered in your timesheets, is paid on the basis of figures provided and approved by the NEEMO Central Team and NEEMO directors. *Your* invoices must be structured to reflect days registered under particular tasks in your timesheets: such as providing days under the task of monitoring open projects, or days under task LIFE information day and to reflect sub-activities of the main monitoring task including quality control and common NEEMO meetings. The draft electronic version of your invoice will be submitted to the above mentioned ILE SAS administrative person for validation. Reimbursement of the honoraria invoice will be performed by the ILE SAS after this validation and following submission of your original paper invoice to the above mentioned postal address of ILE SAS office in Bratislava. The ILE SAS payment order will be sent to the current bank account indicated in your honoraria invoice within 30 days of the date of receiving your validated paper invoice and respective timesheets. If payment is delayed the amount to be paid will accrue by 0.5% interest per month.

**The DSA and travel expenses** will be reimbursed following the general rules specified by the NEEMO directors and managers and applicable for the contract with the Client. The DSA form (excel) and copy of all related travel documents in electronic version (pdf) must first be submitted to the above mentioned ILE SAS person responsible for administration shortly after the travel. **After validation** of these documents you will submit 1) a signed digital O A form (pdf) together with signed reimbursement form request or signed invoice (pdf) to the ILE SAS administrative person and 2) signed paper DSA form, original paper travel documents and signed paper reimbursement form request or signed paper invoice to the above mentioned postal address of ILE SAS office in Bratislava.

Reimbursement of the DSA and travel invoices will be performed by the ILE SAS not later than 20 working days after receiving validated original paper version of all document mentioned above under point 2. If payment is delayed, the amount to be paid will accrue by 0.5% interest per month.

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.**

#### **D. Termination and damage**

Both parties to this contract have the right to terminate it with a notice period of **two months**. Notice must be given in writing. If the advance notice requirement is not fulfilled, then you will remain responsible to ILE SAS for any damages that may arise as a consequence of your actions or omissions during performance of this contract. Any complaints and/or conflicts on behalf of the Client or of the final beneficiary (if different from the Client) will authorise our company to suspend any payments due until the problems that are the subject of conflict have been clarified and solved. If the complaints and/or conflicts are not solved regarding the Client and/or the final beneficiary within three months of its first manifestation or if a grave error has been

committed that could lead to the company image of ILE SAS and the companies operating together with ILE SAS being damaged in any manner through the projects on which you work, termination of the contract could take place with a warning period of two months, without anything due to you apart from what you have already matured until the moment of termination.

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. This also relates to the delayed submission of your NEEMO outputs to the Client based on which the penalty is charged to ILE SAS by NEEMO EEIG. In this respect the ILE SAS have the right to introduce personal penalisation referring to decisions of NEEMO managers and directors.

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 ILE SAS**

**Ms. Diana Heilmann e.v.**  
**NEEMO monitoring expert**

Date:

Dare:

Signature:

Signature: