



## FRAMEWORK SERVICES CONTRACT

FRAMEWORK CONTRACT NUMBER – 15.CAT.OP.012

The European Defence Agency (hereinafter referred to as "the Agency"), which is represented for the purposes of the signature of this contract by Mr Rini Goos, Deputy Chief Executive, with offices at Rue des Drapiers 17-23, B-1050 Brussels, Belgium,

of the one part,

and

[official name in full]

[official legal form]<sup>1</sup>

[statutory registration number]<sup>2</sup>

[official address in full]

[VAT registration number]

(hereinafter referred to as "the Contractor"<sup>3</sup>), [represented for the purposes of the signature of this contract by [name in full and function,]]<sup>4</sup>

of the other part,

hereinafter collectively referred to as "the contracting parties" or "the parties",

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<sup>1</sup> Delete if contractor is a natural person or a body governed by public law.

<sup>2</sup> Delete if contractor is a body governed by public law. For natural persons, indicate the number of their identity card or, failing that, of their passport or equivalent.

<sup>3</sup> In the case of a joint offer and provided the invitation to tender so specifies, the following clause should be added below the identification of the parties: "The parties identified above and hereinafter collectively referred to as 'the Contractor' shall be jointly and severally liable vis-à-vis the Agency for the performance of this contract".

<sup>4</sup> In the case of consortia, each consortium member should be identified.

HAVE AGREED

to the **special conditions**, the **general conditions for service framework contracts**, the model order form:

**Annex I** – Tender specifications (reference No [*complete*] of [*insert date*]) and Security Aspects Letter

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

**Annex III** – Model Order Form

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

- The terms set out in the special conditions shall take precedence over those in the other parts of the FWC.
- The terms set out in the general conditions shall take precedence over those in the model order form and model specific contract
- The terms set out in the model order form and model specific contract shall take precedence over those in the other annexes.
- The terms set out in the tender specifications (Annex I) shall take precedence over those in the tender (Annex II).
- The terms set out in the framework contract shall take precedence over those in the order forms and specific contracts.
- The terms set out in the specific contracts shall take precedence over those in the requests for services.
- The terms set out in the requests for services shall take precedence over those in the specific tenders.

## **I – SPECIAL CONDITIONS**

### **ARTICLE I.1 – SUBJECT MATTER**

- I.1.1** The subject matter of the FWC is the provision of services for maieutic tool sessions.
- I.1.2** Signature of the FWC imposes no obligation on the contracting authority to purchase. Only performance of the FWC through order forms is binding on the contracting authority.

### **ARTICLE I.2 – ENTRY INTO FORCE AND DURATION**

- I.2.1** The FWC 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 FWC enters into force. Execution of the tasks may under no circumstances begin before the date on which the order form or specific contract enters into force.
- I.2.3** The FWC is concluded for a period of 48 months with effect from the date on which it enters into force. Unless otherwise specified, all periods specified in the FWC are calculated in calendar days.
- I.2.4** The order forms shall be signed by both parties before the FWC expires.

The FWC shall continue to apply to such order forms after its expiry. They shall be executed no later than six months after its expiry.

### **ARTICLE I.3 – PRICES**

- I.3.1** The maximum amount of the FWC shall be EUR 400 000 (four hundred thousand euros). However, this must in no way be construed as a commitment on the contracting authority to purchase for the maximum amount.

The maximum prices of the services shall be as listed in Annex II.

#### **I.3.2 Price revision**

Not applicable

#### **I.3.3. Reimbursement of expenses**

Not applicable.

### **ARTICLE I.4 – PAYMENT ARRANGEMENTS AND PERFORMANCE OF THE FRAMEWORK CONTRACT**

#### **I.4.1 Single framework contract**

Within five working days of an order form being sent by the contracting authority to the contractor, the contracting authority shall receive it back, duly signed and dated.

The period allowed for the execution of the tasks shall start to run on the date the contractor signs the order form, unless a different date is indicated on the form.

#### **I.4.2 Pre-financing**

Not applicable.

#### **I.4.3 Interim payment**

Not applicable.

#### **I.4. Payment of the balance**

The contractor shall submit an invoice for payment of the balance equal to 100% of the total amount of the relevant order form.

The invoice shall be accompanied by the acceptance certificate for the deliverables of the session(s) ordered under the relevant order form. The contracting authority shall make the payment within 30days from receipt of the invoice.

#### **ARTICLE I.5 – BANK ACCOUNT**

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

Name of bank:

Full address of branch:

Exact designation of account holder:

Full account number including bank codes:

IBAN code:

#### **ARTICLE I.6 – COMMUNICATION DETAILS AND DATA CONTROLLER**

For the purpose of Article II.6, the data controller shall be the Contracting Unit.

Communications other than invoices shall be sent to the following addresses:

Contracting authority:

European Defence Agency

Contracting Unit

Rue des Drapiers 17-23

B-1050 Brussels

E-mail : [procurement@eda.europa.eu](mailto:procurement@eda.europa.eu)

Contractor:

[*Full name*]

[*Function*]

[*Company name*]

[*Full official address*]

Email: [*complete*]

Invoices shall be sent to the following address:

Contracting authority:

European Defence Agency

Finance Unit

Rue des Drapiers 17-23

B-1050 Brussels

## **ARTICLE I.7 – APPLICABLE LAW AND SETTLEMENT OF DISPUTES**

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

## **ARTICLE I.8 - EXPLOITATION OF THE RESULTS OF THE FWC**

### **I.8.1 Modes of exploitation**

In accordance with Article II.10.2 whereby the Contracting Authority acquires ownership of the results as defined in the tender specifications (Annex I), these results may be used for any of the following purposes:

- (a) use for its own purposes:
  - (i) making available to the staff of the contracting authority
  - (ii) making available to the persons and entities working for the contracting authority or cooperating with it, including contractors, subcontractors whether legal or natural persons, Union institutions, agencies and bodies, Member States' institutions
  - (iii) installing, uploading, processing
  - (iv) arranging, compiling, combining, retrieving
  - (v) copying, reproducing in whole or in part and in unlimited number of copies
- (b) distribution to the public:
  - (i) publishing in hard copies
  - (ii) publishing in electronic or digital format
  - (iii) publishing on the internet as a downloadable/non-downloadable file
  - (iv) broadcasting by any kind of technique of transmission
  - (v) public presentation or display
  - (vi) communication through press information services
  - (vii) inclusion in widely accessible databases or indexes
  - (viii) otherwise in any form and by any method
- (c) modifications by the contracting authority or by a third party in the name of the contracting authority:
  - (i) shortening
  - (ii) summarizing
  - (iii) modifying of the content
  - (iv) making technical changes to the content:
    - necessary correction of technical errors
    - adding new parts or functionalities

- changing functionalities
- providing third parties with additional information concerning the result (e.g. source code) with a view of making modifications
- (v) addition of new elements, paragraphs titles, leads, bolds, legend, table of content, summary, graphics, subtitles, sound, etc.
- (vi) preparation in audio form, preparation as a presentation, animation, pictograms story, slide-show, public presentation etc.
- (vii) extracting a part or dividing into parts
- (viii) use of a concept or preparation of a derivative work
- (ix) digitisation or converting the format for storage or usage purposes
- (x) modifying dimensions
- (xi) translating, inserting subtitles, dubbing in different language versions:
  - English, French, German
  - all official languages of EU
  - languages used within EU
  - languages of candidate countries
- (d) the modes of exploitation listed in article II.10.4
- (e) rights to authorise, license, or sub-license in case of licensed pre-existing rights, the modes of exploitation set out in any of the points (a) to (d) to third parties.

Where the contracting authority becomes aware that the scope of modifications exceeds that envisaged in the contract, the contracting authority shall consult the contractor. Where necessary, the contractor shall in turn seek the agreement of any creator or other right holder. The contractor shall reply to the contracting authority within one month and shall provide its agreement, including any suggestions of modifications, free of charge. The creator may refuse the intended modification only when it may harm his honour, reputation or distort integrity of the work.

### **I.8.2 Pre-existing rights and transmission of rights**

All pre-existing rights shall be fully and irrevocably acquired by the Contracting Authority as provided for in Article II.10.2 and by derogation to Article II.10.3.

The contractor shall provide to the contracting authority a list of pre-existing rights and third parties' rights including its personnel, creators or other right holders as provided for in Article II.10.5.

### **ARTICLE I.9 – TERMINATION BY EITHER PARTY**

Either party may, unilaterally and without being required to pay compensation, terminate either the FWC or the FWC and order forms or specific contracts by formally notifying the other party and by giving one month's notice. Should the contracting authority terminate the FWC, order forms or specific contracts, the contractor shall only be entitled to payment corresponding to the part-performance of the services ordered before the termination date. The first paragraph of Article II.14.3 shall apply.

**ARTICLE I.10 – SECURITY**

The contractor recognizes that the Contracting Authority is subject to the Council's security rules set out in Decision 2013/488/EU.

**ARTICLE I.11 – INTER-INSTITUTIONAL FRAMEWORK CONTRACT**

Not applicable.

**SIGNATURES**

For the contractor,

*Company name:*

*Forename*

*Surname*

*Function*

For the contracting authority,

Rini GOOS, Deputy Chief Executive

signature: \_\_\_\_\_

Done at \_\_\_\_\_, on \_\_/\_\_/\_\_\_\_

In duplicate in English.

signature: \_\_\_\_\_

Done at Brussels, on \_\_/\_\_/\_\_\_\_

## **II – GENERAL CONDITIONS FOR SERVICE FRAMEWORK CONTRACTS**

### **ARTICLE II. 1 – PERFORMANCE OF THE FWC**

- II.1.1** The contractor shall perform the FWC 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 FWC under the laws and regulations in force at the place where the tasks assigned to him are to be executed.
- II.1.3** Without prejudice to Article II.4 any reference made to the contractor's personnel in the FWC shall relate exclusively to individuals involved in the performance of the FWC.
- II.1.4** The contractor must ensure that the personnel performing the FWC possesses the professional qualifications and experience required for the execution of the tasks assigned to it.
- II.1.5** The contractor shall neither represent the contracting authority 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 him.

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 the contracting authority;
  - (b) the contracting authority 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 the contracting authority any right arising from the contractual relationship between the contracting authority and the contractor.
- II.1.7** In the event of disruption resulting from the action of one of the contractor's personnel working on the contracting authority's premises or in the event that the expertise of one of the contractor's personnel fails to correspond to the profile required by the FWC, the contractor shall replace him without delay. The contracting authority shall have the right to make a reasoned request for the replacement of any such personnel. The replacement personnel must have the necessary qualifications and be capable of performing the FWC under the same contractual conditions. The contractor shall be responsible for any delay in the execution of the tasks assigned to him 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 the contracting authority. 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 FWC. 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 FWC or order form or specific contract, the contracting authority may - without prejudice to its right to terminate the FWC order form or specific contract or - reduce or recover payments in proportion to the scale of the unperformed obligations. In addition, the contracting authority 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 FWC or to its performance shall be made in writing and shall bear the FWC number, and if applicable the order form or specific contract number. Any communication is deemed to have been made when it is received by the receiving party unless otherwise provided for in this FWC.

- 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 the contracting authority 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** The contracting authority 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 FWC, except in the event of wilful misconduct or gross negligence on the part of the contracting authority.

- II.3.3** The contractor shall be held liable for any loss or damage sustained by the contracting authority in performance of the FWC, 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 relevant order form or specific 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 the Union 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 the contracting authority by a third party as a result of damage caused by the contractor during the performance of the FWC. In the event of any action brought by a third party against the contracting authority in connection with the performance of the FWC including any alleged breach of intellectual property rights, the contractor shall assist the contracting authority. Such expenditure incurred by the contractor may be borne by the contracting authority.

- II.3.5** The contractor shall take out an insurance policy against risks and damage relating to the performance of the FWC 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 the contracting authority should it so request.

#### **ARTICLE II. 4 - CONFLICT OF INTERESTS**

- II.4.1** The contractor shall take all the necessary measures to prevent any situation of conflict of interest. Such situation arises where the impartial and objective performance of the FWC 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 constituting or likely to lead to a conflict of interest during the performance of the FWC shall be notified to the contracting authority in writing without delay. The contractor shall immediately take all the necessary steps to rectify the situation. The contracting authority 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 it 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 FWC.
- II.4.4** The contractor shall pass on all the relevant obligations in writing to its personnel and to any natural person with the 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 FWC including subcontractors.

#### **ARTICLE II.5 – CONFIDENTIALITY**

- II.5.1.** The contracting authority 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 FWC 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 FWC, order form or specific contract without prior written agreement of the contracting authority;

- (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 the contracting authority.

**II.5.2** The confidentiality obligation set out in Article II.5.1 shall be binding on the contracting authority and the contractor during the performance of the FWC 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 FWC, order form or specific 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 FWC 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 FWC 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 to access 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 FWC 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 personnel access to the data to the extent strictly necessary for the performance, management and monitoring of the FWC.

**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 use 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 the contracting authority;
- (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 the contracting authority nor cause the FWC to be de facto performed by third parties.
- II.7.2** Even where the contracting authority 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 FWC.
- II.7.3** The contractor shall make sure that the subcontract does not affect rights and guarantees granted to the contracting authority by virtue of this FWC, notably by Article II.18.

## **ARTICLE II. 8 – AMENDMENTS**

- II.8.1** Any amendment to the FWC or order form or specific contract shall be made in writing before fulfilment of all contractual obligations. An order form or a specific contract may not be deemed to constitute an amendment to the FWC.
- II.8.2** The amendment may not have the purpose or the effect of making changes to the FWC or to order forms or specific contracts which might call into question the decision awarding the FWC, order form or specific contract or result in unequal treatment of tenderers or contractors.

## **ARTICLE II. 9 – ASSIGNMENT**

- II.9.1** The contractor shall not assign the rights, including claims for payments, and obligations arising from the FWC, in whole or in part, without prior written authorisation from the contracting authority.
- 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 the contracting authority 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 FWC the following definitions apply:

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

### **II.10.2 Ownership of the results**

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

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 the Union including all forms of use of the results.

The acquisition of ownership of rights by the Union under this FWC covers all territories worldwide.

Any intermediary sub-result, raw data, intermediary analysis made available by the contractor cannot be used by the contracting authority without the written consent of the contractor, unless the FWC or specific contract or order form explicitly provides for it to be treated as a self-contained result.

### **II.10.3 Licensing of pre-existing rights**

The Union 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 the Union 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 the Union from the moment the results were delivered and accepted by the contracting authority.

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

### **II.10.4 Modes of exploitation**

The Union shall acquire ownership of each of the results produced as an outcome of the FWC 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 FWC or specific contract or order form;
- (c) archiving in line with the document management rules applicable to the contracting authority.

#### **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 the contracting authority. 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 FWC 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 the contracting authority, 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 the Union.

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 the contracting authority.

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 the contracting authority. 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 – European Union. All rights reserved. Certain parts are licensed under conditions to the EU.

#### **II.10.9 Visibility of Union funding and disclaimer**

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

### **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 FWC, which was not attributable to error or negligence on their part or on the part of 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 formally 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**

The contracting authority 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 FWC or the relevant order form or specific contract, then, without prejudice to the contractor's actual or potential liability or to the contracting authority's right to terminate the FWC or the relevant order form or specific contract, the contracting authority 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 price of the relevant purchase;

$d$  is the duration specified in the relevant order form or specific contract or, failing that, the period between the date specified in Article I.4.1 and the date of delivery or performance specified in the relevant order form or specific contract, 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 the contracting authority 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 FWC**

### **II.13.1 Suspension by the contractor**

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

Once the circumstances allow resuming performance, the contractor shall inform the contracting authority immediately, unless the contracting authority has already terminated the FWC, order form or specific contract.

### **II.13.2 Suspension by the contracting authority**

The contracting authority may suspend the performance of the FWC or order form or specific contract or any part thereof:

- (a) if the FWC or order form or specific contract award procedure or the performance of the FWC 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 where the notification so provides. The contracting authority shall as soon as possible give notice to the contractor to resume the service suspended or inform the contractor that it is proceeding with termination of the FWC or order form or specific contract. The contractor shall not be entitled to claim compensation on account of suspension of the FWC or order form or specific contract or of part thereof.

## **ARTICLE II. 14 – TERMINATION OF THE FWC**

### **II.14.1 Grounds for termination**

The contracting authority may terminate the FWC, an order form or a specific contract respectively 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 FWC or order form or specific contract substantially or call into question the decision to award the FWC;
- (b) if execution of the tasks under a pending order form or a specific contract has not actually commenced within 15 days of the date foreseen, and the new date proposed, if any, is considered unacceptable by the contracting authority, taking into account article II.8.2;
- (c) if the contractor does not perform the FWC or an order form or specific contract as established in the tender specifications or request for service or fails to fulfil another substantial contractual obligation; termination of three or more order forms or specific contracts on this ground shall constitute ground for termination of the FWC;
- (d) in the event of force majeure notified in accordance with article II.11 or if the performance of the FWC or order form or specific 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 FWC or order form or specific contract might call into question the decision awarding the FWC or order form or specific contract, or result in unequal treatment of tenderers or contractors;
- (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 FWC or those of the country where the FWC is to be performed;

- (h) if the contracting authority has evidence that the contractor or any 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 detrimental to the Union's financial interests;
- (i) if the contracting authority has evidence that the contractor or any 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 FWC, 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 FWC or order form or specific contract;
- (k) if the needs of the contracting authority change and it no longer requires new services under the FWC;
- (l) when due to the termination of the FWC with one or more of the contractors there is no minimum required competition within the multiple framework contract with reopening of competition.

#### **II.14.2 Procedure for termination**

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

If the contracting authority 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 the contracting authority shall formally notify the contractor about its decision to terminate the FWC or order form or specific contract. In the cases referred to in points (a), (b), (c), (e), (g), (j), (k) and (l) 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 the appropriate measures to minimise costs, prevent damages, 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 or order forms or specific contracts for the tasks already executed on the date of termination and produce an invoice if necessary. The contracting authority may recover any amounts paid under the FWC.

The contracting authority may claim compensation for any damage suffered in the event of termination.

On termination the contracting authority may engage any other contractor to execute or complete the services. The contracting authority 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 FWC.

## **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 the contracting authority's account.

### **II.15.2 Currency**

The FWC 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 the contracting authority.

### **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 the contracting authority shall be borne by the contracting authority,
- (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 FWC reference and reference to the order form or specific contract.

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.

The contracting authority 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 FWC are exempt from taxes and duties, including VAT exemption.

### **II.15.5 Pre-financing and performance guarantees**

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. The contracting authority 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 request for services until its final acceptance by the contracting authority. The amount of the performance guarantee shall not exceed the total price of the order form or specific contract. The guarantee shall provide that it remains in force until final acceptance. The contracting authority 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 or an approved financial institution or, at the request of the contractor and agreement by the contracting authority, by a third party;
- (b) the guarantor stands as first-call guarantor and does not require the contracting authority 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 or in the order form or specific contract.

The contractor shall submit an invoice for payment of the balance within 60 days following the end of the period referred to in Article III.2.2, accompanied by a final progress report or any other documents provided for in Article I.4 or in the tender specifications or in the order form or specific contract.

Upon receipt, the contracting authority 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**

The contracting authority 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 FWC, or because the appropriate documents have not been produced.

The contracting authority 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 the contracting authority. 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 the contracting authority 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, the

contracting authority reserves the right to terminate the order form or specific 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 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 period 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, the contracting authority shall reimburse the expenses that are directly connected with execution of the tasks on production of original supporting documents, including receipts and used tickets, or failing that, on production of copies or scanned originals, or on the basis of flat rates.

**II.16.2** Travel and subsistence expenses shall be reimbursed, where appropriate, on the basis of the shortest itinerary and the minimum number of nights necessary for overnight stay at the destination.

**II.16.3** Travel expenses shall be reimbursed as follows:

- (a) travel by air shall be reimbursed up to the maximum cost of an economy class ticket at the time of the reservation;
- (b) travel by boat or rail shall be reimbursed up to the maximum cost of a first class ticket;
- (c) travel by car shall be reimbursed at the rate of one first class rail ticket for the same journey and on the same day;

In addition, travel outside Union territory shall be reimbursed provided the contracting authority has given its prior written consent.

**II.16.4** Subsistence expenses shall be reimbursed on the basis of a daily subsistence allowance as follows:

- (a) for journeys of less than 200 km for a return trip, no subsistence allowance shall be payable;
- (b) daily subsistence allowance shall be payable only on receipt of supporting documents proving that the person concerned was present at the destination;

- (c) daily subsistence allowance shall take the form of a flat-rate payment to cover all subsistence expenses, including meals, local transport which includes transport to and from the airport or station, insurance and sundries;
- (d) daily subsistence allowance shall be reimbursed at the flat rates specified in Article I.3;
- (e) accommodation shall be reimbursed on receipt of supporting documents proving the necessary overnight stay at the destination, up to the flat-rate ceilings specified in Article I.3.

**II.16.5** The cost of shipment of equipment or unaccompanied luggage shall be reimbursed provided the contracting authority has given prior written authorisation.

**II.16.6.** Conversion between the euro and another currency shall be made as specified in Article II.15.2.

## **ARTICLE II. 17 – RECOVERY**

**II.17.1** If an amount is to be recovered under the terms of the FWC, the contractor shall repay the contracting authority 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 the contracting authority 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 the contracting authority receives the full 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, the contracting authority may, after informing the contractor in writing, recover the amounts due by offsetting them against any amounts owed to the contractor by the Union or by the European Atomic Energy Community or by calling in the financial guarantee, where provided for in Article I.4 or in the specific contract.

## **ARTICLE II. 18 – CHECKS AND AUDITS**

**II.18.1** The contracting authority may check or have an audit on the performance of the FWC. 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 FWC and during a period of five years which starts running from the date of expiry of the FWC.

The audit procedure shall be deemed to be initiated on the date of receipt of the relevant letter sent by the contracting authority. 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 expiry of the FWC.

**II.18.3** The contractor shall allow the contracting authority's staff and outside personnel authorised by the contracting authority the appropriate right of access to sites and premises where the FWC 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, the contracting authority may recover all or part of the payments made and may take any other measures which it considers necessary.

**II.18.5** The College of Auditors shall have the same rights as the contracting authority, notably right of access, for the purpose of checks and audits.

**ANNEX I**  
**TECHNICAL SPECIFICATIONS 15.CAT.OP.012**



## **SECURITY ASPECTS LETTER (SAL)**

### **CONTRACT.: 15.CAT.OP.012**

This contract may require or involve your company accessing European Union participating Member States (EU pMS)' national classified information or creating European Union classified information or material (EUCI) up to the level of **RESTREINT UE/EU RESTRICTED**. It is a condition of this contract that this information or material is appropriately protected. The level of protection required varies in accordance with the level of classification. To assist you in providing the appropriate degree of protection to classified information or material, this letter and its appendices identify the security requirements (Appendix I) and those elements of the contract requiring security protection (Appendix II).

Non-compliance with these requirements and the related security classification guide (SCG) may constitute sufficient grounds for the contract to be terminated.

The SCG, which was provided in the call for tender and can be found in Appendix II to this letter determines the security classification of any information provided or granted to you, as well as the security classification of any information to be created by your company for the performance of the contract. The SCG is part of the SAL but is laid-out as a separate document since it may vary throughout the life of the contract.

You are requested to bring this letter to the attention of your Facility Security Officer appointed for the performance of this contract, that they are fully understood and they can and will be respected so to safeguard the information and material concerned.

If you have any difficulty in interpreting the meaning of the above aspects or in complying with the security requirements laid down in this letter, please contact EDA immediately.

A copy of this letter will be sent to the National Security Authority (NSA)/ Designated Security Authority (DSA) of the country where your company is registered, and to your Facility Security Officer.

### **APPENDIX I SECURITY REQUIREMENTS**

#### **GENERAL CONDITIONS**

1. This letter is an integral part of the classified contract [or subcontract] and describes contract-specific requirements. Non-compliance with the basic principles and minimum standards of security laid down in the Council Decision of 23 September 2013 on the security rules for protecting EU classified information (2013/488/EU) and these requirements may constitute sufficient grounds for the contract to be terminated.
2. Classified information generated by the contractor or subcontractor for the performance of this contract will require EU classification marking as determined in the Security Classification Guide (SCG) in Appendix II to this letter.
3. Regarding EU classified information (EUCI) created and handled by the contractor or subcontractor, the rights incumbent to the originator are exercised by EDA, as the contracting authority.

4. The contractor or subcontractor shall not make use of any information or material furnished by the contracting authority or produced on behalf of the contracting authority other than for the purpose of the contract.
5. The contractor or subcontractor shall investigate all cases in which it is known or there is reason to suspect that EU classified information provided or generated pursuant to this contract has been lost or disclosed to unauthorised persons. The responsible NSA/DSA as well as the Security Office of the contracting authority shall be promptly and fully informed of any unauthorised disclosure or loss of EUCI. Action may be taken by the contracting authority in co-ordination with the contractor's responsible security authorities, as deemed necessary .
6. All EUCI provided or generated under this contract shall continue to be protected in the event of termination of the contract.
7. The contractor or subcontractor shall return to the contracting authority as soon as possible or upon termination of the classified contract or subcontract, EUCI held by it. Where practicable, with the agreement and under instructions of the contracting authority, EUCI may be destructed.
8. Electronic handling and transmission of EUCI must be in accordance with the provisions laid down in Article 10 and Annex IV of the Council security rules (CSR). This includes inter alia the following particular requirements:
  - (a) communication and information systems handling EUCI (CIS) must undergo an accreditation process under the authority of a Security Accreditation Authority recognised by the NSA/DSA.
  - (b) transmission of EUCI in electronic form must be protected by cryptographic devices approved in accordance with Article 10(6) of the CSR.
  - (c) CIS handling and transmitting EUCI classified C-UE/EU-C and above must be TEMPEST proof.
9. Safeguarding of EUCI will require physical security measures in accordance with the provisions laid down in Article 8 and Annex II of the Council security rules (CSR).
10. Management of classified information must be in accordance with the provisions laid down in Article 9 and Annex III of the Council security rules (CSR). This includes inter alia the following particular requirements
  - (a) To indicate clearly EDA, as the originator of the information to be created during the performance of this contract and guarantee originator rights, classified information originated by the contractor will, in addition to the EU security classification marking mentioned in the Security Classification Guide, bear the originator identifier "EDA" alongside or below every occurrence of the security classification marking.
  - (b) In addition to the security classification markings provided for in the Security Classification Guide, classified information might include explicit releasability statements, and further access or distribution limitations may be added to the releasability statement as deemed necessary by the originator.

#### **PARTICULAR REQUIREMENTS FOR INFORMATION CLASSIFIED RESTREINT UE/EU RESTRICTED**

11. A Facility Security Clearance (FSC) or Personnel Security Clearance (PSC) is not required. However, classified information at RESTREINT UE/EU RESTRICTED level

shall only be accessible to contractor/subcontractor personnel requiring such information for the performance of the contract (need-to-know principle), who have been briefed on their responsibilities and on the consequences of any compromise or breach of such information, and have acknowledged their responsibilities with regard to protecting such information.

12. The contractor must have appointed a Security Officer, who will be responsible for enforcing its security obligations regarding this contract. The following data shall be provided to the contracting authority before the signature of the contract to EDA, and every time thereafter when any change occurs: Security Officer's name, phone, fax and email.

13. Except where the contracting authority has given its written consent, the contractor or sub-contractor shall not give access to RESTREINT UE/EU RESTRICTED information or material to any other person other than its authorised personnel.

14. The contractor or sub-contractor shall maintain the security classification markings of classified information generated by or provided during the performance of a contract and shall not downgrade or declassify information without the written consent of the contracting authority.

15. Information or material classified RESTREINT UE/EU RESTRICTED must be stored in locked office furniture inside Administrative Areas, as defined in Annex II, title IV, point 14 of the CSR. During travel, documents must be carried inside an opaque envelope bearing only the addressee's name. It must not leave the possession of the bearer and it must not be opened en route or read in public spaces.

16. Electronic handling and transmission of EUCI must be in accordance with the provisions laid down in Article 10, Annex IV and Annex V of the CSR. This includes *inter alia* that Communication and Information Systems (CIS) owned by a contractor and used for handling EUCI in the margins of the contract ("contractor CIS") will be subject to accreditation by the responsible Security Accreditation Authority<sup>5</sup>, any electronic transmission of EUCI must be protected by cryptographic products approved in accordance with Article 10(6), and TEMPEST measures must be implemented in accordance with Article 10(5).

17. When no longer required, classified RESTREINT UE/EU RESTRICTED documents shall be destroyed by methods preventing its reconstruction in whole or in part.

Any communication relating to security issues should be sent to the following address:

European Defence Agency

Security Unit

Rue de Drapiers 17-23

B - 1050 Brussels

e-mail: [security@eda.europa.eu](mailto:security@eda.europa.eu)

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<sup>5</sup> For contractor CIS handling EUCI at the level of RESTREINT UE/EU RESTRICTED the accreditation may be delegated by the responsible Security Accreditation Authority, according to national laws and regulations. The party undertaking the accreditation will have to provide a statement of compliance to the Contracting Authority (EDA) in co-ordination with the responsible national Security Accreditation Authority.



## CONDITIONS UNDER WHICH THE CONTRACTOR MAY SUBCONTRACT

18. The contractor must obtain written permission from EDA, as contracting authority, before subcontracting any parts of a classified contract.

19. No subcontract may be awarded to industrial or other entities registered in a non-EU Member State which has not concluded a security of information Agreement or Security Arrangement with EDA.<sup>6</sup>

20. Where the Contractor has concluded subcontracting arrangements in accordance with this contract and with the provisions of Council Decision 2013/488/EU of 23 September 2013 on the security rules for protecting EU classified information, the provisions of this annex will apply *mutatis mutandis* to the subcontractor(s) and its/their personnel. In such a case, it is the responsibility of the contractor to ensure that all subcontractors apply these principles to their own subcontracting arrangements.

21. The contractor may not grant access to subcontractors' personnel or to transmit any classified information or material to a subcontractor without the prior written consent from the contracting authority.

22. Where subcontracting arrangements are made, the main contractor's Facility Security Officer will ensure that the information required in this security annex is grouped by subcontractor and clearly identified as such.

## VISITS

23. Should EDA, contractor(s) or subcontractors require access to information classified RESTREINT UE/EU RESTRICTED or access to secured areas, in each other premises, visits shall be arranged in connection with the NSA/DSA, concerned, following standard international visit procedures, unless otherwise determined by different national procedures set up by relevant NSA/DSA (e.g: direct arrangement between the sending and receiving establishment): a visit request will be submitted by the visitor through his/her Facility Security Officer, certifying/requesting NSA/DSA and receiving NSA/DSA to the agency, organization or facility to be visited. For related visits to the same level of classified meetings organized by EDA, a Request for Visit (RfV) form<sup>7</sup> shall be filled out and sent with the required data directly to EDA Security Unit ([security@eda.europa.eu](mailto:security@eda.europa.eu)), unless otherwise determined by the relevant NSA/DSA, at least five (5) working days prior to the visit.

24. For pMS national classified information at RESTRICTED level, visits will be organized in accordance with national laws and regulations.

## ASSESSMENT VISITS

25. EDA Security Unit may, in coordination with the responsible NSA/DSA, conduct visits at concerned contractors or subcontractors facilities to verify the appropriate implementation of the security requirements for the handling of EUCI at the level RESTREINT UE/EU RESTRICTED.

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<sup>6</sup> Till now EDA has not been included in any of the security of information Agreements that the EU has signed with Third Parties. The only Security Arrangement signed by EDA with a Third Party is with the European Space Agency (ESA). EDA security will provide you the most updated situation on security agreements/arrangements with Third Parties, under request: [eda.security@eda.europa.eu](mailto:eda.security@eda.europa.eu)

<sup>7</sup> The EDA RfV form will be provided by EDA Security Unit, upon FSO's contractors requests to [security@eda.europa.eu](mailto:security@eda.europa.eu).

## **SECURITY CLASSIFICATION GUIDE**

26. A list of the items in this contract which are classified or to be classified in the course of performance and the rules for so doing are contained in the Security Classification Guide (SCG). The SCG is an integral part of this contract and can be found in Appendix II to this annex.

27. The contractor(s) might propose changes, during the life-time of the contract, regarding the classification of information to be created by or provided to them. In case of acceptance by the Agency, any subsequent change to the SCG (up to the overall level of classification of the contract) will be officially notified by EDA to the contractor(s) and to the Member State(s) NSA(s)/DSA(s) to keep them informed over the abovementioned changes.

## **APPENDIX II SECURITY CLASSIFICATION GUIDE**

### **TABLE OF CONTENT**

Introduction

General Instructions

Classification

Markings

Elements Table

### **Introduction**

As stated in the Council Security Rules 2013/488/EU (CSR), prior to launching the call for tender and letting this classified contract, the EDA, as the contracting authority, has determined the security classification of any information that has been provided to bidders or contractors, as well as the security classification of any information that has to be created by the contractor. For that purpose, the EDA has prepared this Security Classification Guide (SCG) to be used for the performance of the contract.

The overall level of classification of this contract may not be lower than the highest classification of any of its elements. At this respect, the overall classification is RESTREINT UE/EU RESTRICTED.

This SCG may be expanded throughout the life of this contract and the elements of information may be re-classified or downgraded.

The SCG has two parts: the *General Instructions* and the *Elements Table*

### ***General Instructions***

With regard to European Union Classified Information (EUCI) created or handled by the contractor or subcontractor, the rights incumbent on the originator shall be exercised by the EDA, as the contracting authority (see point 23, Annex V of CSR). In this respect, EUCI created during the performance of this contract should bear the originator identifier as explained further below in these general instructions (markings).

EDA, as originator, retains control of every EUCI which created under the performance of this contract. This means that its prior written consent must be sought before EUCI is:

(a) downgraded or declassified;



- (b) used for purposes other than those established by the originator;
- (c) disclosed to any third State or international organization;
- (d) disclosed to another contractor or prospective contractor.

EUCI in electronic form may only be created on CIS accredited by the competent Security Accreditation Authority. The classified information itself as well as the filename and storage device (if external, such as CD-ROMs or USB sticks) must bear the relevant security classification marking.

Hardcopies or electronic versions of documents (e.g. studies, reports, analysis, specifications and descriptions, technical requirements, performances or any other documentation) as well as data storage media (e.g. floppy disks, compact disks, CD ROMS, DVD, MP3, memory sticks, microchips, etc.) containing information generated in connection with the Contract shall be assigned an EU security classification as prescribed in this appendix. This includes copies, reproductions, extracts or any other derivatives of documents or data storage media containing such EUCI.

Unless otherwise specified hereafter each document or data storage media shall bear the overall security classification level at maximum *RESTREINT UE/EU RESTRICTED*.

In case documents or parts thereof contain information not requiring a security classification or requiring a security classification at a lower level, the different elements shall be identified in a separate check list, stating their respective level of classification. In such a case, each document or data storage media shall bear the highest level of classification of the information contained therein.

A higher classification may be assigned to compilations of documents, which individually require a security classification at a lower level, provided the compilation provides an added factor that warrants a higher classification than that applied to its component parts. However, such classification of compilations shall not exceed the highest classification level provided for under this Contract.

Any uncertainties concerning security classifications to be applied or any proposals for changes or amendments shall be addressed to the Agency's Contracting Unit, the Project Officer and electronically to [security@eda.europa.eu](mailto:security@eda.europa.eu).

### **Classification**

The classification level of EUCI to be created under this contract (elements) shall be determined in accordance with this SCG (see the part Elements Table).

The EUCI to be created during the performance of this contract shall be classified at one of the following levels:

*RESTREINT UE/EU RESTRICTED*: information and material the unauthorised disclosure of which could be disadvantageous to the interests of the European Union or of one or more of the Member States.

### **Markings**

As stated in the CSR, EUCI shall bear a security classification marking in accordance with the rules given in the paragraph above, and it may bear additional markings to designate the field of activity to which it relates, identify the originator, limit distribution, restrict

use or indicate releasability. EUCI created during the performance of this contract must bear the originator identifier as explained in the following paragraph.

EDA, as originator, must be clearly identifiable. His originator identifier may be placed alongside or below every occurrence of the security classification marking. Two examples of this are:

RESTREINT UE/EU RESTRICTED – EDA

RESTREINT UE/EU RESTRICTED

EDA

EUCI may bear security caveats in addition to security classification markings .

***Elements Table***

Security classification assigned to information provided, or classification guide for EUCI to be created:

Element	Classification	Declassification/ Downgrading	Remark
Several meetings in EDA premises	R-UE/EU-R		Discussions could reach R-UE/EU-R classification level, but will neither be written down or handled in CIS.
	UNCLASSIFIED		Expected result.

### **Annex III – Model Order Form**