
SPECIFIC AGREEMENT No.

Agreement based on Framework Contract No EEA/ITS/02/003

Between the European Environment Agency, hereinafter referred to as "the Agency" which is represented for the purpose of this agreement by Gordon McInnes of the one part, and

the company XXXXXXXXXXXX, whose registered office is at XXXXXXXXXXXX represented by XXXXXXXXXXXX hereinafter called "the contractor" of the other part,

it is agreed as follows:

Article 1: Preamble

- 1.1 On XXX 2002, the Agency and the contractor signed framework contract no. EEA/ITS/02/003 to provide events services for the European Environment Agency. Once this agreement has been signed by the contracting parties, it shall be governed by the said framework contract.
- 1.2 All clauses and provisions of the framework contract which are not amended or revoked by the provisions of this specific agreement shall automatically apply in full.

Article 2: Subject

- 2.1 The contractor hereby undertakes to deliver the Agency with the following services under the terms and conditions set out in this specific agreement and its annexes, which form an integral part of the said agreement:
 - XXX
 - XXX
 - XXX

Article 3: Duration and place of performance

- 3.1 This specific agreement shall take effect on date of signature, and shall terminate by the latest on X XXXX 200X.
- 3.2 The entire work shall be completed within the period for which this specific agreement takes effect. Where the agreed work or any part of it is not completed within the period of this specific agreement the Agency shall not be obliged either to accept the results or to pay for it.
- 3.3 The work shall be carried out at the contractor's premises and other locations agreed in advance with the European Environment Agency.

- 3.4 Timesheets shall be kept of the work undertaken and submitted with the corresponding invoice.

Article 4: Payment

- 4.1 The Agency hereby undertakes to pay the Contractor **up to a maximum amount of XX.XXX,XXEUR (plus VAT where applicable)**, in consideration of the services provided in performance of this specific agreement. It is understood that this sum shall cover all expenses incurred by the Contractor under this specific agreement **including an amount of up to xxxxxEUR** for travel and subsistence expenses.
- 4.2 Travel expenses, with the exception of local transport costs, and subsistence expenses, directly connected with the performance of the tasks specified in Article 2 of this contract shall be reimbursed in accordance with the special provisions of Annex III up to a maximum amount of **EUR xxxxx**. Requests for reimbursement **must be accompanied** by supporting documentation e.g. original ticket stubs, boarding passes, invoices etc.
- 4.3 The services provided shall be invoiced after performance and acceptance by the Agency of the work undertaken.
- 4.4 Payments shall be made to account No. XXXXXXXXXXXX held with XXXX, , AdressXXX on presentation of an invoice itemising the services provided and detailing the amount of the fee and the amount of VAT actually applicable, within 60 calendar days of the date on which the invoice is received. Payment shall be deemed to have been effected on the day on which the Agency's account is debited.
- 4.5 Invoices shall be sent to: Linda Jandrup, European Environment Agency, Kongens Nytorv 6, DK-1050 Copenhagen K.
- 4.6 Prices in this specific agreement are in accordance with those agreed under the framework contract.

Article 5: Administrative provisions

- 5.1 The persons responsible for implementing this agreement are:

For the Agency:

- Administrative and financial questions: Sigfus Bjarnason
- Technical questions: Ove Caspersen

For the Contractor:

- Administrative and technical questions: XXXXXXXXXXXX

- 5.2 All correspondence arising out of this specific agreement shall be in writing and shall be sent to the persons responsible.

Article 6: Annexes

The following documents are annexed to this specific agreement:

- Technical Annex - annex I attached
- General terms and conditions applicable to contracts awarded by the European Environment Agency
- Reimbursement of travel expenses

Done in duplicate in Copenhagen on X XXX 2002.

For the Contractor

For the Agency

XXXXXXXXXXXX

Gordon McInnes