



'DIRECT SERVICE CONTRACT'

CONTRACT (insert reference)

BETWEEN

the Greens/EFA Group in the European Parliament,
located at rue Wiertz 60, B-1047 Brussels,
represented, as regards the signing of this contract,
by the Deputy Secretary General, Guillaume Sellier
hereinafter referred to as '*the Greens/EFA Group*',

of the one part,

AND

..... domiciled at / the registered office of which is located at
.....,
represented by,
acting in his/her capacity as,
hereinafter referred to as '*the Contractor*',

of the other part,

hereinafter referred to jointly as '*the parties*',

HAVE AGREED THE FOLLOWING

Specific Terms and Conditions and General Terms and Conditions

I – SPECIFIC TERMS AND CONDITIONS

ARTICLE I.1 – SUBJECT OF THE CONTRACT

1. In accordance with the terms and conditions set out in this contract and in the annexes hereto, which form an integral part hereof, the Contractor undertakes to provide for the Greens/EFA Group the following services: carrying out a study at European Union level, that will provide an overview of the sectoral investments needed to decarbonise the economy of a sample of European countries.
2. Provision of the services must be completed by no later than [..insert date.]

ARTICLE I.2 – DURATION

1. This contract shall enter into force on the date on which it is signed by the last contracting party¹, and shall run for a period of *(specify period in figures) [years/months/days]*.

ARTICLE I.3 – REPORTS AND DOCUMENTS

1. The Contractor shall report on the completion of the services in accordance with the provisions of this contract and the annexes hereto.

ARTICLE I.4 – PRICE AND PAYMENT

1. The price shall be firm and not open to revision for the entire duration of this contract.

The all-inclusive price is the following: *(enter total - annual - monthly - price in figures or, where applicable, the prices of the different items or types of services)*. The price shall be expressed in euros exclusive of value added tax (VAT). The price shall cover all the costs borne by the Contractor in performance of this contract.

2. Payments under the contract shall be made in accordance with this article, and only if the Contractor has fulfilled all his contractual obligations by the date on which his payment request is dispatched. In no circumstances will new payment requests be considered admissible if requests sent previously by the Contractor were not paid by the Greens/EFA Group for reasons of partial or total non-performance, incorrect performance or negligence.
3. The Contractor shall draw up payment requests as follows:

Prefinancing

After all the parties have signed the contract, within 15 calendar days of the Greens/EFA Group receiving a prefinancing request, a prefinancing payment corresponding to a maximum of 30% of the total value of the contract shall be made to the Contractor.

To be admissible, a prefinancing request, which must be submitted in accordance with the procedures applicable to payment requests laid down in Article I.4.5., must be accompanied by:

- the relevant invoice;

Interim payments

To be admissible, requests for interim payment must be accompanied by:

- an interim draft study/report drawn up in accordance with the instructions laid down in this contract and the annexes hereto, provided that it has been approved by the Greens/EFA Group with or without comments and/or reservations;
- the relevant invoices indicating the reference number of the contract.

¹ As a rule, the Greens/EFA Group is the last signatory, in which case the Contractor must be informed of the date on which the contract enters into force (the date on which it is signed by the Greens/EFA Group).

Within the period laid down in paragraph 6 of this article, an interim payment of 30% of the total amount / in accordance with the payment schedule referred to herein shall be made.

Payment of the balance

To be admissible, the request for payment of the balance must be accompanied by:

- the final study/report drawn up in accordance with the instructions laid down in this contract and the annexes hereto;
- the relevant invoices indicating the reference number of the contract.

Within the period laid down in paragraph 6, the balance corresponding to [EUR - (*amount in figures and in words*)], equal to 40% of the total amount referred to in paragraph 1 shall be paid.

4. The Contractor must send all payment requests or credit notes relating to the performance of this contract to the following email address: ...@europarl.europa.eu
5. The Contractor must forward payment requests or credit notes to the Greens/EFA Group in envelopes, packages or equivalent items, on which the words 'payment request' or 'credit note' shall be clearly visible and identifiable.

Within the text of the payment request or credit note the Contractor shall include the following contact details for the Greens/EFA Group:

Greens/EFA Group in the European Parliament,
Office of Philippe Lamberts MEP, ASP 9G305
Rue Wiertz 60
B-1047 Brussels

To be admissible, payment requests must be accompanied by the relevant invoices.

6. The Greens/EFA Group shall have 30 calendar days as from the date of registration of the request for payment by the Accounting Officer of the Greens/EFA Group during which sums due have to be paid for the performance of this contract [and the interim/final report has to be approved]. Payments shall be deemed to have been made on the value date on which the Greens/EFA Group's bank account is debited.
7. The Greens/EFA Group may suspend the payment period at any time following receipt of the payment request by notifying the Contractor that his request cannot be met for the following reasons:
 - a) the amounts referred to in the payment request are not due on the date of its receipt;
 - b) the Contractor has not submitted all the supporting documents required by the law applicable or by this contract, but the Greens/EFA Group considers that the Contractor can remedy this omission without the payment request being rejected in accordance with paragraph 8;
 - c) the Greens/EFA Group deems it necessary to carry out additional checks to verify that the amounts referred to in the payment request are due;
 - d) the Contractor has not complied with the provisions of the second and/or third subparagraphs of paragraph 5;
 - e) the Contractor has not sent the department responsible a copy of the [interim/final] report referred to in this article.

The Greens/EFA Group shall notify the Contractor of such a suspension by registered letter with acknowledgement of receipt or by e-mail accompanied by the issue of a receipt. Suspension shall take effect on the date indicated in the notification. The payment period shall recommence when the suspension is lifted, which shall take place:

- in respect of a), on the due date of the payment in question, as confirmed by the Greens/EFA Group in the notification;
 - in respect of b), with effect from the date on which the Greens/EFA Group's Finance department referred to in paragraph 5 receives the supporting documents in question, as described in the notification;
 - in respect of c) and e), upon the expiry of a reasonable period, as determined by the Greens/EFA Group and communicated to the Contractor in the notification; and in respect of d), on the date on which the Greens/EFA Group is able to identify the information omitted by the Contractor and registers the payment request; the Contractor shall be informed of that date in the notification.
8. Payment requests may be rejected by the Greens/EFA Group by registered letter to the contractor, with acknowledgement of receipt, for the following reasons:
- a) the payment referred to in the request is not due;
 - b) the payment request is erroneous and must be rectified by means of a credit note; or
 - c) the payment request or the invoice is not accompanied by all the essential supporting documents and information required by this contract or by the law applicable, or the payment request has been drawn up with disregard for the tax rules applicable.
9. In the event of late payment, the Contractor shall be entitled to receive interest on arrears. The interest shall be calculated in accordance with the rate applied most recently by the European Central Bank to its main refinancing operations (*the reference rate*) plus eight percentage points. The reference rate in force on the first day of the month in which the payment is due shall apply. That rate is published in the C series of the Official Journal of the European Union. The interest shall apply to the period elapsed between the calendar day following the payment deadline and the date of payment.

Where interest on arrears is equal to or less than EUR 200, it shall be paid to the Contractor only on presentation by the Contractor of a request no later than two months after the date of receipt of payment.

10. Payments shall be made by transfer to the Contractor's bank account, denominated in euros, and identified² as indicated below:

Name of bank: [complete]
Full branch address: [complete]
Exact designation of account holder: [complete]
Full account number, including bank codes: [complete]
[IBAN and BIC code: [complete]]

² By means of a document issued or certified by the bank (bank data sheet, bank account identification slip, etc.).

ARTICLE I.5 – PERFORMANCE OF THE CONTRACT

The contractor must comply with the minimum requirements provided for in the tender specifications. This includes compliance with applicable obligations under environmental, social and labour law established by Union law, national law and collective agreements or by the international environmental, social and labour law provisions listed in Annex X to Directive 2014/24/EU (OJ L 94 of 28.03.2014, p. 65).

ARTICLE I.6 – DELAY, MANIFEST NEGLIGENCE, NON-PERFORMANCE, NON-CONFORMITY AND INCORRECT PERFORMANCE

1. In the event of delay, negligent performance, complete or partial non-performance, non-conformity with the contractual requirements or incorrect performance of this contract, the Greens/EFA Group may, by way of sufficient reparation for the loss sustained, deduct damages in the relevant amount from the remaining amount payable to the Contractor, supplemented, if applicable, by late-performance interest and the costs that it has borne in connection with that loss. If the amounts deducted prove insufficient to compensate adequately for the loss sustained, the Greens/EFA Group may take any other action in addition to making that deduction. Without prejudice to any proceedings initiated by the Contractor, the Greens/EFA Group shall determine the amount of damages, late-performance interest and costs with a view to the deduction thereof and/or subsequent claims following notification to the Contractor by registered letter with acknowledgement of receipt of the failure to comply with the contract.
2. Without prejudice to paragraph 1, the Greens/EFA Group may apply a penalty of 0.2% of the value of outstanding orders per calendar day's delay within the contractual time limits and in accordance with the contractual provisions, from the date on which the Contractor is notified of the delay by registered letter with acknowledgement of receipt. Such penalties may be deducted from amounts remaining due for payment.
3. Should the Greens/EFA Group department responsible be unable to accept the services for reasons attributable to the Contractor, or in the event of partial acceptance, paragraphs 1 and 2 shall also apply in respect of the services which have not been accepted.
4. In the circumstances referred to in paragraph 1 and without prejudice to any administrative and financial penalties imposed by the Greens/EFA Group in accordance with Article II.18 of the General Terms and Conditions, the Greens/EFA Group may, if notice has been served on the Contractor by registered letter with acknowledgement of receipt and no action, or inadequate action, has been taken in response within 15 calendar days of its dispatch, terminate the contract with immediate effect by notification by registered letter with acknowledgement of receipt, without compensating the Contractor. It may also require performance by substitution under the terms provided for in Article II.16 of the General Terms and Conditions.

ARTICLE I.7 – LAW APPLICABLE, GENERAL TERMS AND CONDITIONS AND ADVERTISING OF THE CONTRACT

1. European Union law complemented by Belgian law shall apply to this contract.
2. The Contractor hereby waives their own contractual terms and conditions. They declares that they are familiar with and accept the General Terms and Conditions which form a part of this contract.
3. The Contractor also declares that they accept that certain information relating to this contract, namely their name or company name and the subject and value of the contract awarded, should be published as required by Regulation (EU, Euratom) 2018/1046 of the European Parliament and of

the Council of 18 July 2018 on the financial rules applicable to the general budget of the European Union (hereinafter ‘the Financial Regulation’).

4. Any document supplied by the Contractor in connection with the submission of their tender shall become the property of the Greens/EFA Group and may be made accessible to the public subject to the restrictions and in accordance with the procedures laid down in Regulation (EC) No 1049/2001 of the European Parliament and of the Council of 30 May 2001 regarding public access to European Parliament, Council and Commission documents, without prejudice to the advertising measures required by Points 2 and 3 of Annex I to the Financial Regulation.

ARTICLE I.8 – JURISDICTION

Any dispute between the Greens/EFA Group and the Contractor relating to this contract which cannot be resolved by amicable settlement shall be submitted to the General Court of the Court of Justice of the European Union pursuant to Article 256(1) of the Treaty on the Functioning of the European Union.

ARTICLE I.9 – DATA PROTECTION

1. Any personal data generated in connection with the performance of this contract shall be processed pursuant to Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 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. Such data may be processed only for the purposes of the performance, management and monitoring of the contract by the Greens/EFA Group, without prejudice to the possible communication thereof to the bodies responsible for carrying out checks or inspections pursuant to European Union law. The Contractor shall have the right of access to their personal data and the right to rectify such data. Should the Contractor have any queries concerning the processing of their personal data, they shall address them to [the entity acting as data controller]³. The Contractor shall have the right of recourse at any time to the European Data Protection Supervisor.
2. [Where this contract involves the processing of personal data by the Contractor on behalf of the Greens/EFA Group, the Contractor may act only on the instructions of [the entity acting as data controller]⁴, in particular as regards the purposes of the processing, the categories of data that may be processed, the recipients of the data and the means by which persons concerned may exercise their rights.
3. All personal data processed by the Contractor in the context of performance of this contract shall be confidential. The Contractor shall restrict access to the data to the staff strictly necessary for performance, management and monitoring of the contract.
4. The Contractor undertakes to adopt the appropriate technical and organisational security measures with regard to the risks inherent in the processing and nature of the personal data concerned. In the case of automated processing, the Contractor shall, in particular, adopt measures with a view to:
 - a) preventing any unauthorised person from gaining access to the computer systems on which the personal data is processed;
 - b) preventing any unauthorised reading, copying, alteration or removal of storage media;
 - c) preventing any unauthorised memory inputs as well as any unauthorised disclosure, alteration or erasure of stored personal data;

³ Department of the authorising officer responsible.

⁴ Department of the authorising officer responsible.

- d) preventing unauthorised persons from using data-processing systems by means of data transmission facilities;
 - e) ensuring that authorised users of a data-processing system can access no personal data other than those to which their access right refers;
 - f) recording which personal data have been communicated, at what times and to whom;
 - g) ensuring that it will be subsequently possible to check which personal data have been processed, at what times and by whom;
 - h) ensuring that personal data being processed on behalf of the Greens/EFA Group can be processed only in the manner which the Greens/EFA Group intends;
 - i) ensuring that, during the communication of personal data and the transport of storage media, the data cannot be read, copied or erased without authorisation;
 - j) designing his organisational structure in such a way that it will meet the special requirements of data protection.
5. Paragraph 4 shall apply without prejudice to the Contractor's obligations resulting from the applicable national regulations transposing Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data.
6. The Greens/EFA Group reserves the right to verify the Contractor's implementation of, and compliance with, the measures referred to in paragraph 4. The Contractor undertakes to provide the Greens/EFA Group with any information which it may require in this regard]⁵.

ARTICLE I.10 – JOINT AND SEVERAL LIABILITY OF THE CONTRACTOR

N/A

ARTICLE I.11 - EXPLOITATION OF THE RESULTS OF THE CONTRACT

1. Detailed list of modes of exploitation of the results⁶

In accordance with Article II.9.2 whereby the Union acquires ownership of the *results* as defined in this contract, including the tender specifications, these *results* may be used for any of the following modes of exploitation:

⁵ Paragraphs 2 to 6 to be included where the contract involves the processing of personal data by the Contractor.

⁶ This list is as exhaustive as possible for any type of service. Please delete all items irrelevant to the subject of your contract.

- [(a) use for its own purposes⁷:
- making available to the staff of the contracting authority;
 - making available to the persons and entities working for the contracting authority or cooperating with it, including contractors, subcontractors whether legal or natural persons, Union institutions, agencies and bodies, Member States' institutions;
 - installing, uploading, processing;
 - arranging, compiling, combining, retrieving;
 - copying, reproducing in whole or in part and in unlimited number of copies.]
- [(b) distribution to the public in hard copies, in electronic or digital format, on the internet including social networks as a downloadable or non-downloadable file⁸;
- [(c) communication through press information services;]
- [(d) inclusion in widely accessible databases or indexes, such as via “open access” or ‘open data’ portals, or similar repositories, whether freely accessible or accessible only upon subscription;]
- [(e) modifications⁹ by the contracting authority or by a third party in the name of the contracting authority, including:
- shortening;
 - summarising;
 - modifying the content, the dimensions;
 - making technical changes to the content (necessary correction of technical errors), adding new parts or functionalities, changing functionalities, providing third parties with additional information concerning the *result* (e.g. source code) with a view to making modifications;¹⁰
 - addition of new elements, paragraphs, titles, leads, bolds, legend, table of content, summary, graphics, subtitles, sound;
 - addition of metadata, for text and data-mining purposes; addition of right-management information; addition of technological protection measures;
 - preparation in audio form, preparation as a presentation, animation, pictograms story, slideshow, public presentation;
 - extracting a part or dividing into parts;
 - incorporating, including cropping and cutting, the *results* or parts thereof in other works, such as on websites and webpages
 - translating, inserting subtitles, dubbing in different language versions¹¹:
 - English, French, German;
 - all official languages of EU;
 - languages used within EU;
 - languages of candidate countries;
 - [*list or name other languages*].]

⁷ This provision refers to cases where an extensive internal use may be envisaged, even if the results are not openly distributed to the public. Such a possibility should be explicitly described. It is the same logic as in the case of IT licences that may envisage a limited number of client's computers on which the software can be installed.

⁸ The publication itself allows the public to read and download the results but it does not allow using them in any way even though it is technically possible. When procuring, the contracting authority purchases all the rights to the results, but there are pre-existing rights or third parties' rights in most cases, which are not fully acquired. However, if the results are published, they shall include a warning on the limitation to use them within the contracting authority's copyright notice. This is necessary to avoid the readers or web-users to be misled and to believe that the documents published by the contracting authority are public and freely reusable.

⁹ All possible modifications that may need to be introduced into the result after completion of the contract should be envisaged from the outset

¹⁰ Technical changes should be comprehensive because listing precisely some possible modifications can be seen as excluding others

¹¹ The contract should envisage the possibility to translate and use the results in language versions other than those in which they were provided by the contractor. If languages are not envisaged from the outset, it will not be possible to translate the results later on without asking permission to the contractor. The lists of envisaged languages should remain realistic

[(f) rights to authorise, license, or sub-license in case of licensed *pre-existing rights*, the modes of exploitation set out in any of the points (a) to (e) to third parties.]

[(g) other adaptations which the parties may later agree; in such case, the following rules apply: the contracting authority must consult the contractor. If necessary, the contractor must in turn seek the agreement of any *creator* or other right holder and must reply to the contracting authority within one month by providing its agreement, including any suggestions of modifications, free of charge. The contractor may refuse the intended modification only if a *creator* can demonstrate that the intended modification may harm his/her honour or reputation, thereby violating his/her moral rights.]

2. Licence or transfer of pre-existing rights

Option 1: Licence of pre-existing rights

All *pre-existing rights* incorporated in the *results*, if any, are licensed on

Option 1a) a non- exclusive basis

Option 2: Transfer of pre-existing rights

[By derogation to Article II.9.3, the Union acquires fully and irrevocably all *pre-existing rights* incorporated in the *results*, if any [except for the following rights [*insert exceptions*] [unless provided otherwise here in below]. The acquisition of ownership of the *pre-existing rights* shall cover at least those modes of exploitation which are required for the purposes of this contract.]

3. Provision of list of pre-existing rights and documentary evidence

The contractor must provide the contracting authority with a list of *pre-existing rights* as set out in Article II.9.5 together with the invoice for payment of the balance at the latest.

[In addition, the contractor must provide the contracting authority with relevant and exhaustive evidence of the acquisition of all the necessary *pre-existing rights* together with a presentation of relevant *result*. To this effect, the contractor must provide [a statement in accordance with Annex [*insert reference*]] [the relevant evidence listed in Article II.9.6 as appropriate or, failing that, third parties' statements in accordance with Annex [*insert reference*]].

[The contractor shall inform the contracting authority immediately if some of the pre-existing rights as required by the contracting authority cannot be acquired under conditions of this contract either for a reason that a diligent search conducted by the contractor does not result in the identity or location of the copyright holder (so-called Orphan Works), or for a reason that the rights holders are not willing to transfer or grant the necessary rights under the conditions of this contract. The contractor shall provide the contracting authority with detailed proof of conducted diligent searches or proof of negotiations and related results between the rights holders and the contractor. The contracting authority reserves the right either to substitute the required pre-existing right with another pre-existing work which meet the conditions of the contract or the related specific contract, or accept the conditions under which the contractor is able to obtain the pre-existing right. Failure to inform the contracting authority of the above-mentioned hindrance is deemed to mean that the contractor has obtained the pre-existing rights under conditions of this contract as initially ordered by the contracting authority¹²].

4. Territorial scope and duration of exclusive rights

¹² This provision should be inserted in the contract solely when the amount of pre-existing rights is significant in the performance of the contract and when all the conditions of the pre-existing rights are known neither to the contracting authority nor to the contractor during the tender phase.

The territorial scope of the exclusive rights is

Option 1: - worldwide

In case of a license, the duration of the exclusive rights is

Option 1: the entire duration of intellectual property rights protection

ARTICLE I.12 – GENERAL ADMINISTRATIVE PROVISIONS

All communications relating to the contract shall be in writing and shall indicate the contract reference number. Ordinary mail shall be deemed to have been received by the Greens/EFA Group on the date on which it is registered by the office responsible indicated below. Communications (with the exception of the payment requests and credit notes referred to in Article I.4.5) shall be sent to the following addresses:

For the Greens/EFA Group:

Greens/EFA Group in the European Parliament,
Office of Philippe Lamberts MEP, ASP 9G305
Rue Wiertz 60
B-1047 Brussels
Email: ...@europarl.europa.eu

For the Contractor:

Mr/Ms *(complete)*
(insert position)
(insert company name)
(insert full official address)

ARTICLE I.13 – FINAL PROVISIONS AND ANNEXES¹³

1. The following documents are annexed to this contract and form an integral part hereof:

Annex I: The specifications and all the annexes thereto

[Annex II: Details of the services to be provided]¹⁴

Annex III: The Contractor's tender of *(insert date)*

Annex IV: Price list

2. The provisions of the Specific Terms and Conditions, the General Terms and Conditions and the annexes shall apply at all times. However, in the event of contradictions between these different documents, the provisions of the Specific Terms and Conditions shall take precedence over those of the other parts of the contract. The provisions laid down in the General Terms and Conditions shall take precedence over those in the annexes. The annexes shall take precedence over each other in the order in which they are numbered.

¹³ If other annexes are to be added, consideration should be given to their order of priority. Normally the specifications take precedence over all other annexes, and the Contractor's tender is the last of the annexes.

¹⁴ To be deleted, and annexes renumbered, if details of the services to be provided are not added.

3. Subject to the above, the various documents making up the contract are to be taken as mutually explanatory. Any ambiguity or divergence within the same part or between different parts shall be explained and corrected by written instruction from the Greens/EFA Group.

II – GENERAL TERMS AND CONDITIONS

ARTICLE II.1 – GENERAL TERMS AND CONDITIONS RELATING TO PERFORMANCE OF THE CONTRACT

1. Unless specifically provided otherwise, the time limits for performance laid down in the contract shall start from the date on which they enter into force. They shall be extended in cases of *force majeure*. In such cases the parties shall agree new time limits in writing.
2. The Contractor shall perform the contract in good faith and 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, social and environmental protection legislation.
3. The Contractor shall have the sole responsibility for obtaining, in a timely manner, any permit, licence or accreditation 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 carried out. Such permit, licence or accreditation might include, but shall not be limited to security accreditation and (or) security clearance of the Contractor or any person acting on his behalf, necessary for access to premises, locations and (or) events in the context of execution of the contract. The Greens/EFA Group may terminate the contract without prior notice if the Contractor is unable to obtain any of the permits, licences, accreditations or clearances required for performance of the contract and (or) assure that the contract is executed by the persons having all the necessary licences, permits, accreditations and (or) clearances.
4. The Contractor shall take out the insurance policies against risks and damage relating to performance of the contract which are required by the relevant legislation, including third-party liability insurance. He shall take out the additional policies which are customary in his field of activity. In addition, he shall take out professional insurance to cover the risks associated with non-conformity in the performance of the contract. A copy of all the insurance policies concerned shall be forwarded to the Greens/EFA Group, should it so request, within 15 calendar days of such a request being dispatched in writing.
5. Any reference made to the Contractor's staff in the contract shall relate exclusively to individuals involved in performing the contract.
6. The Contractor shall ensure that any person acting on his behalf or any member of his staff involved in performing the contract has the professional qualifications and experience required for the performance of the tasks assigned to the Contractor in accordance with the criteria laid down in the tender documents, including the specifications.
7. In the event of any incident connected with an act or omission by a member of the Contractor's staff working on the Greens/EFA Group's premises, or in the event of the qualifications and/or experience of a member of the Contractor's staff failing to comply with the profile required under the contract, the Contractor shall replace that person immediately. The Greens/EFA Group shall be entitled to have the member of staff in question replaced, stating its reasons. Replacement staff must have the necessary qualifications and experience in accordance with the terms of the invitation to tender and be capable of performing the contract under the same contractual conditions. The Contractor shall be responsible for any delay in the performance of the tasks assigned to him which results from the replacement of staff in accordance with this article.
8. The Contractor shall have sole responsibility for the staff who perform the tasks assigned to him. The Contractor must be able to prove to the Greens/EFA Group at any time that his staff are employed in compliance with the applicable rules.

9. The Contractor shall take all appropriate measures (insurance and other measures) to cover his staff against all risks to which they may be exposed during performance of the contract.

10. The contract shall be performed in such a way as to rule out the Contractor or his staff being in a position identical to that of persons employed by the Greens/EFA Group. In particular:
 - the staff performing the tasks assigned to the Contractor may not receive any direct orders from the Greens/EFA Group, and neither the Contractor nor his staff may be integrated into the Greens/EFA Group's administrative organisation;
 - in no circumstances may the Greens/EFA Group be considered the employer of the Contractor's staff.
11. Should any unforeseen event, act or omission directly or indirectly hamper the performance of the contract, either in part or in full, the Contractor shall immediately and on his own initiative record it and report it to the Greens/EFA Group. The report shall include a description of the problem, an indication of the date on which it arose and details of the steps taken by the Contractor to comply with all his contractual obligations. In such an event the Contractor shall give priority to solving the problem rather than to determining who is responsible.
12. If the Contractor fails to fulfil his contractual obligations in accordance with the provisions of the contract, the Greens/EFA Group may, without prejudice to its right to terminate the contract, reduce its payments, or recover them, in proportion to the non-performance ascertained. The Greens/EFA Group may also apply penalties or damages as provided for in Article I.10 of the Specific Terms and Conditions and Article II.18 of the General Terms and Conditions.
13. The Contractor undertakes to provide the Greens/EFA Group with any information it may request for the purpose of managing the contract.
14. The Contractor and his staff may neither represent the Greens/EFA Group nor behave in any way which would give such an impression. They shall be required to inform third parties that they are not members of the European Union civil service.
15. The Contractor undertakes to transfer to the Greens/EFA Group, when the contract expires, all the information and documents in his possession concerning the tasks assigned to him for the performance of the contract.

ARTICLE II.2 – LIABILITY

1. Other than in cases of wilful misconduct or serious negligence on its part, the Greens/EFA Group may not be held liable for damage or harm sustained by the Contractor or his staff while performing the tasks which are the subject of the contract. The Greens/EFA Group shall not accept any claim for compensation or repairs in respect of any such damage or harm.
2. Other than in cases of *force majeure*, the Contractor shall be liable for any loss, direct or consequential damage to property and personal injury which he or any person acting on his behalf or any member of his staff causes to the Greens/EFA Group or to third parties during performance of the contract, including in connection with the subcontracting provided for in Article II.6. He shall also be liable for quality defects and delays in performance of the contract. The Greens/EFA Group may not be held liable for any act or omission on the part of the Contractor during performance of the contract.
3. The Contractor shall assume liability for any compensation in the event of an action, claim or proceedings brought against the Greens/EFA Group by a third party following any damage or harm caused by the Contractor during performance of the contract.

4. Should an action be brought by a third party against the Greens/EFA Group in connection with performance of the contract, the Contractor shall assist the Greens/EFA Group. Expenditure incurred by the Contractor as a result may be defrayed by the Greens/EFA Group.
5. Without prejudice to the provisions relating to acceptance and warranty, the Contractor shall be required to compensate the Greens/EFA Group for any loss and direct or consequential damage resulting from non-performance, defective performance or late performance of the contract.

ARTICLE II.3 – INVOICING

1. The Contractor undertakes to draw up invoices in accordance with the contractual provisions.
2. Each invoice must contain, without fail, the following information: the contract reference and/or date, a description of the services provided, the prices in euros¹⁵, and the Contractor's bank details, including IBAN and BIC codes, and VAT number. Invoices shall be marked '*For the official use of the Greens/EFA Group*'. The invoice may also make separate reference to the final recipient.
3. Invoices shall be sent to the office of the staff member responsible for the project, as stated in Article I.4, paragraph 4.
4. Without prejudice to his entitlement to any interest on arrears, the Contractor shall accept any financial constraints arising from the system of provisional twelfths, in accordance with Article 16 of the Financial Regulation, should the general budget of the European Union not have been adopted at the beginning of the financial year.

ARTICLE II.4 – TAXATION

1. The Contractor shall be solely responsible for compliance with the tax laws which apply to him. Any failure to do so shall invalidate the payment requests submitted.
2. The Contractor acknowledges that the Greens/EFA Group, as part of the European Parliament, a European Union institution, is exempt from all duties and indirect taxes, in particular VAT, pursuant to Article 3 of the Protocol on the privileges and immunities of the European Union. That exemption is granted to the Greens/EFA Group by the governments of the Member States either in the form of a *posteriori* reimbursement on the basis of supporting documents, or in the form of direct exemption.
3. If the Contractor is required to apply VAT to the payments received under this contract, by virtue of the applicable tax legislation, the Greens/EFA Group shall pay to the Contractor, in addition to the price specified in Article I.4 of the Specific Terms and Conditions, the amount of VAT applied and shall subsequently request reimbursement thereof from the competent national authorities. To that end, the Contractor must submit to the Greens/EFA Group an invoice complying with the applicable legislation concerning VAT and indicating his place of taxation for VAT purposes. The invoice must show clearly that the services are intended for the Greens/EFA Group and must indicate separately the amount payable for the services, excluding VAT and the amount of VAT due.
4. For Contractors established in Belgium, the provisions of this contract shall constitute a Document 450 VAT exemption application, provided that the Contractor's invoices state the following: '*Facture exonérée de la TVA, article 42, paragraphe 3.3 du Code de la TVA (circulaire 1978)*' or the equivalent in Dutch or German.

¹⁵ Another currency could be indicated if the invitation to tender provides for tenders to be submitted in a currency other than the euro.

ARTICLE II.5 – RECOVERY

1. If the total payments made exceed the amount actually due under the contract or if recovery is justified pursuant to the contract, the Contractor shall reimburse the corresponding amount in euros, upon receipt of the debit note, in accordance with the procedures and within the time limits laid down by the Greens/EFA Group.
2. In the event of failure to pay within the time limit specified in the debit note, the sum due shall bear interest on arrears at the rate indicated in Article I.4 of the Specific Terms and Conditions. Interest shall be payable with effect from the calendar day following the date on which payment is due until the calendar day on which the claim is repaid in full.
3. The Greens/EFA Group 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 against the European Union which is certain, of a fixed amount and due. The Greens/EFA Group may also claim against any guarantee provided for.

ARTICLE II.6 – SUBCONTRACTING

1. The Contractor may not conclude subcontracting contracts, or cause them to be performed in fact by third parties, without the written authorisation of the Greens/EFA Group. The acceptance of a tender, submitted prior to the signing of the contract, referring to the use of one or more subcontractors, shall be deemed tacit acceptance of those subcontractors by the Greens/EFA Group.
2. Even if the Greens/EFA Group authorises the Contractor to subcontract, the Contractor shall remain solely and fully liable for the proper performance of the contract, both vis-à-vis the Greens/EFA Group and vis-à-vis third parties.
3. The Contractor shall be required to include in any contracts concluded with subcontractors provisions enabling the Greens/EFA Group to enjoy the same rights and guarantees in relation to those subcontractors as in relation to the Contractor himself.
4. The Greens/EFA Group reserves the right to require the Contractor to supply information on compliance by any subcontractor with the exclusion criteria and his legal, regulatory, financial, economic, technical and professional capacities including the minimum requirements provided for in the tender specifications. This includes compliance with applicable obligations under environmental, social and labour law established by Union law, national law and collective agreements or by the international environmental, social and labour law provisions listed in Annex X to Directive 2014/24/EU (OJ L 94 of 28.03.2014, p. 65).
5. The contracting authority may request the contractor to replace a subcontractor found to be in a situation provided for in points (d) and (e) of Article II.16.1.
6. In the absence of the authorisation referred to in paragraph 1 above, or in the event of failure to observe the terms thereof, subcontracting by the Contractor shall not be enforceable against, and shall have no effect on, the Greens/EFA Group.

ARTICLE II.7 – ASSIGNMENT

1. The Contractor shall not assign the rights and obligations arising from the contract, in whole or in part, without the prior written authorisation of the Greens/EFA Group.

2. The Contractor shall be required to include in any contracts concluded with assignees provisions enabling the Greens/EFA Group to enjoy the same rights and guarantees in relation to those assignees as in relation to the Contractor himself.
3. In the absence of the authorisation referred to in paragraph 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 Greens/EFA Group.

ARTICLE II.8 – CONFLICTS OF INTEREST AND PROFESSIONAL CONFLICTING INTEREST

1. The Contractor shall take all the requisite measures to prevent any situation arising which could compromise the impartial and objective performance of the contract. A conflict of interest may arise in particular as a result of economic interests, political or national affinities, family or emotional ties, or any other relevant connection or shared interest. A conflict of interest may in particular occur when the situation described in Article 107, paragraph 1. (c) of the Financial Regulation applies. A professional conflicting interest is any situation in which the contractor's previous or ongoing professional activities affect its capacity to implement the contract to an appropriate quality standard (Article 148. par.6 of the Rules of Application). Any suspicion of conflict of interest or professional conflicting interest arising during performance of the contract must be reported immediately to the Greens/EFA Group in writing. In the event of such a conflict, the Contractor shall immediately take all the requisite measures to resolve it.
2. The Greens/EFA Group reserves the right to verify that such measures are appropriate and to require additional measures to be taken, if necessary, within a time limit that it shall stipulate.
3. The Contractor shall ensure that his staff, board and directors are not placed in a situation which could give rise to a conflict of interest. The Contractor shall replace, immediately and without requiring any compensation from the Greens/EFA Group, any member of his staff exposed to such a situation.
4. The Contractor hereby declares:
 - that he has not made and will not make any offer of any type whatsoever from which an advantage could 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, respectively 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.
5. The Contractor shall pass on in writing all the obligations arising from this article 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 Greens/EFA Group should it so request.

ARTICLE II.9 – INTELLECTUAL PROPERTY RIGHTS

1. Definitions

‘Creator’: means any natural person who contributes to the production of the result.

‘Pre-existing material’: any material, document, technology or know-how which exists prior to the contractor using it for the production of a *result* in the *implementation of this contract*;

‘Pre-existing right’: any industrial and intellectual property right on *pre-existing material*; it may consist in a right of ownership, a licence right and/or right of use belonging to the contractor, the *creator*, the contracting authority as well as to any other third parties;

‘Result’: any intended outcome of the *implementation of this contract*, whatever its form or nature, which is delivered and finally or partially approved by the contracting authority. A *result* may be further defined in this contract as a deliverable. A *result* may, in addition to materials produced by the contractor or at its request, also include *pre-existing materials*.

2. Ownership of the results and exclusive rights

The Union acquires irrevocably worldwide ownership of the *results* and of all intellectual property rights under the contract. The intellectual property rights so acquired include any rights, such as copyright and other intellectual or industrial property rights, to any of the *results* and in all technological solutions and information created or produced by the contractor or by its subcontractor in implementation of the contract. The contracting authority may exploit and use the acquired rights as stipulated in this contract. The Union acquires all the rights from the moment the contracting authority approves the *results* delivered by the contractor. Such delivery and approval are deemed to constitute an effective assignment of rights from the contractor to the Union.

The payment of the price includes any fees payable to the contractor about the acquisition of ownership of rights by the Union including for all modes of exploitation and of use of the *results*.

3. Licensing rights on pre-existing materials

The Union does not acquire ownership of *pre-existing rights* under this contract.

The contractor licenses the *pre-existing rights* on a royalty-free, non-exclusive and irrevocable basis to the Union, which may use the *pre-existing materials*, including associated rights, for all the modes of exploitation set out in this contract. All *pre-existing rights* are licensed to the Union from the moment the *results* are delivered and approved by the contracting authority.

The licensing of *pre-existing rights* to the Union under this contract covers all territories worldwide and is valid for the duration of intellectual property rights protection.

The payment of the price as set out in the contract is deemed to also include any fees payable to the contractor in relation to the licensing and/or transfer of *pre-existing rights* by or to the Union, including for all forms of exploitation and of use of the *results* as defined in the special conditions, if any.

Where implementation of the contract requires that the contractor uses *pre-existing materials* belonging to the contracting authority, the contracting authority may request that the contractor signs an adequate licence agreement. Such use by the contractor will not entail any transfer of rights to the contractor and is limited to the needs of this contract.

4. Exclusive rights

The Union acquires the following exclusive rights:

- (a) reproduction: the right to authorise or prohibit direct or indirect, temporary or permanent reproduction of the *results* by any means (mechanical, digital or other) and in any form, in whole or in part;
- (b) communication to the public: the exclusive right to authorise or prohibit any display, performance or communication to the public, by wire or wireless means, including the making available to the

- public of the *results* in such a way that members of the public may access them from a place and at a time individually chosen by them; this right also include the communication and broadcasting by cable or by satellite;
- (c) distribution: the exclusive right to authorise or prohibit any form of distribution of *results* or copies of the *results* to the public, by sale or otherwise;
 - (d) rental: the exclusive right to authorise or prohibit rental or lending of the *results* or of copies of the *results*;
 - (e) adaptation: the exclusive right to authorise or prohibit any modification of the *results*;
 - (f) translation: the exclusive right to authorise or prohibit any translation, adaptation, arrangement, creation of derivative works based on the *results*, and any other alteration of the *results*, subject to the respect of moral rights of authors, where applicable;
 - (g) where the *results* are or include a database: the exclusive right to authorise or prohibit the extraction of all or a substantial part of the contents of the database to another medium by any means or in any form; and the exclusive right to authorise or prohibit the re-utilization of all or a substantial part of the contents of the database by the distribution of copies, by renting, by on-line or other forms of transmission;
 - (h) where the *results* are or include a patentable subject-matter: the right to register them as a patent and to further exploit such patent to the fullest extent;
 - (i) where the *results* are or include logos or subject-matter which could be registered as a trademark: the right to register such logo or subject-matter as a trademark and to further exploit and use it;
 - (j) where the *results* are or include know-how: the right to use such know-how as is necessary to make use of the *results* to the full extent provided for by this contract, and the right to make it available to contractors or subcontractors acting on behalf of the contracting authority, subject to their signing of adequate confidentiality undertakings where necessary;
 - (k) where the *results* are documents:
 - (i) the right to authorise the reuse of the documents; “reuse” means the use of documents by persons or legal entities of documents, for commercial or non-commercial purposes other than the initial purpose for which the documents were produced;
 - (ii) the right to store and archive the *results* in line with the document management rules applicable to the contracting authority, including digitisation or converting the format for preservation or new use purposes;
 - (l) where the *results* are or incorporate software, including source code, object code and, where relevant, documentation, preparatory materials and manuals, in addition to the other rights mentioned in this Article:
 - (i) end-user rights, for all uses which result from this contract and from the intention of the parties, both by the Union or by subcontractors acting on behalf of the Union;
 - (ii) the rights to decompile or disassemble the software;
 - (m) the right to license, or sub-license in case of licensed *pre-existing rights*, to third parties any of the exclusive rights or of the modes of exploitation set out in this contract;
 - (n) to the extent that the contractor may invoke moral rights, the right for the contracting authority, except where otherwise provided in this contract, to publish the *results* with or without mentioning the *creator(s)*’ name(s), and the right to decide when and whether the *results* may be disclosed and published.

The contractor warrants that the exclusive rights and the modes of exploitation may be exercised by the Union on all parts of the *results*, be they created by the contractor or consisting of *pre-existing materials*.

Where *pre-existing materials* are inserted in the *results* on contractor’s own initiative, the contracting authority may accept reasonable restrictions impacting on the above list, provided that the said materials are easily identifiable and separable from the rest, that they do not correspond to substantial elements of the *results*, and that, should the need arise, satisfactory replacement solutions exist, at no additional costs to the contracting authority. In such case, the contractor will have to clearly inform the contracting authority before making such choice and the contracting authority has the right to refuse it.

5. Identification of pre-existing rights

When delivering the *results*, the contractor must warrant that, for any use that the contracting authority may envisage within the limits set in this contract, the *results* and the *pre-existing material* incorporated in the *results* are free of claims from *creators* or from any third parties and all the necessary *pre-existing rights* have been obtained or licensed.

To that effect, the contractor must establish a list of all *pre-existing rights* to the *results* of this contract or parts thereof, including identification of the rights' owners. If there are no *pre-existing rights* to the *results*, the contractor must provide a declaration to that effect. The contractor must provide this list or declaration to the contracting authority together with the invoice for payment of the balance at the latest.

6. Evidence of granting of pre-existing rights

Upon request by the contracting authority, the contractor must provide evidence that it has the ownership or the right to use all the listed *pre-existing rights*, except for the rights owned or licensed by the Union. The contracting authority may request this evidence even after the end of this contract.

This evidence may refer, for example, to rights to: parts of other documents, images, graphs, sounds, music, tables, data, software, technical inventions, know-how, IT development tools, routines, subroutines or other programs ('background technology'), concepts, designs, installations or pieces of art, data, source or background materials or any other parts of external origin.

This evidence must include, as appropriate:

- (a) the name and version number of a software product;
- (b) the full identification of the work and its author, composer, musician, developer, *creator*, translator, data entry person, graphic designer, publisher, editor, photographer, producer;
- (c) a copy of the licence to use the product or of the agreement granting the relevant rights to the contractor or a reference to this licence;
- (d) a copy of the agreement or extract from the employment contract granting the relevant rights to the contractor where parts of the *results* were created by its *personnel*;
- (e) the text of the disclaimer notice if any.

Provision of evidence does not release the contractor from its responsibilities if it is found that it does not hold the necessary rights, regardless of when and by whom this fact is revealed.

The contractor also warrants that it possesses the relevant rights or powers to execute the transfer and that it has paid or has verified payment of all due fees including fees due to collecting societies, related to the final *results*.

7. Quotation of works in the result

In the *result*, the contractor must clearly point out all quotations of existing works. The complete reference should include as appropriate, the following: name of the author, title of the work, date and place of publication, date of creation, address of publication on the internet, number, volume and other information that allows the origin to be easily identified.

8. Moral rights of creators

By delivering the *results*, the contractor warrants that the *creators* will not object to the following on the basis of their moral rights under copyright:

- (a) that their names be mentioned or not mentioned when the *results* are presented to the public;
- (b) that the *results* be divulged or not after they have been delivered in their final version to the contracting authority;
- (c) that the *results* be adapted, provided that this is done in a manner which is not prejudicial to the *creator's* honour or reputation.

If moral rights on parts of the *results* protected by copyright may exist, the contractor must obtain the consent of *creators* regarding the granting or waiver of the relevant moral rights in accordance with the applicable legal provisions and be ready to provide documentary evidence upon request.

9. Image rights and sound recordings

If natural persons appear in a *result* or their voice or any other private element is recorded in a recognisable manner, the contractor must obtain a statement by these persons (or, in the case of minors, by the persons exercising parental authority) giving their permission for the described use of their image, voice or private element and, on request, submit a copy of the permission to the contracting authority. The contractor must take the necessary measures to obtain such consent in accordance with the applicable legal provisions.

10. Copyright notice for pre-existing rights

When the contractor retains *pre-existing rights* on parts of the *results*, reference must be inserted to that effect when the *result* is used as set out in Article I.15.1, with the following disclaimer: ‘© — year — European Union. All rights reserved. Certain parts are licensed under conditions to the EU’, or with any other equivalent disclaimer as the contracting authority may consider best appropriate, or as the parties may agree on a case-by-case basis. This does not apply where inserting such reference would be impossible, notably for practical reasons.

11. Visibility of Union funding and disclaimer

When making use of the *results*, the contractor must declare that they have been produced under a contract with the Union and that the opinions expressed are those of the contractor only and do not represent the contracting authority's official position. The contracting authority may waive this obligation in writing or provide the text of the disclaimer.

ARTICLE II.10 – CONFIDENTIALITY AND DISCRETION

1. Save where prior authorisation in writing has been obtained from the Greens/EFA Group, the Contractor shall be required not to disclose to any unauthorised person any facts, information, knowledge, documents or other matters which the Greens/EFA Group may have communicated to him as confidential. The Contractor shall continue to be bound by this undertaking after completion of the tasks. This obligation shall continue to apply in respect of each such item of information until it has been lawfully disclosed.
2. The Contractor shall require any agents, employees, partners, subcontractors and assignees he may have to maintain confidentiality.
3. The Contractor undertakes, in respect of himself and his staff, not to make use of, for purposes other than performance of the contract, and not to disclose to third parties any facts, information, knowledge, documents or other matters communicated to him or brought to his attention in connection with performance of the contract, or any results arising from his services, without the prior written authorisation of the Greens/EFA Group. These obligations shall continue to apply following performance of this contract.

4. This article shall be without prejudice to any obligations incumbent on the Contractor arising from the rules applicable or from those laid down by the relevant courts or other authorities.

ARTICLE II.11 – BAN ON USING THE GREENS/EFA GROUP’S IMAGE

1. The Contractor may not use photographs of the exterior or interior of the Greens/EFA Group’s buildings for advertising or commercial purposes without the Greens/EFA Group’s prior authorisation in writing.
2. The Greens/EFA Group’s authorisation referred to in paragraph 1 may be subject to specific conditions and limited to a fixed period.

ARTICLE II.12 – USE, DISTRIBUTION AND PUBLICATION OF INFORMATION

1. The Contractor shall authorise the Greens/EFA Group 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 and duration of the contract, the amount paid and the reports. In the case of personal data, the relevant provisions of the Specific Terms and Conditions shall apply.
2. Any distribution or publication by the Contractor of information relating to the contract shall require the Greens/EFA Group’s prior authorisation in writing. For the purposes of that authorisation the Greens/EFA Group may require the Contractor to make reference to the amount paid by the European Union, or may make the authorisation subject to other conditions. The information published or distributed shall at all events state that the opinions expressed are those of the Contractor only and do not represent the Greens/EFA Group’s official position.
3. The use of information obtained by the Contractor in connection with the contract for purposes other than its performance shall be prohibited unless the Greens/EFA Group has expressly granted prior authorisation in writing.

ARTICLE II.13 – PROVISION OF EQUIPMENT OR SERVICES BELONGING TO THE GREENS/EFA GROUP

1. The use of telephone, computer or office equipment and/or other services made available to the Contractor and his staff, as defined in the specifications, shall be for strictly professional purposes only.
2. The Greens/EFA Group reserves the right, with due regard for the rules applying, in particular, to protection of privacy and commercial secrecy, to check at any time the use by the Contractor or his staff of such equipment and/or services. The Contractor hereby undertakes to inform his staff, in writing, that Parliament has this right.
3. In the event of use for non-professional purposes or other misuse, a warning shall be given to the Contractor. Should the problem persist, the equipment and or access to the services shall be withdrawn. Where the Greens/EFA Group considers the problem to be of a serious nature, it may withdraw the equipment and/or access to the services without prior warning.
4. The Contractor's liability in the event of damage caused by the use referred to in the previous paragraph shall be governed by Articles I.10 and II.2. The Greens/EFA Group may, by way of appropriate reparation for the loss sustained, apply the measures provided for in Article I.10.1.

ARTICLE II.14 – MATERIALS, COMPONENTS, APPLIANCES, DESIGNS, SAMPLES, SUPPLIES, MODELS, TEMPLATES, GAUGES AND SOFTWARE BELONGING TO THE GREENS/EFA GROUP AND HELD BY THE CONTRACTOR

1. The Contractor shall be liable in the event of loss of or damage to any materials, components, appliances, designs, samples, supplies, models, templates, gauges and software belonging to the Greens/EFA Group which he holds with a view to performance of the contract, whether delivered to him for that purpose or purchased by him on behalf of the Greens/EFA Group.
2. Compensation for the loss or damage referred to in paragraph 1 shall be effected, at the Greens/EFA Group's choice after consulting the Contractor, either in kind (replacement or repair) or by payment of a sum equivalent to the replacement cost on the date of the loss or damage, plus any duties or indirect taxes which might be applied to that amount by the national authorities.
3. Where the items referred to in paragraph 1 are subject to depreciation, only their residual value shall be taken into account.

ARTICLE II.15 – FORCE MAJEURE

1. *Force majeure* shall mean any unforeseeable and exceptional situation or event beyond the control of the parties, preventing either of them from performing any of their obligations under the contract, which was not due to error or negligence on their part, and which could not have been avoided by the exercise of due diligence. Defects in equipment or materials or delays in making them available, labour disputes, strikes, non-performance by a subcontractor or financial problems may not be invoked as *force majeure* unless they stem directly from an established case of *force majeure*.
2. If either of the parties is faced with a case of *force majeure*, it shall notify the other party without delay by registered letter with acknowledgement of receipt or by an equivalent method, stating the nature, likely duration and foreseeable effects.
3. Neither party shall be held in breach of its contractual obligations if it has been prevented from performing those obligations by a case of *force majeure*. If, as a result of *force majeure*, the Contractor is unable to perform the tasks which have been assigned to him, he shall not be entitled to payment or compensation. If the contract has been partially performed he shall receive payment in the appropriate amount. These provisions shall not affect the entitlement of the Contractor to reimbursement of his travel and subsistence expenses and of the costs of shipment of equipment that he has incurred in performance of the contract.
4. The parties shall take all the requisite measures to minimise any losses that they may incur.

ARTICLE II.16 – TERMINATION BY THE GREENS/EFA GROUP

1. The Greens/EFA Group may terminate this contract as of right, either in full or in part, without recourse to legal proceedings and without compensation, by registered letter with acknowledgement of receipt, in the following cases:
 - (a) if the contractor or any person that assumes unlimited liability for the debts of the contractor is in one of the situations provided for in points (a) or (b) of Article 136(1) of the Financial Regulation ;
 - (b) if the contractor or any person within the meaning of Article 136 (4)(a)(c) of the Financial Regulation, is subject to any of the situations provided for in Article 136(1)(c) to (h) or to Article 136(2) of the Financial Regulation.

- (c) if the contractor does not comply with applicable obligations under environmental, social and labour law established by Union law, national law, collective agreements or by the international environmental, social and labour law provisions listed in Annex X to Directive 2014/24/EU;
 - (d) if the contractor is in a situation that could constitute a conflict of interest or a professional conflicting interest as referred to in Article II.8;
 - (e) If the contractor has misrepresented the information required as a condition for participating in the procedure or has failed to supply that information;
 - f) if the Greens/EFA Group considers that a change in the Contractor's legal, financial, technical or organisational situation could have a material effect on performance of the contract;
 - g) if the Contractor is unable, through his own fault, to obtain any permit or licence required for performance of the contract;
 - h) if notice, specifying the nature of the breach of contractual obligations, in which the Greens/EFA Group states that performance is not in compliance with the provisions of the contract, the specifications and all the annexes thereto or the Contractor's tender, has been served on the Contractor by registered letter with acknowledgement of receipt and no action, or inadequate action, has been taken in response within 15 calendar days of its dispatch;
 - i) if the Contractor is subject to a penalty referred to in 138(1) of the Financial Regulation;
 - j) if, after the contract has been awarded, the procurement procedure or performance of the contract is found to be subject to material errors, irregularities, corruption or fraud; if these errors, irregularities, corruption or fraud are attributable to the Contractor, the Greens/EFA Group may furthermore refuse to make payment, recover the sums already paid or terminate all contracts concluded with the Contractor in question, in proportion to the seriousness of the errors, irregularities, corruption or fraud;
2. In the event of *force majeure* notified in accordance with Article II.15, either party may terminate the contract in force if they cannot be performed for a period corresponding to at least one fifth of the period indicated in the Specific Terms and Conditions.
 3. Prior to any termination of the contract under paragraph 1, point (i), the Contractor shall have an opportunity to present his observations within a period not exceeding 15 calendar days with effect from the date of dispatch of the notice by registered letter with acknowledgement of receipt.
 4. Termination shall take effect on the date of receipt of the registered letter with acknowledgement of receipt terminating the contract, or on any other date referred to in the letter of termination.
 5. Consequences of termination:
 - a) Should the Greens/EFA Group terminate the contract in accordance with this article, and subject to the other provisions of the contract, the Contractor shall waive any claim for direct or consequential damages, including any loss of expected profits as a consequence of uncompleted services. On receipt of the letter terminating the contract, the Contractor shall take all the requisite measures to minimise costs, prevent damage and cancel or reduce his commitments. He shall draw up the documents required by the Specific Terms and Conditions for the tasks performed up to the date on which termination takes effect, within a period not exceeding 60 calendar days from that date.

- b) The Greens/EFA Group may demand compensation for any loss or direct or consequential damage caused and may recover any sums paid to the Contractor in connection with the contract.
- c) Following termination, the Greens/EFA Group may have the contract performed by substitution, and may commission any other contractor to complete the services. The Greens/EFA Group shall have the right to insist on the contract being performed by substitution, following written notification to the Contractor, even if it does not terminate the contract, in order to guarantee the proper performance of the services provided for in the contract. In that case, without prejudice to any other rights or guarantees stipulated in this contract in the Greens/EFA Group's favour, it shall be entitled to claim from the Contractor reimbursement of any additional costs occasioned by the completion of those services.
- d) Following termination, Parliament may impose administrative and financial penalties under the conditions set out in Articles 136 to 141 of the Financial Regulation.

ARTICLE II.17 – DISPUTES, EXPERT REPORTS

- 1. In the event of a dispute requiring verification of the facts or technical examination, the party raising the issue may obtain an expert's report before taking legal action. To that end, the party raising the issue shall inform the other party in writing of the subject of the dispute and shall propose an expert.
- 2. The other party shall indicate within 15 calendar days whether or not it accepts the proposed expert and, if it does not, shall make a counter-proposal, which must be replied to within 15 calendar days. Such correspondence shall be conducted by registered letter with acknowledgement of receipt.
- 3. If the two parties fail to reach agreement the party raising the issue shall submit the dispute to the competent court pursuant to Article I.7 and shall ask it, if need be, to appoint an expert.

ARTICLE II.18 – ADMINISTRATIVE AND FINANCIAL PENALTIES

- 1. The Greens/EFA Group may impose administrative or financial penalties in the following cases:
 - a) a contractor who is in an exclusion situation established in accordance with Article 136 of the Financial Regulation
 - b) a contractor who has been guilty of misrepresenting the information required by the Greens/EFA Group as a condition of participation in the procurement procedure or has failed to supply that information;

In all cases, however, the Greens/EFA Group or the Panel established by Article 108 of the Financial Regulation must first give the Contractor an opportunity to present his observations.

2. Administrative and financial penalties shall be proportionate to the size of the contract and the seriousness of the misconduct, and may consist of:
 - a) the exclusion of the Contractor from contracts and grants financed by the budget of the European Union; and/or
 - b) the payment of financial penalties by the Contractor up to 10% of the value of the contract in question and/or.
 - c) the publication of the name of the contractor, the exclusion situation and the duration of the exclusion pursuant to Article 140(1) of the Financial Regulation.

ARTICLE II.19 – CHECKS AND AUDITS

1. Pursuant to Article 257 of the Financial Regulation, the European Court of Auditors is empowered to audit the documents held by natural or legal persons receiving payments from the budget of the European Union, from the signing of the contract until five years after the date of payment of the balance.
2. The Greens/EFA Group or an outside body of its choice shall have the same rights as the European Court of Auditors in respect of inspections and checks on compliance with contractual provisions, from the signing of the contract until five years after the date of payment of the balance.
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 of 11 November 1996 concerning on-the-spot checks and inspections carried out by the Commission in order to protect the European Communities' financial interests against fraud and other irregularities (OJ L 292, 15.11.1996, p. 2), and Regulation (EU, Euratom) No 883/2013 of the European Parliament and of the Council of 11 September 2013 concerning investigations conducted by the European Anti-Fraud Office (OLAF) (OJ L 248, 18.9.2013, p. 1), from the signing of the contract up to five years after the date of payment of the balance.
4. In accordance with Regulation (EU) 2018/1725 and with Article 57 of the Financial Regulation, for the purposes of safeguarding the financial interests of the Union the personal data referred to in Article I.9 may be transferred to internal audit services, to the European Court of Auditors, to the Panel established by Article 143 of the Financial Regulation or to the European Anti-Fraud Office

ARTICLE II.20 – ENVIRONMENTAL AND SOCIAL PROVISIONS

1. The Greens/EFA Group reserves the right to carry out itself any inspections and checks on the Contractor which are necessary to ensure compliance with the environmental and social and labour law requirements laid down in Article I.5. Such inspections and checks may be carried out in part or in full by an external body duly authorised by the Greens/EFA Group.
2. Any failure on the Contractor's part to comply with the obligations laid down or any refusal to allow inspection by the Greens/EFA Group or a duly authorised body shall entitle the Greens/EFA Group to terminate this contract.

ARTICLE II.20bis - SECURITY PROVISIONS

1. In performance of this contract the Contractor undertakes to comply himself and to assure that persons acting on his behalf comply with the national and internal safety and security rules which apply to access to the Greens/EFA Group's premises, locations or events and with any other comparable restrictions in force. The Contractor is aware that such compliance might include, but shall not be limited to, the obligation to obtain a security clearance for himself and any person acting on his behalf in the context of execution of the contract from the competent services of the Greens/EFA Group and (or) national authorities.

2. The Contractor shall cooperate with the competent security service of the European Parliament in order to assist the latter in carrying out its security duties and tasks. Such cooperation includes, but is not limited to, immediate reporting to the said competent service of any changes of persons authorised to act on behalf of the Contractor in execution of this Contract as well as any matters of potential security concern.

3. In the event a person acting on the Contractor's behalf and entering the European Parliament's premises fails to obtain or loses security accreditation or security clearance the Contractor shall replace him immediately. Any other failure to comply with the applicable safety and security rules shall entitle the Greens/EFA Group to have the member of staff in question replaced. Replacement staff must have obtained the necessary security accreditations and (or) security clearances and be capable of performing the contract under the same contractual conditions. The Contractor shall be responsible for any delay in the performance of the tasks assigned to him which results from the replacement of staff in accordance with this article.

4. Any failure on the Contractor's part to comply with the security obligations and (or) any refusal to undergo the necessary security accreditation and (or) the security clearing check shall entitle the Greens/EFA Group to terminate this contract without prior notice.

ARTICLE II.21 – MODIFICATION OF THE CONTRACT

1. Any modification of this contract or its annexes, including additions or deletions, shall require a supplementary written agreement concluded on the same terms as the contract. No oral agreement may bind the parties for that purpose.

2. Should a court with jurisdiction rule that a provision of this contract is invalid or unenforceable, the other provisions of the contract shall remain applicable, and the parties undertake to replace the invalid or unenforceable provision by another provision having an economic effect as similar as possible to that of the provision in question.

3. Should the Greens/EFA Group refrain from exercising or ensuring the application of its rights arising from any provision of this contract, or fail to exercise them or ensure the application thereof, this shall not constitute the waiver by the Greens/EFA Group of any provision of this contract.

Done at on in two originals

For the Contractor

For the Greens/EFA Group

