**Expert Contract**

|  |
| --- |
| Please return a scanned signed copy of this contract to IBF per email before the starting date of the event. This requirement is an important precondition for payment of your invoice. |

**IBF International Consulting sa**

TAIEX Logistics Services

Avenue Louise 209A

B-1050 Brussels

Belgium

(Referred to as "the Contracting Authority"),

on the one part,

and

Klaus Peter Feldgen

Dorotheenstrase 84  
10117 Berlin, Germany

Email:

Telephone:   
Fax:

(Referred to as "the Service Provider")

on the other part,

have agreed as follows:

1. **Subject**

The subject of this contract is **provision of expert services for the following TAIEX event:**

|  |  |
| --- | --- |
| Event ID | AGR - 67400 |
| Event Name | TAIEX Workshop on Strategic communication on Serbia-s EU integration |
| Event Date | 17/10/2018 - 18/10/2018 |
| Event Location | Belgrade |
| Terms of reference | See event agenda that forms an integral part of this contract |

|  |  |
| --- | --- |
| Fee per day | 0.00 € |
| Duration of contract | 0.0 days |
| Total price | 0.00 € |

1. **Service Price and Duration**

All prices are in Euro and exclude VAT.

1. **Invoicing and payments**

3.1. IBF International Consulting is a private company with a valid VAT number for intra-community services (BE 0417 827 795) and therefore it is subjected to the VAT laws that apply in the country of the Service Provider, even though the Contracting Authority is acting on behalf of the European Commission.

3.2. The amounts on the invoice need to be in Euro and excluding VAT and any other taxes and duties. Taxes, customs and import duties shall not be financed out of the CEC Grant, conforming to the agreement between the European Commission and each individual country. Any taxes and/or duties added and shown on the invoice will be deducted from the final payment.

(<http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm>)

3.3. The following information has to be shown on the invoice :

* Invoice issue date
* Service Provider’s name, full registered address, phone and fax numbers, VAT number and registration number
* Event reference (event ID, event name, event date, event location)
* Services and/or items supplied
* Bank details: name, full address, bank account number (in IBAN format), SWIFT or BIC code and complete bank references
* The Contracting Authority’s VAT number (BE 0417 827 795)

In case you do not have your own invoice template, please use the attached template (Annex I).

3.4. The original invoice needs to be sent to the Contracting Authority within 72 hours from the conclusion of the event both by email to the event organiser in charge of the event as well as by mail to:

IBF International Consulting sa

TAIEX Logistics Services

Avenue Louise 209 A

B-1050 Brussels (Belgium)

VAT No: BE 0417.827.795

3.5. Payment to the expert's bank account will be done within 30 calendar days of the receipt of the original ‘contract for services’ signed by both parties and accompanied by the expert's original valid invoice (provided that the invoice has been approved by the European Commission on the basis of the services supplied), but not issued before the end date of the event for which the service contract is signed. Payment can be refused if the invoice is submitted later than 3 months after the conclusion of the relevant event.

Full and accurate bank details should be provided to ensure that the transfer is executed without delay.

1. **Applicable conditions**
2. **Applicable and cancellation conditions**

IBF General Conditions for Service Contracts apply to this Contract (available at:

<http://ww.ibf.be/public/taiex/General_Conditions.pdf>), which states in article 27.9: *“If an event is cancelled by the IBF Client, the Contract with the Service Provider/Expert is considered automatically cancelled. A written notification for the cancellation of the event will be sent to the Service Provider/Expert”.*

In addition the above General Conditions, both Parts irrevocably agree that:

1. For the purpose of this contract, the European Commission/TAIEX (*Technical Assistance and Information Exchange*) should be referred as the “IBF Client”;
2. When an event is cancelled less than 7 days before its foreseen starting date, the Total Price stated in article 2 of this contract is due to the Service Provider,
3. The “written notification for cancellation should be sent by IBF to the Service Provider/Expert via email, with request to acknowledgement of receipt. The Service Provider shall confirm receipt of this email notification no later than 24 hours after the written notification was sent to him. In case the acknowledgement of receipt is not received in due time by the Service provider/Expert, IBF shall send an immediate reminder. In case the Service Provider doesn’t acknowledge receipt by return based upon the reminder above, the written notification for cancellation and the related reminder will be considered as valid as far as they were both sent to the appropriate email address indicated by the Service Provider.

By signing this contract the General Conditions are considered accepted by the Service Provider.

1. **Special arrangements**

IBF International Consulting will calculate any DSA payments for Experts based on instructions received from the European Commission and with their expressed approval in each individual case, prior to notifying Experts and transferring funds.

1. **Confidentiality**

7.1. The Expert will assure that confidentiality about all operations and communications taking place in relation to the provided service is guaranteed at any time. The Contractor shall abstain from any local or international media contacts.

7.2. The Expert shall treat all documents and information received in relation with the service contract as private and confidential and shall not save, in so far as may be necessary for the purposes of the performance thereof, publish or disclose any details of the contract without the prior consent in writing of the Contracting Authority (IBF). If any disagreement arises as to the necessity for any publication or disclosure for the purpose of the Contract, the decision of IBF shall be final

7.3. It is understood and agreed that all the information (written and oral) related to the event will be kept confidential. Moreover all written information should be thrown away or given to the Event Organiser/Local Venue Support (LVS) or Local Co-Organiser (LCO) at the event and cannot be taken away.

*Done in English in two originals, one original being for the Contracting Authority and one original being for the Service Provider.*

**Contract date 06/04/2020.**

**If there is no signature date, the contract is considered signed on the contract date.**

|  |  |  |
| --- | --- | --- |
| **Klaus Peter Feldgen**  Service Provider / Expert | **Veronique Poot**  IBF Logistics Manager | **Damla Oztan**  IBF Event Organiser |

**Signatures**

**Invoice Template Instructions:**

**Please choose the template type according to VAT STATUS:**

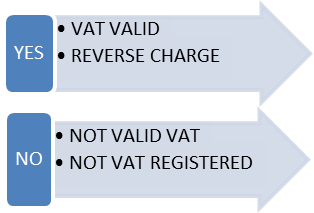
1. **Invoice Template – EU MEMBER STATE**
2. **Invoice Template – EXEMPTED COUNTRIES**
3. **Invoice Template – BELGIUM**
4. **Invoice Template – OTHER COUNTRIES**

VAT VALIDATION: to verify on <http://ec.europa.eu/taxation_customs/vies/viesquer.do>

1. Invoice Template – EU MEMBER STATE

Depending on the VAT VALIDATION: to verify on

<http://ec.europa.eu/taxation_customs/vies/viesquer.do>



* You hold a valid VAT number for intra-community services, VAT cannot be invoiced based on the intra-community reverse charge mechanism, please add in your invoice the mention **“REVERSE CHARGE” (a)**
* You don’t hold VAT number or your VAT number is not valid for intra-community services , please add in your invoice the mention ”**NOT VAT REGISTERED for intra-community services”(a)**

1. Invoice Template – EXEMPTED COUNTRIES

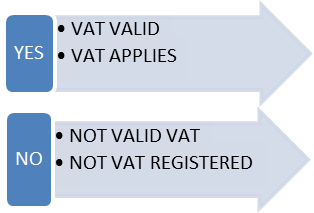
IBF International Consulting has obtained an exemption for all services in the following countries: Azerbaijan, Bosnia and Herzegovina, Macedonia, Georgia, Lebanon, Moldova, Montenegro, Turkish Cypriot community, Turkey.

This exemption has been provided by the local tax authority from the countries stated above and the relevant document can be presented if necessary.

1. Invoice Template – BELGIUM ( tax residence in Belgium)

Depending on the VAT VALIDATION: to verify on

<http://ec.europa.eu/taxation_customs/vies/viesquer.do>



* You hold a VALID VAT NUMBER, please apply the Belgian’s VAT legislation.
* You don’t hold VAT number, please mention your VAT status:

e.g.

* + **“public bodies in Belgium who are not VAT registered”(art 44§1)**
  + **”small business subject to exemption from tax”**
  + **Others….**

1. Invoice Template – OTHERS

If VAT applies, please mention VAT %, VAT amount and Total with VAT

1. **Invoice Template – EU Member State**

(a)

**VAT STATUS:**

**VAT VALIDATION**

<http://ec.europa.eu/taxation_customs/vies/viesquer.do>

**IBF International Consulting sa**

TAIEX Accounts Team

Avenue Louise 209A

B-1050 Brussels

Belgium

VAT N°: BE 0417.827.795

**INVOICE No. DATE:**

|  |  |
| --- | --- |
| Event ID | AGR - 67400 |
| Event Name | TAIEX Workshop on Strategic communication on Serbia-s EU integration |
| Period of performance | “Period of performance” |
| Event Location | Belgrade |

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of service\*** | **Quantity** | **Daily fee (EUR)** | **Total (EUR)** |
|  |  |  |  |
|  |  |  |  |
|  |  | **Total (excluding VAT)** |  |
|  |  | **VAT ( %)** |  |
|  |  | **Total ( included VAT)** |  |

**\*type of service:** Expert fee, LVS fee, Interpretation fee, accommodation, catering, conference equipment, transportation, etc…

1. **Invoice Template – EXEMPTED COUNTRIES**

**IBF International Consulting sa**

TAIEX Accounts Team

Avenue Louise 209A

B-1050 Brussels

Belgium

VAT N°: BE 0417.827.795

**INVOICE No. DATE:**

|  |  |
| --- | --- |
| Event ID | AGR - 67400 |
| Event Name | TAIEX Workshop on Strategic communication on Serbia-s EU integration |
| Period of performance | “Period of performance” |
| Event Location | Belgrade |

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of service\*** | **Quantity** | **Daily fee (EUR)** | **Total (EUR)** |
|  |  |  |  |
|  |  |  |  |
|  |  | **Total (excluding VAT)** |  |
|  |  | **VAT ( %)** |  |
|  |  | **Total ( included VAT)** |  |

**\*type of service:** Expert fee, LVS fee, Interpretation fee, accommodation, catering, conference equipment, transportation, etc…

1. **Invoice Template – BELGIUM**

**VAT VALIDATION**

<http://ec.europa.eu/taxation_customs/vies/viesquer.do>

**IBF International Consulting sa**

TAIEX Accounts Team

Avenue Louise 209A

B-1050 Brussels

Belgium

VAT N°: BE 0417.827.795

**INVOICE No. DATE:**

|  |  |
| --- | --- |
| Event ID | AGR - 67400 |
| Event Name | TAIEX Workshop on Strategic communication on Serbia-s EU integration |
| Period of performance | “Period of performance” |
| Event Location | Belgrade |

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of service\*** | **Quantity** | **Daily fee (EUR)** | **Total (EUR)** |
|  |  |  |  |
|  |  |  |  |
|  |  | **Total (excluding VAT)** |  |
|  |  | **VAT ( %)** |  |
|  |  | **Total ( included VAT)** |  |

**\*type of service:** Expert fee, LVS fee, Interpretation fee, accommodation, catering, conference equipment, transportation, etc…

1. **Invoice Template – OTHER COUNTRIES**

**IBF International Consulting sa**

TAIEX Accounts Team

Avenue Louise 209A

B-1050 Brussels

Belgium

VAT N°: BE 0417.827.795

**INVOICE No. DATE:**

|  |  |
| --- | --- |
| Event ID | AGR - 67400 |
| Event Name | TAIEX Workshop on Strategic communication on Serbia-s EU integration |
| Period of performance | “Period of performance” |
| Event Location | Belgrade |

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of service\*** | **Quantity** | **Daily fee (EUR)** | **Total (EUR)** |
|  |  |  |  |
|  |  |  |  |
|  |  | **Total (excluding VAT)** |  |
|  |  | **VAT ( %)** |  |
|  |  | **Total ( included VAT)** |  |

**\*type of service:** Expert fee, LVS fee, Interpretation fee, accommodation, catering, conference equipment, transportation, etc…