

SERVICE CONTRACT

CONTRACT NUMBER – EMSA/NEG/65/2014

The European Maritime Safety Agency (hereinafter referred to as "EMSA"), which is represented by Manuela Tomassini – Head of Department B, Safety and Standards

on the one part, and

[full official name]

[*official legal form*]

[*statutory registration number*]

[full official address]

[*VAT registration number*]

(hereinafter referred to as "the contractor"), [*represented by* [forename, surname and function,]]

on the other part,

HAVE AGREED

to the **special conditions, the general conditions for service contracts** and the following annexes:

Annex I –Tender specifications (reference No [complete] of [insert date])

Annex II –Contractor's tender (reference No [complete] of [insert date])

which form an integral part of this contract (hereinafter referred to as “the contract”).

- The terms set out in the special conditions shall take precedence over those in the other parts of the contract.
- The terms set out in the general conditions shall take precedence over those in the other parts of the contract.
- The terms set out in the tender specifications (Annex I) shall take precedence over those in the tender (Annex II).

I - SPECIAL CONDITIONS

ARTICLE I.1 – SUBJECT MATTER

- I.1.1** The subject matter of the contract is the provision of ancillary services for an at-sea exercise.
- I.1.2** The contractor shall execute the tasks assigned to it in accordance with the tender specifications annexed to the contract (Annex I).

ARTICLE I.2 - ENTRY INTO FORCE AND DURATION

- I.2.1** The contract shall enter into force on the date on which it is signed by the last party.
- I.2.2** Under no circumstances may performance commence before the date on which the contract enters into force.
- I.2.3** The service(s) as specified in section I.1.1 shall be provided from the 21st to 23rd April 2015 and, in any case, not later than 2 months from the date of entry into force of the Contract. Unless otherwise specified, all periods specified in the contract are calculated in calendar days. Execution of the tasks shall start from [*the date of entry into force of the contract*] [insert date].

The period of execution of the tasks may be extended only with the express written agreement of the parties before the expiration of such period.

ARTICLE I.3 – PRICE

- I.3.1** The maximum total amount to be paid by EMSA under the contract shall be EUR _____ (_____) covering all tasks executed.

ARTICLE I.4 – PAYMENT ARRANGEMENTS

I.4. Payment of the balance

The contractor shall submit an invoice for payment of the balance.

The invoice shall be accompanied by the report of the contract's implementation as specified in point 4 of the Tender Specifications. EMSA shall make the payment within 60 days from receipt of the invoice. The contractor shall have 15 days in which to submit additional information or corrections, a new final progress report or other documents if it is required by EMSA.

ARTICLE I.5 – BANK ACCOUNT

Payments shall be made to the contractor's bank account denominated in [*euro*], identified as follows:

Name of bank: [complete]
Full address of branch: [complete]
Exact designation of account holder: [complete]
Full account number including [bank]: [complete]
[*IBAN code*]: [complete]]

ARTICLE I.6 – COMMUNICATION DETAILS AND DATA CONTROLLER

For the purpose of Article II.6, the data controller shall be Mrs Manuela Tomassini, Head of Department B.

Communications shall be sent to the following addresses:

EMSA:

European Maritime Safety Agency
Mrs Manuela Tomassini
Head of Department B
Praça Europa 4
1249-206 Lisbon
Portugal

Contractor:

[Full name]
[Function]
[Company name]
[Full Official address]
Email: [complete]

Invoices shall be sent to the following address:

EMSA:

European Maritime Safety Agency
Invoice Registration (IR)
Unit A.2 – Legal and Financial Affairs
Praça Europa 4
1249-206 Lisbon
Portugal

ARTICLE I.7 – APPLICABLE LAW AND SETTLEMENT OF DISPUTES

- I.7.1** The contract shall be governed by Union law, complemented, where necessary, by the law of Portugal.
- I.7.2** Any dispute between the parties in relation to the interpretation, application or validity of the contract which cannot be settled amicably shall be brought before the courts of Lisbon, Portugal.

ARTICLE I.8 - EXPLOITATION OF THE RESULTS OF THE CONTRACT

Not applicable

ARTICLE I.9 – TERMINATION BY EITHER PARTY

Either party may, unilaterally and without being required to pay compensation, terminate the contract by notifying the other party by giving [*one month's*] notice. Should EMSA terminate the contract, the contractor shall only be entitled to payment corresponding to part-performance of the contract before the termination date. The first paragraph of Article II.14.3 shall apply.

ARTICLE I.10 – E-PROCUREMENT

The execution of the contract between EMSA and the contractor may be automated by the use of one or more of the following applications: e-Request, e-Catalogue, e-Ordering and e-Fulfilment and e-Invoicing. At the request of EMSA, the use of the above applications may be mandatory during the lifetime of the contract.

SIGNATURES

For the contractor,

[Company name/forename/surname/function]

signature[s]: _____

Done at [place], [date]

In duplicate in English.

For EMSA,

[Insert name and title of the Authorising Officer]

signature[s]: _____

Done at [*Lisbon*], [date]

II – GENERAL CONDITIONS FOR SERVICE CONTRACTS

ARTICLE II.1 – PERFORMANCE OF THE CONTRACT

- II.1.1** The contractor shall perform the contract to the highest professional standards.
- II.1.2** The contractor shall be solely responsible for taking the necessary steps to obtain any permit or licence required for performance of the contract under the laws and regulations in force at the place where the tasks assigned to it are to be executed.
- II.1.3** Without prejudice to Article II.4 any reference made to the contractor's personnel in the contract shall relate exclusively to individuals involved in the performance of the contract.
- II.1.4** The contractor must ensure that the personnel performing the contract possesses the professional qualifications and experience required for the execution of the tasks assigned to it.
- II.1.5** The contractor shall neither represent EMSA nor behave in any way that would give such an impression. The contractor shall inform third parties that it does not belong to the European public service.
- II.1.6** The contractor shall be solely responsible for the personnel who executes the tasks assigned to the contractor.

The contractor shall stipulate the following employment or service relationships with its personnel:

- (a) personnel executing the tasks assigned to the contractor may not be given orders directly by EMSA;
- (b) EMSA may not under any circumstances be considered to be the employer of the personnel referred to in point (a) and the personnel shall undertake not to invoke against EMSA any right arising from the contractual relationship between EMSA and the contractor.
- II.1.7** In the event of disruption resulting from the action of one of the contractor's personnel working on EMSA's premises or in the event that the expertise of a member of the contractor's personnel fails to correspond to the profile required by the contract, the contractor shall replace him without delay. EMSA shall have the right to make reasoned request for the replacement of any such personnel. The replacement personnel must have the necessary qualifications and be capable of performing the contract under the same contractual conditions. The contractor shall be responsible for any delay in the execution of the tasks assigned to it resulting from the replacement of personnel.
- II.1.8** Should the execution of the tasks be directly or indirectly hampered, either partially or totally, by any unforeseen event, action or omission, the contractor shall immediately and on its own initiative record it and report it to EMSA. The report shall include a description of the problem and an indication of the date on which it started and of the remedial action taken by the contractor to ensure full compliance with its obligations under this contract. In such an event the contractor shall give priority to solving the problem rather than determining liability.
- II.1.9** Should the contractor fail to perform its obligations under the contract, EMSA may-without prejudice to its right to terminate the contract-reduce or recover payments in proportion to the scale of the unperformed obligations. In addition, EMSA may claim compensation or impose liquidated damages in accordance with Article II.12.

ARTICLE II.2 – MEANS OF COMMUNICATION

- II.2.1** Any communication relating to the contract or to its performance shall be made in writing and shall bear the contract number. Any communication is deemed to have been made when it is received by the receiving party unless otherwise provided for in this contract.

- II.2.2** Electronic communication shall be deemed to have been received by the parties on the day of dispatch of that communication provided it is sent to the addressees listed in Article I.6. Without prejudice to the preceding, if the sending party receives a message of non-delivery to or of absence of the addressee, it shall make every effort to ensure the actual receipt of such communication by the other party.

Electronic communication shall be confirmed by an original signed paper version of that communication if requested by any of the parties provided that this request is submitted without unjustified delay. The sender shall send the original signed paper version without unjustified delay.

- II.2.3** Mail sent using the postal services is deemed to have been received by EMSA on the date on which it is registered by the department responsible referred to in Article I.6.

Any formal notification shall be made by registered mail with return receipt or equivalent, or by equivalent electronic means.

ARTICLE II.3 – LIABILITY

- II.3.1** The contractor shall be solely responsible for complying with any legal obligations incumbent on it.
- II.3.2** EMSA shall not be held liable for any damage caused or sustained by the contractor, including any damage caused by the contractor to third parties during or as a consequence of performance of the contract, except in the event of wilful misconduct or gross negligence on the part of EMSA.
- II.3.3** The contractor shall be held liable for any loss or damage sustained by EMSA in performance of the contract, including in the event of subcontracting, and for any claim by a third party, but only to an amount not exceeding three times the total amount of the contract. Nevertheless, if the damage or loss is caused by the gross negligence or wilful misconduct of the contractor or of its personnel or subcontractors, the contractor shall have unlimited liability for the amount of the damage or loss.
- II.3.4** The contractor shall indemnify and hold EMSA harmless for all damages and costs incurred due to any claim. The contractor shall provide compensation in the event of any action, claim or proceeding brought against EMSA by a third party as a result of damage caused by the contractor during the performance of the contract. In the event of any action brought by a third party against EMSA in connection with performance of the contract, including any alleged breach of intellectual property rights, the contractor shall assist EMSA. Such expenditure incurred by the contractor may be borne by EMSA.
- II.3.5** The contractor shall take out an insurance policy against risks and damage relating to the performance of the contract, if required by the relevant applicable legislation. It shall take out supplementary insurance as reasonably required by standard practice in the industry. A copy of all the relevant insurance contracts shall be sent to EMSA should it so request.

ARTICLE II.4 - CONFLICT OF INTEREST

- II.4.1** The contractor shall take all necessary measures to prevent any situation of conflict of interest. Such situation arises where the impartial and objective performance of the contract is compromised for reasons involving economic interest, political or national affinity, family or emotional ties, or any other shared interest.
- II.4.2** Any situation consisting or likely to lead to a conflict of interests during the performance of the contract shall be notified to EMSA in writing without delay. The contractor shall immediately take all the necessary steps to rectify the situation. EMSA reserves the right to verify that the steps taken are appropriate and may require that additional steps be taken within a specified deadline.

II.4.3 The contractor declares 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, to or from any party whatsoever, when such advantage constitutes an illegal practice or involves corruption, either directly or indirectly, in so far as it serves as an incentive or reward relating to the performance of the contract.

II.4.4 The contractor shall pass on all the relevant obligations in writing to its personnel and to any natural person with power to represent it or take decisions on its behalf and ensure that it is not placed in a situation which could give rise to conflicts of interest. The contractor shall also pass on all the relevant obligations in writing to third parties involved in the performance of the contract including subcontractors.

ARTICLE II.5 – CONFIDENTIALITY

II.5.1 EMSA and the contractor shall treat with confidentiality any information and documents, in any form, disclosed in writing or orally in relation to the performance of the contract and identified in writing as confidential.

The contractor shall:

- (a) not use confidential information and documents for any purpose other than fulfilling its obligations under the contract without prior written agreement of EMSA;
- (b) ensure the protection of such confidential information and documents with the same level of protection it uses to protect its own confidential information, but in no case any less than reasonable care;
- (c) not disclose directly or indirectly confidential information and documents to third parties without prior written agreement of EMSA.

II.5.2 The confidentiality obligation set out in Article II.5.1 shall be binding on EMSA and the contractor during the performance of the contract and for five years starting from the date of the payment of the balance unless:

- (a) the disclosing party agrees to release the other party from the confidentiality obligation earlier;
- (b) the confidential information becomes public through other means than in breach of the confidentiality obligation, through disclosure by the party bound by that obligation;
- (c) the disclosure of the confidential information is required by law.

II.5.3 The contractor shall obtain from any natural person with the power to represent it or take decisions on its behalf, as well as from third parties involved in the performance of the contract, an undertaking that they will comply with the confidentiality obligation set out in Article II.5.1.

ARTICLE II.6 – PROCESSING OF PERSONAL DATA

II.6.1 Any personal data included in the contract shall be processed pursuant to Regulation (EC) 45/2001 of the European Parliament and of the Council of 18 December 2000 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 shall be processed by the data controller solely for the purposes of the performance, management and monitoring of the contract without prejudice to its possible transmission to the bodies charged with monitoring or inspection tasks in application of Union law.

II.6.2 The contractor shall have the right of access to its personal data and the right to rectify any such data. The contractor should address any queries concerning the processing of its personal data to the data controller.

II.6.3 The contractor shall have right of recourse at any time to the European Data Protection Supervisor.

- II.6.4** Where the contract requires the processing of personal data by the contractor, the contractor may act only under the supervision of the data controller, in particular with regard to the purposes of the processing, the categories of data which may be processed, the recipients of the data, and the means by which the data subject may exercise his rights.
- II.6.5** The contractor shall grant its personnel access to the data to the extent strictly necessary for the performance, management and monitoring of the contract.
- II.6.6** The contractor undertakes to adopt appropriate technical and organisational security measures having regard to the risks inherent in the processing and to the nature of the personal data concerned in order to:
- (a) prevent any unauthorised person from gaining access to computer systems processing personal data, and especially:
 - (i) unauthorised reading, copying, alteration or removal of storage media;
 - (ii) unauthorised data input as well as any unauthorised disclosure, alteration or erasure of stored personal data;
 - (iii) unauthorised using of data-processing systems by means of data transmission facilities;
 - (b) ensure that authorised users of a data-processing system can access only the personal data to which their access right refers;
 - (c) record which personal data have been communicated, when and to whom;
 - (d) ensure that personal data being processed on behalf of third parties can be processed only in the manner prescribed by EMSA;
 - (e) ensure that, during communication of personal data and transport of storage media, the data cannot be read, copied or erased without authorisation;
 - (f) design its organisational structure in such a way that it meets data protection requirements.

ARTICLE II.7 – SUBCONTRACTING

- II.7.1** The contractor shall not subcontract without prior written authorisation from EMSA nor cause the contract to be de facto performed by third parties.
- II.7.2** Even where EMSA authorises the contractor to subcontract to third parties, it shall nevertheless remain bound by its contractual obligations and shall be solely responsible for the proper performance of this contract.
- II.7.3** The contractor shall make sure that the subcontract does not affect rights and guarantees granted to EMSA by virtue of this contract, notably by Article II.18.

ARTICLE II.8 – AMENDMENTS

- II.8.1** Any amendment to the contract shall be made in writing before fulfilment of any new contractual obligations and in any case before the date of payment of the balance.
- II.8.2** The amendment may not have the purpose or the effect of making changes to the contract which might call into question the decision awarding the contract or result in unequal treatment of tenderers.

ARTICLE II.9 – ASSIGNMENT

II.9.1 The contractor shall not assign the rights, including claims for payments, and obligations arising from the contract, in whole or in part, without prior written authorisation from EMSA.

II.9.2 In the absence of such authorisation, or in the event of failure to observe the terms thereof, the assignment of rights or obligations by the contractor shall not be enforceable against EMSA and shall have no effect on it.

ARTICLE II.10 – OWNERSHIP OF THE RESULTS – INTELLECTUAL AND INDUSTRIAL PROPERTY RIGHTS

II.10.1 Definitions

In this contract the following definitions apply:

- (1) 'results' means any intended outcome of the performance of the contract which is delivered and finally accepted by EMSA.
- (2) 'creator' means any natural person who contributed to the production of the result and includes personnel of EMSA or a third party.
- (3) 'pre-existing rights' means any industrial and intellectual property rights, including background technology, which exist prior to EMSA or the contractor ordering them for the purpose of the contract execution and include rights of ownership and use by the contractor, the creator, EMSA and any third parties.

II.10.2 Ownership of the results

The ownership of the results shall be fully and irrevocably acquired by EMSA under this contract including any rights in any of the results listed in this contract, including copyright and other intellectual or industrial property rights, and all technological solutions and information contained therein, produced in performance of the contract. EMSA may exploit them as stipulated in this contract. All the rights shall be acquired by EMSA from the moment the results are delivered by the contractor and accepted by EMSA. Such delivery and acceptance are deemed to constitute an effective assignment of rights from the contractor to EMSA.

The payment of the price as set out in the order forms or specific contracts is deemed to include any fees payable to the contractor in relation to the acquisition of ownership of rights by EMSA including all forms of use of the results.

The acquisition of ownership of rights by EMSA under this contract covers all territories worldwide.

Any intermediary sub-result, raw data, intermediary analysis made available by the contractor cannot be used by EMSA without the written consent of the contractor, unless the contract explicitly provides for it to be treated as self-contained result.

II.10.3 Licensing of pre-existing rights

EMSA shall not acquire ownership of the pre-existing rights.

The contractor shall license the pre-existing rights on a royalty-free, non-exclusive and irrevocable basis to EMSA which may use the pre-existing right as foreseen in Article I.8.1 or in order forms or specific contracts. All the pre-existing rights shall be licensed to EMSA from the moment the results were delivered and accepted by EMSA.

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

II.10.4 Modes of exploitation

EMSA shall acquire ownership of each of the results produced as an outcome of this contract which may be used for any of the following purposes:

- (a) giving access upon individual requests without the right to reproduce or exploit, as provided for by Regulation 1049/2001 of the European Parliament and of the Council of 30 May 2001 regarding public access to European Parliament, Council and Commission documents;
- (b) storage of the original and copies made in accordance with this contract;
- (c) archiving in line with the document management rules applicable to EMSA.

II.10.5 Identification and evidence of granting of pre-existing rights and rights of third parties

When delivering the results, the contractor shall warrant that they are free of rights or claims from creators and third parties including in relation to pre-existing rights, for any use envisaged by EMSA. This does not concern the moral rights of natural persons.

The contractor shall establish to that effect a list of all pre-existing rights and rights of creators and third parties on the results of this contract or parts thereof. This list shall be provided no later than the date of delivery of the final results.

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

Upon request by EMSA, the contractor shall provide evidence of ownership or rights to use all the listed pre-existing rights and rights of third parties except for the rights owned by EMSA.

This evidence may refer, inter alia, to rights to: parts of other documents, images, graphs, tables, data, software, technical inventions, know-how etc. (delivered in paper, electronic or other form), IT development tools, routines, subroutines and/or other programs ("background technology"), concepts, designs, installations or pieces of art, data, source or background materials or any other parts of external origin.

The evidence shall include, as appropriate:

- (a) the name and version number of a software product;
- (b) the full identification of the work and its author, 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 in case it is found that it does not hold the necessary rights, regardless of when and by whom this fact was 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.

II.10.6 Creators

By delivering the results the contractor warrants that the creators undertake not to oppose that their names be recalled when the results are presented to the public and confirms that the results can be divulged. Names of authors shall be recalled on request in the manner communicated by the contractor to EMSA.

The contractor shall obtain the consent of creators regarding the granting of the relevant rights and be ready to provide documentary evidence upon request.

II.10.7 Persons appearing in photographs or films

If natural, recognisable persons appear in a result or their voice is recorded the contractor shall submit a statement of these persons (or of the persons exercising parental authority in case of minors) where they give their permission for the described use of their image or voice on request by EMSA. This does not apply to persons whose permission is not required in line with the law of the country where photographs were taken, films shot or audio records made.

II.10.8 Copyright for pre-existing rights

When the contractor retains pre-existing rights on parts of the results, reference shall be inserted to that effect when the result is used as set out in Article I.8.1 with the following disclaimer: © - year – EMSA. All rights reserved. Certain parts are licensed under conditions to EMSA.

II.10.9 Visibility of EMSA funding and disclaimer

When making use of the results, the contractor shall declare that they have been produced within a contract with EMSA and that the opinions expressed are those of the contractor only and do not represent EMSA's official position. EMSA may waive this obligation in writing.

ARTICLE II.11 – FORCE MAJEURE

II.11.1 'Force majeure' means any unforeseeable and exceptional situation or event beyond the parties' control which prevents either of them from fulfilling any of their obligations under the contract, which was not attributable to error or negligence on their part or on the part of a subcontractors and which proves to be inevitable in spite of exercising due diligence. Any default of a service, defect in equipment or material or delays in making them available, unless they stem directly from a relevant case of force majeure, as well as labour disputes, strikes or financial difficulties, cannot be invoked as force majeure.

II.11.2 A party faced with force majeure shall notify the other party without delay, stating the nature, likely duration and foreseeable effects.

II.11.3 The party faced with force majeure shall not be held in breach of its contractual obligations if it has been prevented from fulfilling them by force majeure. Where the contractor is unable to fulfil its contractual obligations owing to force majeure, it shall have the right to remuneration only for the tasks actually executed.

II.11.4 The parties shall take all the necessary measures to limit any damage due to force majeure.

ARTICLE II.12 – LIQUIDATED DAMAGES

EMSA may impose liquidated damages should the contractor fail to complete its contractual obligations, also with regard to the required quality level, according to the tender specifications.

Should the contractor fail to perform its contractual obligations within the time-limits set by the contract, then, without prejudice to the contractor's actual or potential liability or to EMSA's right to terminate the contract, EMSA may impose liquidated damages for each and every calendar day of delay according to the following formula:

$$0.3 \times (V/d)$$

V is the amount specified in Article I.3.1;

d is the duration specified in Article I.2.3 expressed in calendar days.

The contractor may submit arguments against this decision within 30 days of receipt of the formal notification. In the absence of a reaction on its part or of written withdrawal by EMSA within 30 days of the receipt of such arguments, the decision imposing the liquidated damages shall become enforceable.

The parties expressly acknowledge and agree that any sums payable under this article are in the nature of liquidated damages and not penalties, and represent a reasonable estimate of fair compensation for the losses incurred due to failure to fulfil obligations which may be reasonably anticipated.

ARTICLE II.13 – SUSPENSION OF THE PERFORMANCE OF THE CONTRACT

II.13.1 Suspension by the contractor

The contractor may suspend the performance of the contract or any part thereof if a case of force majeure makes such performance impossible or excessively difficult. The contractor shall inform EMSA about the suspension without delay, giving all the necessary reasons and details and the envisaged date for resuming the performance of the contract.

Once the circumstances allow resuming performance, the contractor shall inform EMSA immediately, unless EMSA has already terminated the contract.

II.13.2 Suspension by EMSA

EMSA may suspend the performance of the contract or any part thereof:

- (a) if the contract award procedure or the performance of the contract prove to have been subject to substantial errors, irregularities or fraud;
- (b) in order to verify whether presumed substantial errors, irregularities or fraud have actually occurred.

Suspension shall take effect on the day the contractor receives formal notification, or at a later date provided in the notification. EMSA shall give notice as soon as possible to the contractor to resume the service suspended or inform the contractor that it is proceeding with the termination of the contract. The contractor shall not be entitled to claim compensation on account of suspension of the contract or of part thereof.

ARTICLE II.14 – TERMINATION OF THE CONTRACT

II.14.1 Grounds for termination

EMSA may terminate the contract in the following circumstances:

- (a) if a change to the contractor's legal, financial, technical or organisational or ownership situation is likely to affect the performance of the contract substantially or calls into question the decision to award the contract;

- (b) if execution of the tasks has not actually commenced within three months of the date foreseen, and the new date proposed, if any, is considered unacceptable by EMSA, taking into account Article II.8.2;
- (c) if the contractor does not perform the contract as established in the tender specifications or fails to fulfil another substantial contractual obligation;
- (d) in the event of force majeure notified in accordance with Article II.11 or if the performance of the contract has been suspended by the contractor as a result of force majeure, notified in accordance with Article II.13, where either resuming performance is impossible or the modifications to the contract might call into question the decision awarding the contract or result in unequal treatment of tenderers;
- (e) if the contractor is declared bankrupt, is being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (f) if the contractor or any natural person with the power to represent it or take decisions on its behalf has been found guilty of professional misconduct proven by any means;
- (g) if the contractor is not in compliance with its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established or with those of the country of the applicable law of this contract or those of the country where the contract is to be performed;
- (h) if EMSA has evidence that the contractor or natural persons with the power to represent it or take decisions on its behalf have committed fraud, corruption, or are involved in a criminal organisation, money laundering or any other illegal activity;
- (i) if EMSA has evidence that the contractor or natural persons with the power to represent it or take decisions on its behalf have committed substantial errors, irregularities or fraud in the award procedure or the performance of the contract, including in the event of submission of false information;
- (j) if the contractor is unable, through its own fault, to obtain any permit or licence required for performance of the contract.

II.14.2 Procedure for termination

When EMSA intends to terminate the contract it shall notify the contractor of its intention specifying the grounds thereof. EMSA shall invite the contractor to make any observations and, in the case of point (c) of Article II.14.1, to inform EMSA about the measures taken to continue the fulfilment of its contractual obligations, within 30 days from receipt of the notification.

If EMSA does not confirm acceptance of these observations by giving written approval within 30 days of receipt, the termination procedure shall proceed. In any case of termination EMSA shall notify the contractor about its decision to terminate the contract. In the cases referred to in points (a), (b), (c), (e), (g) and (j) of Article II.14.1 the formal notification shall specify the date on which the termination takes effect. In the cases referred to in points (d), (f), (h), and (i) of Article II.14.1 the termination shall take effect on the day following the date on which notification of termination is received by the contractor.

II.14.3 Effects of termination

In the event of termination, the contractor shall waive any claim for consequential damages, including any loss of anticipated profits for uncompleted work. On receipt of the notification of termination, the contractor shall take all appropriate measures to minimise costs, prevent damage, and cancel or reduce its commitments. The contractor shall have 60 days from the date of termination to draw up the

documents required by the special conditions for the tasks already executed on the date of termination and produce an invoice if necessary. EMSA may recover any amounts paid under the contract.

EMSA may claim compensation for any damage suffered in the event of termination.

On termination EMSA may engage any other contractor to execute or complete the services. EMSA shall be entitled to claim from the contractor all extra costs incurred in this regard, without prejudice to any other rights or guarantees it may have under the contract.

ARTICLE II.15 – REPORTING AND PAYMENTS

II.15.1 Date of payment

Payments shall be deemed to be effected on the date when they are debited to EMSA's account.

II.15.2 Currency

The contract shall be in euros.

Payments shall be executed in euros or in the local currency as provided for in Article I.5.

Conversion between the euro and another currency shall be made according to the daily euro exchange rate published in the *Official Journal of the European Union* or, failing that, at the monthly accounting exchange rate established by the European Commission and published on its website, applicable on the day on which the payment order is issued by EMSA.

II.15.3 Costs of transfer

The costs of the transfer shall be borne in the following way:

- (a) costs of dispatch charged by the bank of EMSA shall be borne by EMSA,
- (b) cost of receipt charged by the bank of the contractor shall be borne by the contractor,
- (c) costs for repeated transfer caused by one of the parties shall be borne by the party causing repetition of the transfer.

II.15.4 Invoices and Value Added Tax

Invoices shall contain the contractor's identification, the amount, the currency and the date, as well as the contract reference.

Invoices shall indicate the place of taxation of the contractor for value added tax (VAT) purposes and shall specify separately the amounts not including VAT and the amounts including VAT.

EMSA is, as a rule, exempt from all taxes and duties, including VAT, pursuant to the provisions of Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Union.

The contractor shall accordingly complete the necessary formalities with the relevant authorities to ensure that the supplies and services required for performance of the contract are exempt from taxes and duties, including VAT exemption.

II.15.5 Pre-financing and performance guarantee

Pre-financing guarantees shall remain in force until the pre-financing is cleared against interim payments or payment of the balance and, in case the latter takes the form of a debit note, three months after the debit note is notified to the contractor. EMSA shall release the guarantee within the following month.

Performance guarantees shall cover performance of the service in accordance with the terms set out in the tender specifications until its final acceptance by EMSA. The amount of a performance guarantee shall not exceed the total price of the contract. The guarantee shall provide that it remains in force until final acceptance. EMSA shall release the guarantee within a month following the date of final acceptance.

Where, in accordance with Article I.4, a financial guarantee is required for the payment of pre-financing, or as performance guarantee, it shall fulfil the following conditions:

- (a) the financial guarantee is provided by a bank, at the request of the contractor and agreement by EMSA, by a third party;
- (b) the guarantor stands as first-call guarantor and does not require EMSA to have recourse against the principal debtor (the contractor).

The cost of providing such guarantee shall be borne by the contractor.

II.15.6 Interim payments and payment of the balance

The contractor shall submit an invoice for interim payment upon delivery of intermediary results, accompanied by a progress report or any other documents, as provided for in Article I.4 or in the tender specifications.

The contractor shall submit an invoice for payment of the balance within 60 days following the end of the period referred to in Article I.2.3, accompanied by a final progress report or any other documents provided for in for in Article I.4 or in the tender specifications.

Upon receipt, EMSA shall pay the amount due as interim or final payment within the periods specified in Article I.4, provided the invoice and documents have been approved and without prejudice to Article II.15.7. Approval of the invoice and documents shall not imply recognition of the regularity or of the authenticity, completeness and correctness of the declarations and information they contain.

Payment of the balance may take the form of recovery.

II.15.7 Suspension of the time allowed for payment

EMSA may suspend the payment periods specified in Article I.4 at any time by notifying the contractor that its invoice cannot be processed, either because it does not comply with the provisions of the contract, or because the appropriate documents have not been produced.

EMSA shall inform the contractor in writing as soon as possible of any such suspension, giving the reasons for it.

Suspension shall take effect on the date the notification is sent by EMSA. The remaining payment period shall start to run again from the date on which the requested information or revised documents are received or the necessary further verification, including on-the-spot checks, is carried out. Where the suspension period exceeds two months, the contractor may request EMSA to justify the continued suspension.

Where the payment periods have been suspended following rejection of a document referred to in the first paragraph and the new document produced is also rejected, EMSA reserves the right to terminate the contract in accordance with Article II.14.1(c).

II.15.8 Interest on late payment

On expiry of the payment periods specified in Article I.4, and without prejudice to Article II.15.7, the contractor is entitled to interest on late payment at the rate applied by the European Central Bank for its main refinancing operations in Euros (the reference rate), plus eight percentage points. The reference

rate shall be the rate in force on the first day of the month in which the payment period ends, as published in the C series of the *Official Journal of the European Union*.

The suspension of the payment periods in accordance with Article II.15.7 may not be considered as a late payment.

Interest on late payment shall cover the period running from the day following the due date for payment up to and including the date of actual payment as defined in Article II.15.1.

However, when the calculated interest is lower than or equal to EUR 200, it shall be paid to the contractor only upon request submitted within two months of receiving late payment.

ARTICLE II.16 - REIMBURSEMENTS

II.16.1 Where provided by the special conditions or by the tender specifications, EMSA shall reimburse the expenses which are directly connected with execution of the tasks on production of original supporting documents, including receipts and used tickets

II.16.2 Travel expenses are reimbursed on the following basis:

- (a) The shortest and most economical normal route by rail (first class) between the seat of the contractor and the place where the task is to be executed.
- (b) If the journey includes at least six hours of night travel between 22:00 and 7:00, the cost of accommodation in a double sleeper.
- (c) Seat reservations and transport of necessary luggage, and supplements for high-speed trains.
- (d) Expenses arising for journeys by sea are reimbursed on presentation of the supporting documents. The cost of transporting a car by sea is not reimbursed.
- (e) Where the person concerned travels by car, travel expenses are reimbursed on the basis of the first class rail fare, excluding any supplements. The person is requested to provide supporting documents as to the actual price of a first class rail ticket for the journey in question at the occasion the experts is participating in.
- (f) Where the distance by rail exceeds 400 km, or where the route includes a sea crossing, the cost of travel by air will be reimbursed on the basis of the fare in economy class or, if that is not available, business class.
- (g) Taxi fares are not reimbursed

II.16.3 Subsistence expenses are reimbursed on the following basis:

- (a) For journeys of less than 200 km (return trip) no subsistence expenses shall be payable.
- (b) Reimbursement of accommodation is based on actual costs of accommodation on production of an original invoice up to the ceiling as indicated in Annex IV per necessary over night stay related to the tasks executed. Accommodation shall be arranged and paid directly by the contractor.
- (c) Flat rate daily allowance as specified in Annex IV shall be reimbursed for days during which the tasks are executed. This amount covers all expenses at the place where the tasks related to the contract are executed, including the cost of meals and local transport (incl. taxi).

- (d) Daily allowance for up to two days may be paid for extra over night stays necessary to qualify for a reduced transport fare through e.g. a stay over from Saturday to Sunday, provided the reduction amounts at least to the extra allowance paid.
- II.16.4** The cost of shipment of equipment or unaccompanied luggage shall be reimbursed provided EMSA has given prior written authorisation.
- II.16.5** Conversion between the euro and another currency shall be made as specified in Article II.5.2.

ARTICLE II.17 – RECOVERY

- II.17.1** If an amount is to be recovered under the terms of the contract, the contractor shall repay EMSA the amount in question according to the terms and by the date specified in the debit note.
- II.17.2** If the obligation to pay the amount due is not honoured by the date set by EMSA in the debit note, the amount due shall bear interest at the rate indicated in Article II.15.8. Interest on late payments shall cover the period from the day following the due date for payment, up to and including the date when EMSA receives full payment of the amount owed.
- Any partial payment shall first be entered against charges and interest on late payment and then against the principal amount.
- II.17.3** If payment has not been made by the due date, EMSA may, after informing the contractor in writing, recover the amounts due by offsetting them against any amounts owed to the contractor by EMSA or by calling in the financial guarantee, where provided for in Article I.4.

ARTICLE II.18 – CHECKS AND AUDITS

- II.18.1** EMSA and the European Anti-Fraud Office may check or carry out an audit on the performance of the contract. It may be carried out either directly by its own staff or by any other outside body authorised to do so on its behalf.
- Such checks and audits may be initiated during the performance of the contract and during a period of five years which starts running from the date of the payment of the balance.
- The audit procedure shall be deemed to be initiated on the date of receipt of the relevant letter sent by EMSA. Audits shall be carried out on a confidential basis.
- II.18.2** The contractor shall keep all original documents stored on any appropriate medium, including digitised originals when they are authorised by national law and under the conditions laid down therein, for a period of five years which starts running from the date of payment of the balance.
- II.18.3** The contractor shall allow EMSA's staff and outside personnel authorised by EMSA the appropriate right of access to sites and premises where the contract is performed and to all the information, including information in electronic format, needed in order to conduct such checks and audits. The contractor shall ensure that the information is readily available at the moment of the check or audit and, if so requested, that information be handed over in an appropriate form.
- II.18.4** On the basis of the findings made during the audit, a provisional report shall be drawn up. It shall be sent to the contractor, which shall have 30 days following the date of receipt to submit observations. The final report shall be sent to the contractor within 60 days following the expiry of that deadline.

On the basis of the final audit findings, EMSA may recover all or part of the payments made and may take any other measure which it considers necessary.

- II.18.5** By virtue of Council Regulation (Euratom, EC) No 2185/96 of 11 November 1996 concerning on-the-spot checks and inspection carried out by the Commission in order to protect the European Communities' financial interests against fraud and other irregularities and Regulation (EC) No 1073/1999 of the European Parliament and the Council of 25 May 1999 concerning investigation conducted by the European Anti-Fraud Office (OLAF), the OLAF may also carry out on-the-spot checks and inspections in accordance with the procedures laid down by Union law for the protection of the financial interests of the Union against fraud and other irregularities. Where appropriate, the findings may lead to recovery by EMSA.
- II.18.6** The Court of Auditors shall have the same rights as EMSA, notably right of access, for the purpose of checks and audits.

ANNEX I

Tender specifications

ANNEX II

Contractor's tender (No [complete] of [complete])

ANNEX III**DAILY ALLOWANCES AND ACCOMODATION CEILINGS****FOR COUNTRIES IN THE EUROPEAN UNION**

| DESTINATIONS | DAILY ALLOWANCE IN € | MAXIMUM HOTEL PRICE IN € |
|---------------------|---------------------------------|-------------------------------------|
| Germany | 93 | 115 |
| Austria | 95 | 130 |
| Belgium | 92 | 140 |
| Bulgaria | 58 | 169 |
| Cyprus | 93 | 145 |
| Czech Republic | 75 | 155 |
| Denmark | 120 | 150 |
| Spain | 87 | 125 |
| Estonia | 71 | 110 |
| Finland | 104 | 140 |
| France | 95 | 150 |
| Greece | 82 | 140 |
| Hungary | 72 | 150 |
| Ireland | 104 | 150 |
| Italy | 95 | 135 |
| Latvia | 66 | 145 |
| Lithuania | 68 | 115 |
| Luxemburg | 92 | 145 |
| Malta | 90 | 115 |
| Netherland | 93 | 170 |
| Poland | 72 | 145 |
| Portugal | 84 | 120 |
| Romania | 52 | 170 |
| Slovakia | 80 | 125 |
| Slovenia | 70 | 110 |
| Sweden | 97 | 160 |
| United Kingdom | 101 | 175 |

DAILY ALLOWANCES AND ACCOMODATION CEILINGS
FOR COUNTRIES OUTSIDE THE EUROPEAN UNION

| DESTINATIONS | DAILY ALLOWANCE IN € | MAXIMUM HOTEL PRICE IN € |
|--------------------------|---------------------------------|-------------------------------------|
| Afghanistan | 50 | 75 |
| Albania | 50 | 160 |
| Algeria | 85 | 85 |
| American Samoa | 70 | 135 |
| Andorra | 68,89 | 126,57 |
| Angola | 105 | 175 |
| Anguilla | 75 | 140 |
| Antigua and Barbuda | 85 | 140 |
| Argentina | 75 | 210 |
| Armenia | 70 | 210 |
| Aruba | 80 | 185 |
| Australia | 75 | 135 |
| Azerbaijan | 70 | 200 |
| Bahamas, The | 75 | 115 |
| Bahrain | 80 | 195 |
| Bangladesh | 50 | 140 |
| Barbados | 75 | 140 |
| Belarus | 90 | 135 |
| Belize | 50 | 135 |
| Bénin | 50 | 100 |
| Bermuda | 70 | 140 |
| Bhutan | 50 | 130 |
| Bolivia | 50 | 100 |
| Bonaire | 90 | 185 |
| Bosnia and Herzegovina | 65 | 135 |
| Botswana | 50 | 135 |
| Brazil | 65 | 180 |
| Brunei | 60 | 165 |
| Burkina Faso | 55 | 90 |
| Burundi | 50 | 115 |
| Cambodia | 50 | 115 |
| Cameroon | 55 | 105 |
| Canada | 65 | 165 |
| Cape Verde | 50 | 75 |
| Cayman Islands | 60 | 135 |
| Central African Republic | 60 | 80 |
| Chad | 65 | 145 |
| Chile | 70 | 175 |
| China | 55 | 155 |
| Colombia | 50 | 120 |
| Comoros | 50 | 85 |
| Cook, islands | 50 | 135 |
| Costa Rica | 50 | 140 |
| Côte d'Ivoire | 60 | 130 |
| Croatia | 60 | 120 |
| Cuba | 75 | 150 |
| Djibouti | 65 | 170 |
| Dominica | 75 | 140 |
| Dominican Republic | 60 | 170 |
| East Timor | 50 | 110 |

| | | |
|---------------------------|-----|-----|
| Ecuador | 50 | 140 |
| Egypt | 65 | 140 |
| El Salvador | 55 | 125 |
| Equatorial Guinea | 60 | 85 |
| Eritrea | 50 | 80 |
| Ethiopia | 50 | 145 |
| Fiji | 50 | 120 |
| French Guyana | 55 | 140 |
| French Polynesia | 60 | 135 |
| Gabon | 75 | 115 |
| Gambia, The | 50 | 120 |
| Georgia | 80 | 215 |
| Ghana | 70 | 140 |
| Grenada | 75 | 140 |
| Guadeloupe | 65 | 115 |
| Guam | 60 | 135 |
| Guatemala | 50 | 125 |
| Guinea | 50 | 135 |
| Guinea-Bissau | 50 | 90 |
| Guyana | 50 | 160 |
| Haiti | 65 | 125 |
| Honduras | 50 | 125 |
| Hong Kong | 60 | 205 |
| Iceland | 85 | 160 |
| India | 50 | 195 |
| Indonesia | 50 | 145 |
| Indonesia – East Timor | 50 | 110 |
| Iran, Islamic Republic of | 55 | 145 |
| Iraq | 60 | 85 |
| Israel | 105 | 210 |
| Jamaica | 60 | 170 |
| Japan | 130 | 275 |
| Jordan | 60 | 135 |
| Kazakhstan | 70 | 175 |
| Kenya | 60 | 165 |
| Kiribati | 60 | 145 |
| Korea (North) | 50 | 180 |
| Korea (South), Rep. of | 100 | 200 |
| Kuwait | 85 | 195 |
| Kyrgyzstan | 75 | 180 |
| Laos | 50 | 145 |
| Lebanon | 70 | 190 |
| Lesotho | 50 | 100 |
| Liberia | 85 | 150 |
| Libya, Jamahiriya ar. | 50 | 175 |
| Liechtenstein | 80 | 95 |
| Macao | 55 | 95 |
| Macedonia, Rep. of | 50 | 160 |
| Madagascar | 50 | 105 |
| Malawi | 50 | 165 |
| Malaysia | 50 | 160 |
| Maldives, The | 50 | 135 |
| Mali | 60 | 95 |
| Marshall Islands | 50 | 135 |
| Martinique | 70 | 110 |
| Mauritania | 50 | 75 |
| Mauritius | 60 | 140 |
| Mayotte | 50 | 110 |
| Mexico | 70 | 185 |

| | | |
|--|-------|--------|
| Micronesia | 55 | 135 |
| Moldova | 80 | 170 |
| Monaco | 72,58 | 97,27 |
| Mongolia | 70 | 90 |
| Montenegro | 80 | 140 |
| Montserrat | 55 | 140 |
| Morocco | 75 | 130 |
| Mozambique | 60 | 140 |
| Myanmar | 50 | 75 |
| Namibia | 50 | 85 |
| Nauru | 50 | 135 |
| Nepal | 50 | 135 |
| Netherlands Antilles, The | 90 | 185 |
| New Caledonia | 55 | 135 |
| New Zealand | 60 | 125 |
| Nicaragua | 50 | 135 |
| Niger | 50 | 75 |
| Niger | 50 | 185 |
| Niue | 50 | 135 |
| Northern Mariana Islands, Commonwealth of the | 70 | 135 |
| Norway | 80 | 140 |
| Oman | 70 | 135 |
| Pakistan | 50 | 130 |
| Palau | 50 | 135 |
| Panama | 50 | 160 |
| Papua New Guinea | 55 | 135 |
| Paraguay | 50 | 140 |
| Peru | 75 | 135 |
| Philippines, The | 60 | 150 |
| Puerto Rico | 65 | 140 |
| Qatar | 65 | 135 |
| Réunion | 60 | 90 |
| Russia | 90 | 275 |
| Rwanda | 65 | 160 |
| Saint Kitts and Nevis | 85 | 185 |
| Saint Lucia | 75 | 140 |
| Saint Vincent and the Grenadines | 75 | 190 |
| Samoa | 50 | 135 |
| San Marino | 60,34 | 114,33 |
| São Tome and Principe | 60 | 95 |
| Saudi Arabia | 85 | 195 |
| Senegal | 65 | 135 |
| Serbia | 80 | 140 |
| Seychelles | 85 | 140 |
| Sierra Leone | 55 | 135 |
| Singapore | 75 | 150 |
| Solomon Islands | 50 | 120 |
| Somalia | 50 | 125 |
| South Africa | 50 | 145 |
| Sri Lanka | 50 | 105 |
| St Martin | 90 | 185 |
| Sudan | 55 | 215 |
| Suriname | 55 | 125 |
| Swaziland | 50 | 90 |
| Switzerland | 80 | 140 |
| Syria | 80 | 145 |
| Taiwan | 55 | 200 |

| | | |
|--|-------|--------|
| Tajikistan | 75 | 110 |
| Tanzania | 50 | 200 |
| Thailand | 60 | 145 |
| The Congo (Democratic Republic of the Congo) | 105 | 140 |
| The Congo (Republic of the Congo) | 70 | 115 |
| The West Bank and the Gaza Strip | 60 | 110 |
| Togo | 60 | 95 |
| Tokelau | 50 | 135 |
| Tonga | 50 | 105 |
| Trinidad and Tobago | 60 | 115 |
| Tunisia | 60 | 85 |
| Turkey | 55 | 165 |
| Turkmenistan | 80 | 150 |
| Turks and Caicos Islands | 55 | 135 |
| Tuvalu | 50 | 135 |
| Uganda | 55 | 180 |
| Ukraine | 80 | 190 |
| United Arab Emirates | 70 | 195 |
| United States of America, The (New York) | 100 | 275 |
| United States of America, The(Others) | 80 | 200 |
| Uruguay | 55 | 160 |
| Uzbekistan | 75 | 155 |
| Vanuatu | 60 | 110 |
| Vatican city | 60,34 | 114,33 |
| Venezuela | 85 | 125 |
| Vietnam | 50 | 205 |
| Virgin Islands (British) | 75 | 140 |
| Virgin Islands (United States) | 55 | 140 |
| Wallis & Futuna | 50 | 135 |
| Yemen | 60 | 165 |
| Zambia | 50 | 135 |
| Zimbabwe | 50 | 115 |
| Other countries | 60 | 145 |

ANNEX IV

Expenses Reimbursement Form Contractor

Contract

number:

Official name in full:

Official address: StreetNo

Postcode: Town: Country

Contact person:

Tel:

E-mail:

| | |
|--|----------------------|
| Bank Account (shall correspond to the contract Article 5) | |
| Account holder | <input type="text"/> |
| Bank account No. | <input type="text"/> |

| | Total amount |
|---------------------|--------------|
| Travel expenses | |
| Accommodation costs | |
| Daily Allowance | |
| TOTAL COSTS | |

Detailed Information Sheet is attached

I, the undersigned, declare that this statement is true and accurate and that no reimbursement will be claimed from another source.

Date and signature:

**Rules concerning expense reimbursement are enclosed at the back of this form
Please attach the originals of the tickets and hotel invoices, where applicable.**

RULES OF REIMBURSEMENT FOR CONTRACTORS

- (1) Where provided by the special conditions or by Annex I, EMSA shall reimburse travel and subsistence expenses which are directly connected to the execution of the tasks on production of original supporting documents, including receipts and tickets.
- (2) Travel expenses are reimbursed on the following basis:
 - the shortest and most economical normal route by rail (first class) between the seat of the contractor and the place where the task is to be executed
 - if the journey includes at least six hours of night travel between 22:00 and 7:00, the cost of accommodation in a double sleeper;
 - seat reservations and transport of necessary luggage, and supplements for high-speed trains.
 - expenses arising for journeys by sea are reimbursed on presentation of the supporting documents. The cost of transporting a car by sea is not reimbursed.
 - where the person concerned travels by car, travel expenses are reimbursed on the basis of the first class rail fare, excluding any supplements. The person is requested to provide supporting documents as to the actual price of a first class rail ticket for the journey in question at the occasion the experts is participating in.
 - where the distance by rail exceeds 400 km, or where the route includes a sea crossing, the cost of travel by air will be reimbursed on the basis of the fare in economy class or, if that is not available, business class.
 - Taxi fares are not reimbursed
- (3) Subsistence expenses are reimbursed on the following basis:
 - For journeys of less than 200 km (return trip) no subsistence expenses shall be payable;
 - Reimbursement of accommodation is based on actual costs of accommodation on production of an original invoice up to the ceiling as indicated in Annex IV per necessary over night stay during which the tasks are executed. Accommodation shall be arranged and paid directly by the contractor.
 - Flat rate daily allowance as specified in Annex III shall be reimbursed for day or days during which the tasks are executed. This amount covers all expenses at the place where the tasks related to the contract are executed, including the cost of meals and local transport (incl taxi).
 - Daily allowance for up to two days may be paid for extra over night stay necessary to qualify for a reduced transport fair through e.g. through a stay over a night from Saturday to Sunday, provided the reduction amounts at least to the extra allowance paid.

Reimbursement procedure

- (1) Travel expenses are reimbursed following the submission of the "Expense reimbursement form" duly completed and signed. The Expense reimbursement form shall be accompanied by fully completed Detailed Information Sheet and the supporting documents. In order to be able completing the reimbursement EMSA will request the original or certified copy of all documents necessary to complete the reimbursement request.
- (2) Reimbursement of expenses shall be effected by bank transfer in Euro.
- (3) EMSA may at any time request additional documents and evidence or effect controls as to the correctness of the information provided by the contractor in relation to the reimbursement of travel expenses. Data provided by the contractor in relation to the reimbursement of travel expenses may be transferred by EMSA to entities tasked to control the appropriateness and legality of the use of public European funds, including the Court of Auditors and the European Anti-Fraud Office.
- (4) The contractor shall repay any sums paid in error.

Detailed Information Sheet

Please fill in one for each trip and traveler, where applicable.

| | | | | | |
|---|--------|------------------------------|-------------------------------|---------------|-------------|
| Contract N° | | | | | |
| Name of the traveler (s) : | | | | | |
| Destination: | | | | | |
| Reason: | | | | | |
| Departure* | Date : | | Distance Km: (return trip) | | |
| Return* | Date : | | Number work days: | | |
| *: from/to the principal place of performance of the contract | | | | | |
| | | | | | |
| Transport costs | | | | | |
| <i>Please include the original transport tickets (airplane tickets & boarding cards, train tickets, ...), invoices paid to the travel agencies or airline companies, etc.</i> | | | | | |
| N° | Date | Currency | Amount | Exchange-rate | Amount in € |
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| Total transport costs : | | | a | | |
| | | | | | |
| Subsistence allowances <i>(please include original hotel bills)</i> | | | | | |
| | | Number of work days: | Rate per country | Total | |
| Daily Allowance per day (see Annex IV) : | | | €/per day | | |
| | | Number of overnight stay: | | | |
| Accommodation cost (see Annex IV): | | | €/per hotel night ceiling | | |
| Total subsistence allowances due : | | | b | | |
| | | | | | |
| TOTAL TRAVEL COST: a+ b = c | | | c | | |

ANNEX V

[MODEL] LETTER FOR PRE-FINANCING FIRST DEMAND GUARANTEE*

Bank (Letterhead) *

[Place/Date]

European Maritime Safety Agency
represented by [Authorising Officer]¹
Praça Europa 4
1249-206 Lisbon
Portugal

Reference: Contract N° and exact title: [...]

ARTICLE 1 – DECLARATION ON GUARANTEE, AMOUNT AND PURPOSE

We, the undersigned [name and address of bank] (hereinafter referred to as "the Guarantor") hereby confirm that we give the European Maritime Safety Agency, an unconditional, irrevocable and independent first-demand guarantee consisting in the undertaking to pay to the European Maritime Safety Agency a sum equivalent to the amount of:

EUR [in figures: ...] (in words: ... EUR)

upon simple demand, for guarantee of the pre-financing(s) stipulated in the contract (N°/exact title, hereinafter referred to as the "contract") concluded between the European Maritime Safety Agency and [name and address], (hereinafter referred to as "the contractor").

ARTICLE 2 – EXECUTION OF GUARANTEE

If the European Maritime Safety Agency gives notice that the contractor has for any reason failed to reimburse pre-financings paid by the European Maritime Safety Agency, we, acting by order and for account of the contractor, shall undertake to immediately pay up to the above amount, in EUR, without exception or objection, into [Option 1: *a bank account designated by the European Maritime Safety Agency*] [Option 2: *the following bank account: (...)*], on receipt of the first written request from the European Maritime Safety Agency sent by registered letter or by courier with acknowledgement of receipt. We shall inform the European Maritime Safety Agency in writing as soon as the payment has been made.

ARTICLE 3 – OBLIGATIONS OF THE GUARANTOR

1. We waive the right to require exhaustion of remedies against the contractor, any right to withhold performance, any right of retention, any right of avoidance, any right to offset, and the right to assert any other claims which the contractor may have against the European Maritime Safety Agency under the contract or in connection with it or on any other grounds.

* The footnotes/options are internal instructions only and must be deleted before guarantee is signed.
* Options [in italics] to be deleted depending on the context of the guarantee.
Options [in roman] to be completed.

¹ Head of Unit (≤ 60 000 €) Head of Department (≤ 200 000 €) Executive Director (> 200 000€).

2. Our obligations under this guarantee shall not be affected by any arrangements or agreements made by the European Maritime Safety Agency with the contractor which may concern his obligations under the contract.
3. We shall undertake to immediately inform the European Maritime Safety Agency in writing, by registered letter or by courier with acknowledgement of receipt, in the event of a change of our legal status, ownership or address.

ARTICLE 4 – DATE OF ENTRY INTO FORCE

This guarantee shall come into force upon its signature. If, on the date of its signature, the [first] pre-financing has not been paid to the contractor, this guarantee shall enter into force on the date on which the contractor receives the [first] pre-financing.

ARTICLE 5 – END DATE AND CONDITIONS OF RELEASE

1. We may be released from this guarantee only with the European Maritime Safety Agency's written consent.
2. This guarantee shall expire on return of this original document by the European Maritime Safety Agency to our offices by registered letter or by courier with acknowledgement of receipt.
3. [Option 1]: *This must occur at the latest one month after the payment of the balance under the contract has been made or three months after the issuance of the corresponding recovery order.²*

[Option 2]: *This must occur at the latest during the month after the pre-financing under the contract has been cleared through interim payment[s].*

[Option 3]: *This must occur in any case, at the latest, on (indicate a precise date³).]*

4. After expiry, this guarantee shall become automatically null and void and no claim relating thereto shall be receivable for any reason whatsoever.

ARTICLE 6 – APPLICABLE LAW AND COMPETENT JURISDICTION

Option 1

1. *This guarantee shall be governed by and construed in accordance with the law applicable to the contract.*
2. *The courts having jurisdiction for matters relating to the contract shall have sole jurisdiction in respect of matters relating to this guarantee.*

Option 2

Any dispute concerning this guarantee shall be governed by and construed in accordance with the Law [of the country of establishment of the [Contractor][Bank]] and fall within the sole competence of the [corresponding national] Courts.

ARTICLE 7 - ASSIGNMENT

² In any case, this period should never be reduced.

³ This mention has to be inserted where the law applicable to the guarantee imposes a precise expiry date.

The rights arising from this guarantee may not be assigned [*without our written consent*].

Done at [insert place], on [insert date]

Signature/Function at /Bank]

Done at [insert place], on [insert date]

Signature/Function at the Bank]

ANNEX VI

Statement of the contractor concerning rights to delivered results

I, [insert name of the authorised representative of the contractor] representing [insert name of the contractor], party to the contract [insert title and/or number of the contract] warrants that the contractor holds all transferred rights to the delivered [insert title and/or description of result] which is/are free of any claims of third parties.

The above mentioned results were prepared by [insert names of creators]. The creators transferred all their relevant rights to the results to [insert name of the entity that received rights from the creators] *[through a contract of [insert date] [a relevant extract of which is] herewith attached.*

The creators [received all their remuneration on [insert date]] *[will receive all their remuneration as agreed within [complete] weeks from [delivery of this statement] [receipt of confirmation of acceptance of the work]. [The statement of the creators confirming payment is attached].*

Date, place, signature

Annex VII

Statement of creator / intermediary in delivery

of the [title of the result]

within the Service Contract number [*complete*]

concluded between the European Maritime Safety Agency and [name of the contractor(s)]

I, [*insert name of the authorised representative of the intermediary*] representing [*insert name of the intermediary*] state that I am the right holder of: [*identify the relevant parts of the result*] [*which I created*] [*for which I received rights from* [*insert name*]].

I am aware of the above contract, especially Articles I.8, I.10 and point [*insert reference*] of the Request for Service and I confirm that I transferred all the relevant rights to [*insert name*].

I declare that [*I received full remuneration.*] [*I agreed to receive remuneration by* [*insert date*]].

[*I also confirm that I do not oppose my name being recalled when the results are presented to the public and confirm that the results can be divulged.*]⁴

Date, place, signature

⁴ Necessary for creators