	During this meeting, in addition to operational implementation the administrative and financial matters related to contract implementation will be discussed.	
2	Interim meetings (1-5): physical meeting in Parma – one/half day[6] / teleconference To discuss / review progress	3, 6, 12, 18, 24 months from kick off meeting
3	Final meeting: physical meeting in Parma – one/half day[7] / teleconference To discuss / review final outputs	30 months from kick off meeting
No.	**Payments**	**Linked to EFSA approval of deliverable No.**
1	Interim payment 1 of 20 %	1
2	Interim payment 2 of 40%	2 and 3
3	Payment of the balance of 40% of the interim payment	4

The working language for contract implementation including execution of tasks, meetings and deliverables shall be English. Any written deliverables must be to a high standard of English which does not require proof reading.

1.4 INFORMATION ON THE CONTRACT

Nature of expense   services

Type of contract   direct

Place of performance: contractor's premises

Duration of tasks in direct contract
30 months from kick-off meeting.

Budget information
The maximum budget EFSA has available is 250 000 €. Any offer exceeding this maximum will be excluded from further assessment during evaluation.

1.5 OWNERSHIP, INTELLECTUAL PROPERTY RIGHTS, USE OF RESULTS

As regards any product or delivery commissioned by EFSA and developed by the contractor in the context of the contract resulting from this call for tenders, as well as source codes of IT applications and models developed for EFSA, the intellectual property rights will be owned by EFSA only in its capacity as financial source of the contract. The contractor cannot file a trademark, patent, copyright or other IPR protection scheme in relation to any of the results or rights obtained by EFSA in performance of the contract, unless the contractor requests EFSA ex-ante authorisation and obtains from EFSA a written consent in this regard.

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[6] One day = 8 hours, half day = 4 hours
[7] One day = 8 hours, half day = 4 hours