

# 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

**Laura Patricia Gavilán Iglesias**

Number of ILE SAS contract:

Dear Mrs. Gavilán,

Following the interview held and hence confirming the agreements reached with yourself, we hereby confirm your assignment as a consultant, with our collaboration, within the framework of the project **“Regional Collaboration in Protecting Biodiversity & Ecosystems in Eastern Partnership Countries”**.

The above-mentioned contract 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 technical proposal of the project, we confirm the assignment in:

*Subtask 1.2. Development of online training.* Preparation module of online training, that includes 15-20 minutes video, ppt slides, 3 self-evaluation questions and supplementary materials. The topic of the module is “„Emerald Network legal frameworks” and topic includes:

- Information on the different legal frameworks for Emerald Network establishment and enforcement,
- horizontal priorities and integration in other sectoral policies, and reporting.
- An ‘ideal’ roadmap of how the legal framework should be established and developed will be included.

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

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

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 ILE SAS.

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

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 avoiding everything that could constitute prejudice towards the prestige of your function and our company image.

Your overall assignment will be carried out between **08/04/2025** and will have to be completed by **22/04/2025**.

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

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

**Dr. Juraj Lieskovský**  
**Project manager**

## **C. Fees and procedures**

For the overall assignment, i.e. period **from 08/04/2025 to 22/04/2025**, the two parties agreed on a daily fee of **350 EUR**, with **maximum limit of 5 working days**.

The amount of daily fee mentioned above due as **honoraria** will be regularly invoiced by you. 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 invoiced

period of the contract. Your invoices must be **structured** to reflect days worked for individual output-based and input-based tasks.

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.

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.**

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. Ľuboš Halada**  
**Director ILE SAS**

Date: 1. 6. 2017

**Laura Patricia Gavilán Iglesias**

Date:

Signa

Signature:

