

Open Call for Tender

for one *‘Technical Project Leader’*

for research on the needs for and availability of anthropometric data of adults in the context of inclusive/gender-responsive standards

Starting date: 2024-06-10

Deadline for tenders: 2024-07-21

I Introduction

I.1 General

Correct and up-to-date anthropometric data (including physical strengths) are a crucial basis for drafting inclusive/gender-responsive standards (with regard to health and safety and also other requirements). It is, therefore, necessary to systematically collect an EU-wide broad range of anthropometric data and to provide stakeholders, in particular industry and the CEN and CENELEC technical committees, with such information.

At present there is insufficient knowledge on existing anthropometric data and its availability (e.g. commercially available data from private providers or scientific publications) and also on the specific stakeholder needs for such data. This project will, therefore, identify available data and data needs and perform a gap analysis. Based on these results draft scenarios for an anthropometric survey will be developed which can form the basis for a future project.

I.2 Context

From the outset, equality and diversity have been identified as important topics in President von der Leyen’s mandate. The ‘Union of Equality’ was one of the themes in the Political Guidelines for the current Commission 2019-2024. In the meantime, the Commission Gender Equality Strategy announced several measures to complement existing infrastructure, such as the European network of experts on gender equality. Similarly, DG GROW adopted an Equality Mainstreaming Work Plan.

The identification and modernisation of European harmonised standards that do not safeguard every European’s interests equally well, in particular safety, contribute to this effort. In this case, equality is expressed by standards taking into account the diversity of Europeans’ anthropometric dimensions in a fair way.

The AUWP 2023 includes a standardisation request on ‘Making harmonised standards inclusive/gender-responsive’. Its main objective is to move away from working with anthropometric averages and instead to start working with ranges, so that products are safe for people with respect to the full extent of anthropometric dimensions. The development of such standards, which would also implement the UNECE Declaration on gender-responsive standards, would make product safety more equitable.

The deliverables of that standardisation request are envisioned to include the development and revision of standards related to safety and health, so that all anthropometric references; (1) are based on data that is representative for the whole European population and (2) consider all relevant anthropometric dimensions.

The European Commission had contracted a consultant to carry out a study to screen more than 3500 harmonised standards supporting almost two dozen pieces of legislation. The results of this study were published in a report available on the website of the [European Commission](#).

In order to revise those standards that were identified in the study as not being sufficiently inclusive and gender responsive (as well as other standards for which anthropometric data are relevant), the CEN and CENELEC committees, however, need correct and up-to-date anthropometric data. Such data is essential to define appropriate (safety) requirements such as probes, openings, loads, accessibility etc. in order to avoid/reduce risks. The use of incorrect or out-of-date data may result in the (safety) requirements not covering all users of products (or environments etc.) to whom they are destined.

The existing horizontal CEN/ISO technical report CEN ISO/TR 7250-2 provides “Statistical summaries of body measurements from individual ISO populations”. The technical report, however, only covers four European countries (Austria, Germany, Italy and The Netherlands). As the anthropometric dimensions

of people have been increasing in many countries over the last decades, it is expected that the information contained in the report is to a large extent already outdated. Furthermore, it only contains information for working age people. While a project to deliver children's data is presently ongoing, no such initiative exists to obtain the relevant data of elderly people.

Due to lack of a single source of up-to-date and confirmed data, different technical bodies in the European Standardization system have been developing their own approaches to defining the safety requirements to address risks. This has led to a fragmentation of the requirements which might cause confusion for manufacturers, market surveillance authorities and consumers.

For these reasons it is necessary to acquire anthropometric data and to provide the stakeholders, in particular industry and the relevant CEN and CENELEC technical committees, with such data, e.g. in a CEN technical report or another CEN deliverable.

At present there is insufficient knowledge on existing anthropometric data and its availability (e.g. commercially available data from private providers or scientific publications) and also on the specific needs for data from the relevant stakeholders, e.g. standards writers, industry etc. Consequently, it is not possible to estimate the time schedule, budget and required tasks of the surveys to acquire the necessary data.

The objective of this project, therefore, is to develop a proposal for the set-up of a future project to acquire the necessary anthropometric data of adults in Europe (planning and setup of anthropometric survey).

The selection of the Technical Project Leader who will carry out the main tasks of this first project (see III) in consultation with CEN/TC 122/WG 1 is subject to this call for tender.

II Objectives

The overall mid to long term goal is the integration of anthropometric dimensions of all groups of the population in standards which would lead to better health and products, and safer work, greater inclusiveness and gender-responsiveness etc. for the whole of society. The update of anthropometric data (body dimensions and physical strengths) is a prerequisite for this integration.

The outcome (objective) of this specific project will be a first step for making anthropometric data (including physical strengths) available by providing

- an overview of relevant anthropometric measures (data needs);
- an overview of relevant data sources;
- a gap analysis based on the identified data needs and existing/available data;
- a concept for a future project including scenarios for anthropometric surveys.

III Execution

III.1 General tasks and organisation of the project

The project consists of the following work packages:

Work package 1 (WP1): Investigation of the needs for anthropometric data,

Work package 2 (WP2): investigation of the existence and availability of anthropometric data and their suitability for use in standardization,

Work package 3 (WP3): Gap analysis between the needs for and the existence and availability of anthropometric data,

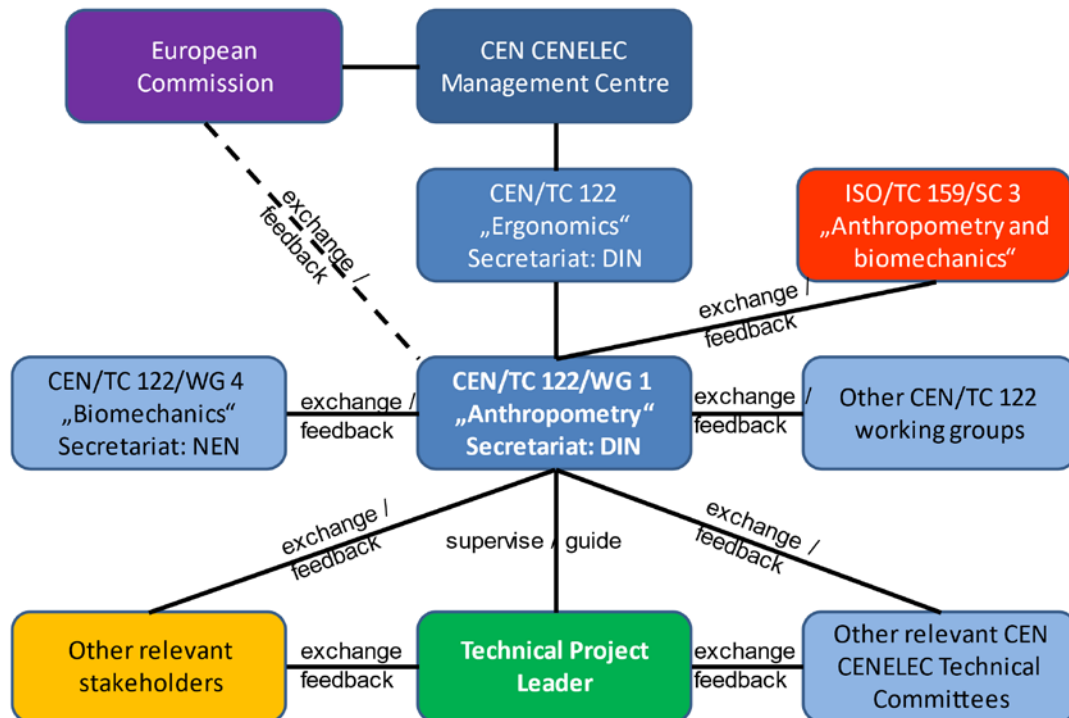
Work package 4 (WP4): Planning of a second project on acquiring the necessary data to fill the gaps identified, i.e. planning of anthropometric surveys.

WP1 and WP2 will be carried out in parallel. The gap analysis (WP3) will build on the results of these WPs and be the basis for the planning of the anthropometric survey (WP4). Experts from relevant CEN and CENELEC committees (e.g. via liaisons) as well as other relevant stakeholders will be involved, in particular in workshops to contribute to and confirm the results of the investigation on data needs and the planning of an anthropometric survey.

In this preparatory project for planning the surveys, the scope will be kept as broad as possible, e.g. the whole adult population, and also the home and recreational environment will be addressed as only this approach will enable (full) inclusiveness/gender-responsiveness. The resulting proposals/scenarios for

the anthropometric surveys might, however, include scenarios with a more limited scope (e.g. only the working population, exclusion of certain sectors or environments) in order to provide options with reduced costs.

The organization of the execution of the tasks is summarized in the figure below.



DIN German Institute for Standardization (Deutsches Institut für Normung e.V.) holds the secretariats of CEN/TC 122 “Ergonomics” and CEN/TC 122/WG 1 “Anthropometry”. It will, therefore, be responsible for the overall management and coordination of the project including carrying out this call for tender and signing and managing the contract with the Technical Project Leader.

The Technical Project Leader (subcontractor of DIN) will be responsible for the main tasks of the project (WP1, WP2, WP3 and WP4) and carry out these tasks (see III.2) in consultation with CEN/TC 122/WG 1 and in particular the working group convenor and secretariat. CEN/TC 122/WG 1 will also act as steering committee of the project and supervise and guide the Technical Project Leader.

DIN in consultation with the CEN/TC 122/WG 1 convenor will prepare the interim and final reports based on the progress and interim reports of the Technical Project Leader and input from other experts. These reports will also be used to formally inform the European Commission about the progress and outcome of the project. In addition, the European Commission will be invited to directly communicate with or observe the work of CEN/TC 122/WG 1.

Relevant groups within CEN/TC 122 will be involved, in particular CEN/TC 122/WG 4 “Biomechanics” (responsible e.g. for EN 1005 series on “Safety of machinery - Human physical performance”) in the context of activities related to strength data. Also, other relevant CEN and CENELEC Technical Committees will be involved, whenever relevant, e.g. in particular in relation to WP1 (Investigation of needs for anthropometric data). Cooperation with several Technical Committees (via formal liaison or informal information exchange) has already been established, e.g. in the context of the previous and ongoing projects on anthropometric data of children.

The intention is to establish cooperation with UNECE WP.6 “Gender-Responsive Standards”, e.g. involving them in the investigation on data needs and inviting them to workshops or meetings.

CEN/TC 122 has also a long-lasting cooperation with CEN/BT/WG 213 “Strategic Advisory Group on Accessibility” (SAGA) which could e.g. also be involved in the investigation on data needs.

To ensure a broad participation and visibility, workshops and/or interviews with relevant stakeholders and experts from TCs will be carried out. In particular, a workshop on needs for anthropometric data (or

alternatively a series of interviews or smaller workshops) will be held as part of the project in order to involve stakeholders and to confirm their needs for anthropometric measures. Another workshop (possibly integrated in a CEN/TC 122/WG 1 meeting) will be held to discuss and confirm the draft scenarios for the set-up of a European anthropometric survey developed by the Technical Project Leader. Potential venues for the workshops could be the CEN CENELEC management centre in Brussels, Belgium or DIN in Berlin, Germany. A budget of 5.000 € (separate from the budget of the Technical Project Leader) has been allocated for the workshop to cover e.g. travel costs for speakers, catering, conference materials/flyers etc.

III.2 General tasks of the Technical Project Leader

The Technical Project Leader will have the main responsibility for the execution of the project which involves the following tasks:

- WP1 Investigation of needs for anthropometric data of adults
 - Develop a list of relevant anthropometric measures by reviewing and evaluating the anthropometric parameters
 - specified in ISO 7250 series “Basic human body measurements for technological design”,
 - identified as relevant for children by CEN-CENELEC (CEN/TR 17698 “Ergonomics - Demands and availability of anthropometric and strength data of children in Europe”),
 - referred to in the standards identified to have an anthropometric dimension by the Commission study on harmonized standards and their inclusiveness and gender-responsiveness (available on the [EC website](#)), bearing in mind that certain additional measures might have to be specified to take into account specific gender related or age-group related differences and other inclusive measures (e.g. limited reaches for elderly people).
 - In cooperation with CEN/TC 122/WG 1 and in particular the CEN/TC 122/WG 1 secretariat and convenor, conduct a workshop on needs for anthropometric data (or alternatively a series of interviews or smaller workshops) in order to discuss and confirm the list of relevant anthropometric measures.
 - Finalize the list of relevant anthropometric measures based on the discussion and feedback at the workshop(s) and/or interviews.
- WP2 Investigation on availability of anthropometric data of adults
 - Identify the anthropometric data available EU-wide in relevant private and public databases,
 - Evaluate the identified anthropometric data with regard to suitability for standardization, including accessibility of such databases,
 - Initiate negotiations regarding the costs, terms and conditions of utilizing databases identified above in a potential future 2nd project phase.
- WP3 Gap analysis
 - Compare the list of anthropometric parameters from WP1 with the available (up-to-date) data identified in WP2 to determine and specify the missing anthropometric data.
- WP4 Planning of anthropometric survey
 - Develop several draft scenarios for the set-up of a European anthropometric survey to collect the missing data identified in WP3, including scope (e.g. whole adult population vs e.g. only the working population, specific sectors, broader environment (home environment and recreational environment etc.)), budget and timeline and advantages and disadvantages of the different scenarios.
 - In cooperation with CEN/TC 122/WG 1 and in particular the CEN/TC 122/WG 1 secretariat and convenor, conduct a workshop to discuss the draft scenarios/proposals developed above involving relevant anthropometric and sector experts.
 - Develop final scenarios/proposals for the set-up of an anthropometric survey based on the discussions and the feedback received in the workshop, including scope (e.g. whole adult population vs e.g. only the working population, specific sectors, broader environment (home environment and recreational environment etc.)), budget and timeline and advantages and disadvantages of the different scenarios.
- Reporting: Interim and final reports, including the deliverables related to the different work packages.

III.3 Timeframe

This project shall be finalized by 2025-10-31. The following deadlines are specified for the tasks of the different work packages:

- WP1 Investigation of needs for anthropometric data of adults
 - Draft list of relevant anthropometric measures: 2025-02-28
 - Stakeholder workshop on data needs: 2025-03-31
 - List of relevant anthropometric measures: 2025-04-30
- WP2 Investigation on availability of anthropometric data of adults
 - Overview on relevant available anthropometric data 2025-04-30
 - Summary of result of negotiations with data owner 2025-08-31
- WP3 Gap analysis
 - Gap analysis completed 2025-08-31
- WP4 Planning of anthropometric survey
 - Draft scenarios for anthropometric survey available 2025-08-31
 - Workshop on anthropometric surveys 2025-09-15
 - Scenarios for anthropometric surveys 2025-10-31
- Reporting
 - Progress report: 2025-04-30
 - Final report: 2025-10-31

The below schedule is a proposal/draft for the timeline of the various tasks of the project. It is subject to change, e.g. the actual start of the project might be earlier or later depending on the conclusion of the contract between DIN and the Technical Project Leader. Or, the Technical Project Leader might decide to implement a different time schedule (taking into account above mentioned binding deadlines).

	2024		2025									
Activity	11	12	01	02	03	04	05	06	07	08	09	10
WP1 Investigation data needs												
1.1 Draft list of measures												
1.2 Workshop on data needs												
1.3 Final list of measures												
WP2 Investigation data availability												
2.1 Identify existing data												
2.2 Evaluate data												
2.3 Negotiate with data owners												
WP3 Gap analysis												
3.1 Gap analysis												
WP4 Proposal for survey set-up												
4.1 Draft scenarios for survey												
4.2 Workshop on survey scenarios												
4.3 Scenarios for survey												

IV Financial support

The European Commission and EFTA have decided to provide financial support to the research on the needs for and the availability of anthropometric data of adults in the context of making standards inclusive/gender-responsive. The financial support from the European Commission and EFTA is based on the SMP 'Single Market Programme Regulation' (including its Financing Decision) and the MGA (Multi or mono beneficiary(ies) Grant Agreement). Unless specified otherwise, costs of external subcontractors such are generally funded at 100%, with approx. 95% being borne by EC and 5% by EFTA. Costs have to qualify as eligible as defined in *MGA N° 101164701* and also in compliance with [EC Financial Regulation](#), and be justified. The payment is usually divided into several instalments after completion of defined milestones and approval of the interim/final reports and the justification of costs. The subcontractors shall fulfil the conditions of the *MGA N° 101164701*, including those relating to liability, ownership of results, confidentiality, conflict of interests, publicity, evaluation, assignment, checks and audits.

The subcontractors' costs shall be justified with copies of the relevant invoices. All relevant evidence shall be kept in view of future payments (reports, work, drafts and deliverables, contracts & invoices, time sheets, tickets, boarding cards, hotel invoices, attendance lists with signatures, meeting agendas & reports, invoices for any consumables, purchase orders, etc...).

Costs incurred before the Grant Agreement is signed (unless, exceptionally differently agreed with the EC), before the selection procedure is finalized and before the contract between DIN and the Technical Project Leader is signed by both parties, will not be considered as eligible for EU financial support.

V Selection criteria

The applicants shall comply with the following requirements:

1. Financial and economic capacity to execute the project
 - Sufficient economic and financial capacity to guarantee continuous and satisfactory performance throughout the envisaged lifetime of the contract;
 - Sufficient financial capacity in relation to the pre-financing foreseen under the contract.
2. Technical and professional capacity
 - experience in European and/or International standardization for at least 3 years;
 - experience in the field of anthropometry (including physical strengths) for at least 10 years;
 - experience in planning and performing anthropometric surveys;
 - experience with comparable projects on anthropometric surveys and data aggregation for industrial application, product development and comparative product evaluation;
 - experience as an evaluator of anthropometric data in the sense of EN ISO 7250-1, EN ISO 15535 and EN ISO 20685;
 - appropriate industrial and/or academic background of the relevant personnel involved;
 - established data protection management system with a mandatory Data Protection Officer (DPO) designated in the official way in accordance with GDPR;

VI Award criteria

The selection of the most suitable candidate will be made on the basis of the following criteria:

1. Price award criterion
 - Price (30 %)
2. Qualitative award criteria
 - Quality of the proposed methodology (20 %)
 - Organization of the work and allocation of resources (25 %)
 - Quality control measures (15 %)
 - Ability to submit agreed deliverables at specified dates and detailed cost estimations (10 %)

Tenders scoring less than 70 % of the overall total points of the qualitative award criteria or less than 50 % of the points awarded for a single criterion of the qualitative award criteria will be excluded from the remaining assessment procedure.

The selection panel shall select the candidate with the highest score. In the case of two or more candidates of equal qualification, the tender providing the best value for money shall be taken into consideration by the selection panel.

VII Eligibility criteria

The following candidates will be excluded:

- Candidates who were the subject of a non-likely judgment of recourse for a professional infringement
- Candidates who are in an irregular tax situation or in an irregular special taxation situation
- Candidates who provide incomplete or erroneous information.
- Candidates who submit their application after the submission deadline.
- Candidates with any conflict of interest.

VIII Tenders

Tenders shall be sent by postal mail to the secretary of CEN/TC 122/WG 1 “Anthropometry”, Sebastian Lentz, as soon as possible, to be received at the latest by 2024-07-21. The tender shall be in English and contain:

- Curriculum Vitae of each relevant person participating in the project, demonstrating the necessary expertise for the project;
- A schedule and a description of the execution of the tasks which will be carried out in the project as such;
- Detailed information on the costs;
- Appropriate documentation to prove the economic and financial capacities;
- Any further documents to prove the qualification required in the above Clauses on Selection and Award criteria;
- A signed declaration, by which the candidate(s) certifies not to be subject to one of the exclusion criteria as described in Clause “Eligibility criteria” and the veracity of the adjoining documents.

Please note that, to ensure equal treatment of all tenders, it is not possible to modify offers after their submission in relation to the technical and financial proposals. Therefore, incompleteness in this section can only result in negative impact for the evaluation of award criteria. Please note also that proposals deviating from the technical specifications may be rejected for non-conformity.

Tenders should be sent by legal representative, i.e. to be considered, any possible association has to be formalized according to the local legislation before submitting the tender. Working teams, partnerships and other groups of people, particularly under the aegis of an institute qualify as contractors for the service contracts awarded in the course of this call for tender. Partnerships or joint ventures and other legally binding co-operations regardless of their organizational form qualify as well, provided they are recognized entities under the applicable national laws. Potential candidates may come from the public sector as well as from the private industry. It is essential however that the qualifications and experience of the individual fulfilling the tasks are properly described.

It is possible to apply for a work package as a consortium. If a consortium is formed, one institute needs to be identified as the leader of the consortium and the division of labour between the consortium members should be clearly described and justified. In this case, only the leader of the consortium would sign the contract with the contractor and ensure that all tasks are fulfilled and is responsible for the justifications and expenses of the consortium members. It is essential however that all members of the consortium are properly identified within the offer.

Regarding question concerning the information provided in this call for tender or in case of need for clarification or additional information please contact the secretary of CEN/TC 122/WG 1 “Anthropometry”, Sebastian Lentz (sebastian.lentz@din.de.).

If due to queries or other reasons supplementary information to this call for tender is required, this will be published on this [website of DIN](#).

Please send your application to

DIN Deutsches Institut für Normung e.V.
Normenausschuss Ergonomie (NAErg)
Mr Sebastian Lentz
Burggrafenstrasse 6
10787 Berlin
Tel: +49 30 2601-2715
Fax: +49 30 2601-42715
Mail: sebastian.lentz@din.de
<http://www.din.de>
<http://www.din.de/go/naerg>

Annex A – DRAFT Service Contract

Annex A – DRAFT Service contract

Between

DIN Deutsches Institut für Normung e. V.
Am DIN-Platz
Burggrafenstraße 6
10787 Berlin
hereinafter referred to as "DIN"

and

[NAME AND ADDRESS OF CONTRACTOR]

hereinafter referred to as the "CONTRACTOR"

Introduction

The European Commission/EFTA has decided to fund ADULT ANTHR-DATA — SMP-STAND-2023-ESOS-02-IBA “Making harmonised standards inclusive/gender-responsive” (MGA N° 101164701, CEN/2023-10). This project is dealt with by CEN/TC 122/WG 1 “Anthropometry”, the secretariat of which is held by DIN. DIN assures the organizational coordination work on behalf of CEN/TC 122/WG 1.

1. Object of the Service contract

The CONTRACTOR agrees that it will participate as Technical Project Leader for the duration of the project starting from the conclusion of this contract and finishing by 2025-10-31. It is tasked to produce the following deliverables:

- List of relevant anthropometric measures;
- Overview on existing relevant anthropometric data;
- Gap analysis;
- Scenarios for anthropometric survey;
- Progress and final report.

2. Duties of the CONTRACTOR

The CONTRACTOR's will have the main responsibility for the execution of the project which involves the following tasks:

- WP1 Investigation of needs for anthropometric data of adults
 - Develop a list of relevant anthropometric measures by reviewing and evaluating the anthropometric parameters
 - specified in ISO 7250 series “Basic human body measurements for technological design”,
 - identified as relevant for children by CEN-CENELEC (CEN/TR 17698 “Ergonomics - Demands and availability of anthropometric and strength data of children in Europe”),
 - referred to in the standards identified to have an anthropometric dimension by the Commission study on harmonized standards and their inclusiveness and gender-responsiveness (available on the EC website <https://op.europa.eu/en/publication-detail/>

- </publication/1712e683-b4ec-11ee-b164-01aa75ed71a1/language-en>), bearing in mind that certain additional measures might have to be specified to take into account specific gender related or age-group related differences and other inclusive measures (e.g. limited reaches for elderly people).
- In cooperation with CEN/TC 122/WG 1 and in particular the CEN/TC 122/WG 1 secretariat and convenor, conduct a workshop on needs for anthropometric data (or alternatively a series of interviews or smaller workshops) in order to discuss and confirm the list of relevant anthropometric measures.
 - Finalize the list of relevant anthropometric measures based on the discussion and feedback at the workshop(s) and/or interviews.
 - WP2 Investigation on availability of anthropometric data of adults
 - Identify the anthropometric data available EU-wide in relevant private and public databases,
 - Evaluate the identified anthropometric data with regard to suitability for standardization, including accessibility of such databases,
 - Initiate negotiations regarding the costs, terms and conditions of utilizing databases identified above in a potential future 2nd project phase.
 - WP3 Gap analysis
 - Compare the list of anthropometric parameters from WP1 with the available (up-to-date) data identified in WP2 to determine and specify the missing anthropometric data.
 - WP4 Planning of anthropometric survey
 - Develop several draft scenarios for the set-up of a European anthropometric survey to collect the missing data identified in WP3, including scope (e.g. whole adult population vs e.g. only the working population, specific sectors, broader environment (home environment and recreational environment etc.)), budget and timeline and advantages and disadvantages of the different scenarios.
 - In cooperation with CEN/TC 122/WG 1 and in particular the CEN/TC 122/WG 1 secretariat and convenor, conduct a workshop to discuss the draft scenarios/proposals developed above involving relevant anthropometric and sector experts.
 - Develop final scenarios/proposals for the set-up of an anthropometric survey based on the discussions and the feedback received in the workshop.
 - Reporting: Interim and final reports, including the deliverables related to the different work packages.

The CONTRACTOR undertakes to perform its duties with reasonable care and skill applying recognized practices. The CONTRACTOR is not entitled to subcontract any rights and obligations of this Service contract without the prior written consent of DIN.

In particular, the following target dates for each step shall be adhered to. In case of non-adherence to the target dates, the Commission/EFTA is entitled to cancel the funding.

- WP1 Investigation of needs for anthropometric data of adults
 - Draft list of relevant anthropometric measures: 2025-02-28
 - Stakeholder workshop on data needs: 2025-03-31

- List of of relevant anthropometric measures: 2025-04-30
- WP2 Investigation on availability of anthropometric data of adults
 - Overview on relevant available anthropometric data 2025-04-30
 - Summary of result of negotiations with data owner 2025-08-31
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 - Progress report: 2025-04-30
 - Final report: 2025-10-31

The CONTRACTOR has to record the expenses for material and human resources (including exact date and hours). These records have to be kept for 10 years for possible inspection by DIN or a charged legal institution. Upon request, DIN or a charged legal institution shall have unhindered access to the accounts and documents which may be required for auditing purposes.

3. Obligations of DIN

DIN will send the CONTRACTOR on its request the final report of the project the CONTRACTOR participated in.

4. Invoicing and Payment

In consideration of the work carried out according to this Service contract, the CONTRACTOR shall invoice to DIN a maximum daily rate of ... € per person-day up to a maximum of ... person-days totalling a maximum sum of ... € and a maximum sum of ... € for travel and other costs (e.g. consumables). Invoicing shall be done as follows:

Step 1 Draft list of anthropometric measures	up to 30 % of the above sum;
Step 2 Progress Report	up to 40 % of the above sum;
Step 3 Final report (including scenarios)	the remaining balance.

The invoice shall state the following VAT numbers:

DIN: UST-ID-Nr: DE 136 622 143

DIN: UST-Nr: 27/640/50470

CONTRACTOR VAT identification number:

The aforesaid sum shall be understood to cover all expenditure incurred by the CONTRACTOR in the performance of this contract.

The payments are due only if the CONTRACTOR has fulfilled the tasks within the given time schedule and the CONTRACTOR has sent a detailed invoice (material, cost for staff, travel etc.) that fulfils the requirements described below. All items shall be based on real costs as actually incurred. Estimated costs shall not be invoiced. The payment related to the final report (step 3) will be issued after approval of the report by EISMEA/EC and once the funding from EC/EFTA is available. DIN does not have any influence on the timing of the payment made by EC/EFTA.

DIN has the right to demand invoices and documentation of work done before paying.

Payments will be made to the CONTRACTOR with the following Bank details:

[Name of the Bank]

[Full address of Bank]

IBAN (International Bank Account Number): ...

BIC or SWIFT CODE (Business Identifier Code): ...

Each invoice shall comply with the requirements listed in the annexed document from EC, and be accompanied a declaration of the work performed clearly stating the extent to which the tasks have been fulfilled.

The declaration:

- must be signed;
- must specify that 'working days' means 'full working days'
- must specify the period within which the tasks were performed.

The total amount that the CONTRACTOR will in fact receive depends on whether the defined tasks of the CONTRACTOR have been completed (the number of days actually spent by the CONTRACTOR in the context of this service contract, or the extent of tasks fulfilled if the number of man days was not specified).

Payment by DIN does not constitute acceptance of performance and is subject to the complete and due performance of the contract.

5. Provisions relating to fiscal charges

The CONTRACTOR will remain responsible for all taxes imposed on it and other related obligations that arise as a result of this Service contract.

6. Responsibility and Liability

DIN shall in no case, and under no circumstances, be held responsible for claims arising out of the present Service contract and relating to damages caused by the CONTRACTOR, its employees or a third party. No request of indemnity or re-instatement relating to such claims may be addressed to DIN.

The CONTRACTOR shall, in respect of the staff designated for the performance of this Service contract, observe all regulations of labour law, in particular the regulations of social security and fiscal law.

7. Confidentiality

The CONTRACTOR undertakes to maintain confidentiality as regards all actions necessary to fulfil the contracted duties. Both parties commit themselves to mutual loyalty.

8. Copyright

The CONTRACTOR undertakes to assign to DIN (or as DIN may direct) its patrimonial rights of exploitation and all and any intellectual property rights in the works developed by it under the scope of this Service contract.

Such assigned rights include reproduction rights including the publication, distribution, adjustment, translation, renting, loan, the remuneration rights for duplication and loan, as well as the rights of communication to the public of the works, in total or in part, in summary or with comments, and including the right to transfer all exploitation licences and to authorise all sub-licences.

The transfer of rights covers all languages and covers all forms of exploitation known at present and non-restrictively; publication by all means and via all graphical support systems, by print, press, photocopy, microfilms and via all magnetic, computerised and numerical support systems, memory cards, CD-ROMs, films, photographs, slides, teledistribution, cable, satellite, disks and online document servers.

For all and each of the assigned exploitation modes, the transfer is granted free of charge, for all countries and for the total duration of the intellectual property rights.

9. Termination

Regardless of other claims, in the case of serious disrespect of the terms of the Service contract by the CONTRACTOR (inter alia where the work is not provided in accordance with the terms of this Service contract, or not completed within the time limits according to this Service contract), DIN may cancel the contract at any time without notice.

Should the performance of the project as a whole be obstructed or jeopardized by circumstances beyond the control of the parties, DIN may cancel the Service contract giving six weeks' notice.

10. Withdrawal

DIN is entitled to withdraw from this Service contract if the European Commission/EFTA does not pay the funds to DIN or retroactively reclaims funds already paid to DIN under the Specific Grant Agreement, as any such payment is dependent on EC's acceptance of the interim and final reports defined in the Specific Grant Agreement.

11. Administrative provisions

With the exception of invoices, all correspondence with DIN concerning the performance of this Service contract shall be addressed as follows:

Sebastian Lentz, Secretary of CEN/TC 122/WG 1, Phone: +49 30 2601-2715,
e-mail: sebastian.lentz@din.de

All invoices to DIN shall be sent in electronic form to: Rechnungen@din.de

All correspondence with the CONTRACTOR shall be addressed as follows:

<<Mr/Ms NN Phone: , email>>

12. Assignment

The CONTRACTOR shall not assign, transfer, subcontract or in any other manner make over to any third party the benefit and/or burden of this Service contract without the prior written consent of DIN. If DIN gives such written consent, the CONTRACTOR shall ensure that any such subcontractor is aware of its duties and adheres to all requirements of this Service contract.

13. Alterations to the Service contract

Subsidiary agreements and modifications to this Service contract are only legally binding when in written form and signed by both parties. This applies also to any agreement by which such written form requirement is to be contracted out.

14. Validity

If any of the provisions of this Service contract shall become or be held invalid or unenforceable, this shall not affect any part of the remaining contract.

15. Place of jurisdiction

Place of jurisdiction for all disputes arising out of or in connection with this Service contract shall be Berlin.

16. Applicable Law

This Service contract shall be governed by and interpreted in accordance with German Law.

For DIN Deutsches Institut für Normung e. V.

For the CONTRACTOR

.....
Christoph Winterhalter
Chairman of the Executive Board
(Stamp)

.....
<<Name, Position>>
(Stamp)

(Date)

(Date)

.....
i. V. Reiner Hager
Head of Group "Sustainability and Man-
agement Systems"

(Date)

Annex 1 EC Mandatory Content of an Invoice

Content of an invoice – 2016-03-14 – EC DG GROW

Supplier information

Compulsory information for an invoice for all or majority of member states	Compulsory information for an invoice for certain member states only
Full name of the supplier	
Full address of the supplier	
The VAT identification number of the supplier in accordance with ISO Standard under which he supplied the goods and services (for all member states except Bulgaria)	For Bulgaria, Cyprus, Germany, Greece, Romania, Slovakia: Tax reference number of the supplier , in other cases, where your country refrains from allocating a VAT identification number in accordance with ISO Standard for certain cases
	For Belgium, Cyprus, Denmark, Estonia, France, Germany, Greece, Hungary, Italy, Latvia, Lithuania, Netherlands, Poland Portugal, Romania, Slovenia: <ul style="list-style-type: none"> • Full name of tax representative (if any) of the supplier where the person liable to pay VAT is the tax representative, • Full address of the tax representative (if any) of the supplier where the person liable to pay VAT is the tax representative, • VAT identification number of the fiscal representative in accordance with ISO Standard (if any) of the supplier where the person liable to pay the VAT is the tax representative.

Customer information

Compulsory information for an invoice for all or majority of member states	Compulsory information for an invoice for certain member states only
Full name of the customer	
Full address of the customer	
The VAT identification number of the customer in accordance with ISO Standard where the customer is liable to pay the VAT or in case of intra-Community supplies (except for Bulgaria)	For Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Germany, Greece, Latvia, Lithuania, Malta, Poland, Portugal, Romania, Slovak Republic, Spain: The VAT identification number of the customer in other cases than general rule.
	For Belgium, Cyprus, Estonia, Greece, Hungary, Italy, Latvia, Lithuania, Netherlands, Poland, Portugal, Romania, Slovenia: <ul style="list-style-type: none"> • Full name of the tax representative (if any) of the customer where the person liable to pay VAT is the tax representative • Full address of the tax representative (if any) of the customer where the person liable to pay VAT is the tax representative • VAT identification number of the fiscal representative (if any) the customer where the person liable to pay the VAT is the tax representative

Content information

Compulsory information for an invoice for all or majority of member states	Compulsory information for an invoice for certain member states only
<ul style="list-style-type: none"> • Sequential number based on one or more series, which uniquely identifies the invoice • Date of issue of the invoice • Date on which the supply of goods or services was made or completed or the date on which the payment on account was made before any supply, insofar as that a date can be determined and differs from the date of issue of the invoice (except for Bulgaria) • Description/nature of the goods or services • Quantity of the goods supplied or the extent and nature of the services rendered • Price per unit (excluding VAT) (except for Germany) • Any discounts or rebates, not included in the unit price (except for Austria) • Taxable amount per VAT rate or exemption • VAT rate(s) applied • Total VAT amount 	<p>Where an exemption is involved or where the customer is liable to pay the tax further information should be given accordingly :</p> <ul style="list-style-type: none"> • Reference to the appropriate provision of the Sixth directive for: Austria, Belgium, Cyprus, Denmark, Estonia, Finland, France Germany, Ireland Lithuania Luxembourg, Netherlands, Poland, Portugal, Sweden, Spain, UK <p>OR</p> <ul style="list-style-type: none"> • Reference to the corresponding national provision for: Czech Republic, Greece, Hungary, Italy, Latvia, Malta, Slovak Republic, Slovenia, Austria, Belgium, Cyprus, Denmark, Estonia, Finland, France Germany, Ireland Lithuania Luxembourg, Netherlands, Poland, Portugal, Sweden, Spain, UK <p>OR</p> <ul style="list-style-type: none"> • Any indication that the supply is exempt or subject to the reverse charge procedure for: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Finland, France Germany, Greece, Hungary, Ireland, Luxembourg, Malta, Portugal, Romania, Netherlands, Poland, Sweden, Spain, UK
	<p>For Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France Greece, Hungary, Ireland, Italy, Malta, Netherlands, Latvia, Lithuania, Luxembourg, Poland, Portugal, Romania, Slovak Republic, Slovenia, Sweden, Spain, UK:</p> <p>Obligation to mention the amounts on the invoice in the local currency</p>
	<p>For Bulgaria, Greece, Hungary, Lithuania, Poland, Romania, UK:</p> <p>Obligation to issue the invoice in one of the official languages</p>

WARNING: *the issuer of the invoice should follow the VAT legislation in force at the time the invoice is issued*