

PUBLIC CALL FOR PROJECT TEAM EXPERTS

for the execution of the work called for in the proposed Specific Agreement

EISMEA/SMP-STAND-2023-ESOS-01-IBA

Standardisation of pre-award phases of public procurement

1. Introduction

Following the acceptance by the European Commission of a proposal from CEN, as prepared by the CEN/TC 440 Secretariat, funding is available for establishing a team of paid experts.

Recruiting these experts has been delegated by the CEN Secretary General to the secretariat of CEN/TC 440, held by DIN.

2. Tasks of the project team

The project team main tasks are:

<i>nr</i>	Reference information (title, subject matter, source document etc.)
T2.2	Development of documents. Ensure that documents are in accordance with the CEN/CENELEC Internal Regulations - Part 3, preparation of documents for submission to CEN, TC and HAS consultants.
T2.3	Definition of a choreography for handling data exchange between involved stakeholders in pre-award processes. (D2.1)
T2.4	Definition of transactions needed for exchanging related data in pre-award processes. (D2.2)
T2.5	Definition of a mapping of the pre-award transaction to corresponding messages of UBL and conversion of the business rules into executable technical artifacts. (D2.3)
T3.2	Definition of a high-level architecture that facilitates the understanding for the different architecture components of pre-award. (D3.1)
T3.3	Definition of an architectural guideline to support semantic interoperability within the pre-award process. (D3.2)
T4.2	Assemble information on innovative developments in procurement, in particular public procurement in the pre-award phase. (D4.1)
T4.3	Describe those developments [identified in T4.2] in a coherent way with their consequences for public procurement processes. (D4.2)
T4.4	Identify the need for standards to implement the developments identified in T4.3. (D4.3)
T4.5	Identify the need for legislation and regulations to enable and support the developments identified in T4.3. (D4.4)

The description of the roles for the experts can be found in Annex 2 APPLICATION FORM.

The project plan is attached in Annex 1. The project plan describes in detail what is expected from the project team, the work plan and milestones and the expertise required for the execution of the task(s).

The experts selected will sign a service contract with DIN. Applicants should be forewarned that invoicing shall be done in different steps as specified in Annex 3, clause 4.

This will be partly overcome by the fact that CEN and the European Commission have agreed on the following payment steps:

- Step 0: Pre-financing (50 % of the total budget) - following signature of the Agreement with DIN;
- Step 1: Final payment¹ - subject to the approval of the final report by the European Commission and EISMEA.

3. Selection procedure

Applicants will be selected by a selection committee, which is composed of:

- the Chair of CEN/TC 440 Electronic Public Procurement
- the secretary of CEN/TC 440 Electronic Public Procurement
- a representative from the CEN CENELEC Management Centre (CCMC).

Applications will be reviewed against the criteria found in the project plan (weighting 80%). Experts will be selected ensuring an equal representation of sectors, countries and skills, as well as the expected 'chemistry' within the project team (weighting 10%). Additionally, the selection will be based on the principle of best value for money, considering the daily rate of the expert and the number of days the expert requires to execute the work (weighting 10%).

The report of the selection committee on the selection of the experts will be submitted to the European Commission and EISMEA prior to the contracting of the experts.

4. Application procedure

Applications should be submitted using the attached application form.

Please return by 2024-01-21.

Applications received after the deadline will not be taken into consideration.

I'm looking forward to receiving your application.

Yours sincerely,

Gregor Roschkowski,
Secretary of CEN/TC 440

Annex 1: Project Plan (shortened)

Annex 2: [Application Form](#)

Annex 3: Contract Model

Annex 3.1: EC Mandatory Content of an Invoice

¹ Up to 100% of the total budget, reflecting the actual number of man-days spent.

Annex 1 PROJECT PLAN (partially confidential)

Project Plan
Standardisation of pre-award phases of public procurement

TECHNICAL DESCRIPTION

COVER PAGE

PROJECT	
Project name:	Standardisation of pre-award phases of public procurement
Project acronym:	Pre-Award in Public Procurement
Project Duration	24
Project Start Date	2024-01-01

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PROJECT SUMMARY

Project summary

In its 2023 Rolling Plan for ICT standardization the Commission states that “Public procurement must ensure best value for money, while being transparent and simple as well as meeting environmental, innovative and social objectives. e-Procurement is a key tool to achieve these goals.

The 2014 Public Procurement Directives make e-Procurement the main method for carrying out public procurement. Since April 2016, electronic notification and electronic access to tender documents have been mandatory; e-submission of tenders became mandatory for all buyers in October 2018.

Standards can offer solutions to these problems, as they can improve data portability, reduce the costs of understanding new systems and enable communication across systems.

CEN/TC 440 was established in 2015 to cover the standardization aspects in the full end-to-end eProcurement process (with exception of eInvoicing, which is covered by CEN/TC 434). Being targeted at European eProcurement the deliverables of CEN/TC 440 will be developed to support EU strategies and EU legislation.

Following the EC grant call CEN/TC 440 will prioritise the development of standards and standardisation deliverables in the pre-award procurement phase, which are in scope of the transition to end-to-end eProcurement foreseen under the 2014 Public Procurement Directives. Art. 22 of the Public Procurement Directive 2014/24/EU provides: “Member States shall ensure that all communication and information exchange under this Directive, in particular electronic submission, are performed using electronic means of communication in accordance with the requirements of this Article. The tools and devices to be used for communicating by electronic means, as well as their technical characteristics, shall be non-discriminatory, generally available, and interoperable with the ICT products in general use and shall not restrict economic operators’ access to the procurement procedure “(paragraph 1).

The Pre-Award area has not been covered in the initial CEN/TC 440 business plan. To take into consideration and fulfil the needs addressed by DG GROW, the CEN/TC 440 business plan has been revised and complemented by the Pre-Award area following up the needs addressed by DG GROW.

The implementation of the Pre-Award area in the work programme of CEN/TC 440 requires the activation of the CEN/TC 440 Pre-Award structures, the identification of necessary standards and deliverables in the Pre-Award area, their elaboration as well as public notices on their publication. The project will also scope emerging digital technologies in the pre-award procurement process and will provide guidance on how the CEN/TC 440 deliverables can be used to facilitate the use of the various new digital technologies in a CEN Technical Report (CEN/TR).

1. RELEVANCE

1.1 Background and general objectives

Background and general objectives

Describe the background and rationale of the project.

How is the project relevant to the scope of the call? How does the project address the general objectives of the call? What is the project's contribution to the priorities of the call?

1) Development of European standards or European standardisation deliverables which are necessary and suitable for the support of respected Union legislation and policies

The European Commission has addressed eProcurement in a range of eGovernment and digitalisation policy initiatives, such as the Tallinn declaration, a Digital Agenda for Europe and the eGovernment action plan, which call for digitalization and interoperability of the procurement process. Strategies (e.g. Europe 2020) and flagship initiatives (e.g. Digital Agenda for Europe) were established to further advance digitisation in the European Single Market. The objectives described in the strategies have been supported by corresponding frameworks such as a revised European Interoperability Framework (EIF) or the European Interoperability Reference Architecture (EIRA), by instruments such as the Connecting Europe Facilities (CEF) to expand and promote the implementation of interoperability building blocks (e.g. eDelivery, eInvoicing, eID,...) and supported by purpose-oriented European legal bases (e.g. Directives 2014/24/EU, 2014/25/EU, 2014/23/EU, 2014/55/EU or Regulations (EU) 2016/7, (EU) 2019/1780, (EU) No 910/2014).

As part of the legislation covering the pre-award phase, the EU has adopted the public procurement directives that mandates the use of e-Submission, the European Single Procurement Document (ESPD) implementing regulation, and adopting the eForms standards implementing regulation. They all provide a broad basis for the implementation of electronic procurement processes and architecture to bring standardised and cross-organisational procurement processes into use.

Accompanying this, various large pilot projects such as PEPPOL, eSENS or TOOP were financed during this time, which tested the various aspects of procurement processes and associated components in the interaction of different actors on a large scale in order to test the solutions for their practical suitability and to increase acceptance among the participants. In cooperation with these initiatives, targeted standardisation efforts were also promoted and carried out, which led to some standardisation of the components at the different levels of interoperability.

EU Member States have in response developed various strategies to ensure the digital transformation of the public procurement domain in their national ecosystems. Through these measures, the digitisation of more and more areas of public procurement is increasingly regulated by the EU and the use of ICT for these areas is promoted or pushed. However, these regulations govern some parts of public procurement only and do not cover the whole pre-award phase. As a result, there is still a need for further elaboration of the semantic and technical aspects of interoperability in public procurement.

2) Implementation of the call objectives

The scope of CEN/TC 440 is to facilitate end-to-end electronic public procurement, including both pre- and post-award processes. Thus, the objective of CEN/TC 440 is to develop a set of European standardisation deliverables to ensure interoperability in the sharing and exchange of information between actors involved in supply chain activities of the processes of public procurement aligned as much as possible with processes of private eProcurement.

Since the establishment of CEN/TC 440, several initiatives have emerged within the European Commission which effectively standardise parts of the pre-award processes. CEN/TC 440 aims to align its standardisation deliverables with them.

In a broader sense, such digitisation aimed by CEN/TC 440 refers to the networking of actors in e-procurement, i.e. a platform-independent execution of all automatable business processes with other actors via suitable information and communication technology (ICT). This requires a digitalisation of e-procurement on the basis of accepted standards, which are implemented by the respective specialised applications of the actors concerned. In the future, companies should be able to access publications, participate in tenders and submit tenders in a simplified manner without changing their familiar system environment, not only nationally but also throughout Europe, and, after the award of the contract, handle subsequent processes such as orders, order confirmations and dispatch advices electronically with the respective contracting authorities.

CEN/TC 440 will focus on the development of standardisation deliverables most required by the European market.

To achieve this, CEN/TC 440 will pursue the following strategies:

- Focusing on business architecture, process choreographies and the representation of semantics
- Leveraging the expertise available through working groups (see 2.4)
- Build upon and complement other initiatives and standardisation activities.

Contracting authorities as well as stakeholders interested in tendering can benefit greatly from innovative services and higher data quality provided by CEN/TC 440 deliverables. Simplified and uniform access to public tenders can be expected to lead to an increase in the participation of companies in the award process, i.e. a higher number of tenders submitted. This leads to an improvement in the market position of public administrations, which results in an increase in efficiency and cost-effectiveness. As an example, the information provided on the basis of eForms can be further utilised in many ways of the procurement process and therefore is a good foundation to establish data driven procurement to ensure high quality and conformity of subsequent processes.

The current situation, where companies have to register on a multitude of public procurement and tendering platforms and find their way around menu navigation and interface designs, creates high entry barriers, especially for SMEs, which are considered to be particularly innovative, and causes high process costs. The consequence of this situation is that fewer tenders are submitted and there is little competition, which can ultimately lead to expensive procurements. The establishment of uniform standards and the adaptation of procurement systems to specific target groups such as suppliers and buyers, on the other hand, creates real added value for the actors concerned and offers the opportunity to establish new business models for IT service providers. IT service providers enter into greater competition with each other. Europe-wide standards ensure easier access to foreign markets for all actors as well as a high degree of comparability and transparency through a high degree of structuring of procurement processes.

New and innovative procurement procedures such as dynamic procurement systems and electronic auctions can emerge from the shadows via uniform structures and offer real added value such as rapid adaptation to market developments, lower purchase prices, higher market efficiency, more efficient procurement processes and access to a larger supplier base. In this respect, the Single Digital Gateway Regulation will lay an important foundation for the digitisation of procurement and further reduce barriers to entry for companies by facilitating qualification procedures for procurement processes through a Europe-wide interconnection of the register landscape and by means of the ESPD.

However, the higher degree of structuring of information is not only aimed at reducing barriers to trade, but also increases the possibilities for further automation of electronic procurement processes. Through the introduction of electronic data exchange standards, existing isolated solutions are expanded in such a way that the basis is created for continuous networking with different systems. The isolated consideration of individual procurement processes is increasingly being replaced by an integrative consideration of cross-organisational, cross-system and cross-domain processes.

OpenPEPPOL and its associated transport infrastructure is to be seen as a cross-cutting theme and therefore serves as a catalyst for almost all core areas of electronic procurement. Accordingly, the innovative power of PEPPOL is to be assessed as very high, since in the meantime almost all sub-areas of public procurement (invoices, purchase orders, catalogues, procurement, notices, proof of suitability, ...) are mapped via corresponding PEPPOL specifications (Business Interoperability Specifications) and implemented by various solution providers in the European and international market (e.g. Singapore, New Zealand, Australia, Japan). Market penetration is particularly high in the area of post-award procurement, as many EU member states make the use of PEPPOL mandatory for e.g. invoices, purchase orders, catalogues. In the area of pre-award procurement, there are also isolated PEPPOL solutions, such as the ESPD, which have already reached a broad mass of specialised applications and users in Europe. Other topics, such as eTendering, eCatalogue or exchange of notifications based on eForms are currently being improved or developed. Thus, CEN/TC440 standardization deliverables will ensure to adequately consider the achievements, ground works and demands of PEPPOL and its 4-corner model.

1.2 Needs analysis and specific objectives

Needs analysis and specific objectives

Describe how the objectives of the project are based on a sound needs analysis in line with the specific objectives of the call. What issue/challenge/gap does the project aim to address?

The objectives should be clear, measurable, realistic and achievable within the duration of the project. For each objective, define appropriate indicators for measuring achievement (including a unit of measurement, baseline value and target value).

Action 64 of the 2022 annual Union work programme for European standardisation (AUWP) recommends to develop standardisation deliverables for the electronic procurement end-to-end life cycle, to ensure cross-border interoperability between public procurement buyers and suppliers and support common European data spaces for public administrations. Achieving interoperability is essential to create the single market in Europe.

Action 11 of the 2023 annual Union work programme for European standardisation (AUWP) recommends developing standardisation deliverables for the electronic procurement end-to-end life cycle, to ensure or enhance interoperability between differing technical formats or process and messaging to remove obstacles to interoperability of electronic procurement, not only within each Member State but also and especially between the Member States.

In addition, the Rolling Plan for ICT standardisation includes a webpage on eProcurement specifically, which includes the Policy Objectives and the Required Actions in terms of standardisation of the pre-award phase of the public procurement lifecycle. Action 1 on this webpage describes “In 2022 two priorities for standardisation are already identified on the two phases regarding e-Submission, which is legally mandatory, and e-Ordering”. Moreover, as regards the completion of the transition to full end-to-end eProcurement, the 2013 Communication from the Commission on end-to-end eProcurement to modernise public administration describes that digitalisation facilitates the monitoring of public procurement expenditure and allows procurement procedures to be conducted more effectively. End-to-end eProcurement is not about implementing an IT project which would just replicate paper-based processes; it is an opportunity to fundamentally re-think the way public administration is organised.

The handling of procurement procedures via electronic applications is efficient in many cases for the public sector in the upper-threshold area and causes low costs. Public contracting authorities, for example, can conveniently process and carry out their entire award procedures on a single platform. For companies, however, the resulting landscape of available procurement platforms is highly heterogeneous, non-transparent and not interoperable. As a result, companies have to register with a large number of public procurement and tendering platforms in order to participate in procurement procedures and have to use different functions, user interfaces and menus - in the international / European context, in different languages to boot. These circumstances mean high entry barriers for many companies - especially for SMEs, which are considered to be very innovative - and cause high process and distribution costs. Consequently, many companies are afraid to participate in public tenders (or changing platforms) or to offer their products and services across countries and internationally. For the public sector, this means that fewer bids are submitted, competition is low and this situation can ultimately lead to high procurement costs.

eProcurement in the EU is characterized by a variety of private and public eProcurement solution providers operating different eTendering platforms. Being able to choose between multiple systems can bring better services and lower prices. However, it can also bring challenges such as lock-in with eTendering platform providers. Especially, economic operators must switch between various systems and learn to handle and work with multiple eTendering systems across Europe to access documents, submit bids, etc. Standards can offer solutions to these problems, as they can improve cross-platform interoperability and data portability. This will reduce the costs of suppliers to understand new systems and enable communication across systems.

Economic operators are enabled to choose their preferred procurement solution and can receive call for tenders and submit tenders for public contracts from a single solution. Standardisation can thus reduce transaction costs in the economy, increase the competition among businesses in Europe as well as lead to savings for them. Also, standards help contracting authorities to decrease the volume of (incompatible and impractical) solutions in the market that slow the growth of end-to-end digital procurement. This will result in an increased uptake of digital procurement. Furthermore, standardisation leads to increased flexibility, improved data quality, reliability and many more. Such benefits will be available not only to public entities acting in the role as buyers, but also for private sector entities and service providers.

With the help of the efforts for end-to-end digitalised and standardised procurement processes, companies should in future be able to participate in digital tenders in a simplified manner not only nationally, but also throughout Europe, without having to change their familiar system environment. Participation in the European Single Market will be made possible through standardised documents for the exchange of messages between award platforms. In concrete terms, this means that as soon as a company registers on compliant procurement platform, it can easily participate via this platform in procedures carried out via other procurement platforms in Europe. Platform-to-platform interoperability is thereby managed and enabled through various specifications and transactions. The condition for this is that the various procurement platforms implement well-defined standards.

When linking procurement platforms, a silo approach to individual processes is not effective, as this leads to media breaks throughout the process. If businesses can view the call for tender documents across platforms but cannot submit tenders or submit questions about the call for tender, the added value is low, because the company must ultimately work with different systems again to complete the process. In order to develop a targeted set of standards for such vision of interconnected eTendering platforms, the entire set of pre-award processes must be captured and taken into account. The scope of pre-award includes processes such as publication of notices, search of notices, calls for tenders, tenders and awarding notifications which are summed up to different procedures like open and restricted procedures. During these procedures additional support processes may be executed between contracting bodies and economic operators, such as procurement procedure subscription, call for tenders' questions and answers, tender withdrawal or tender clarifications and eCatalogues. Consequently, the CEN/TC 440 shall investigate the entire scope of electronic tendering. The project results shall thereby facilitate complete eTendering processes such as open procedures or restricted procedures including variants and innovative processes such as DPS and eAuctions.

The isolated consideration of individual processes provides only limited added value. Missing standard building blocks would severely disrupt the overall process. Thus, it will be necessary to examine preconditions for the electronic implementation of cross-platform procurement procedures and how these can be fulfilled. These include searching for notices and finding the appropriate electronic addresses and procedural information to carry out the process between eTendering platforms. Furthermore, it is necessary not only to consider the positive case of implementation, but also to reflect and report any business or technical errors that may occur during the process between the platforms to ensure a sufficient level of reliability. In addition, it is necessary to describe and provide guidelines to capture specific requirements of the pre-award process that must be reflected by a technical system and infrastructure. These include electronic transport, signature and encryption techniques for the submission of tenders without impairing the technical connectivity. Legal requirements like the non-repudiation of tenders must also be considered in a technical infrastructure and imposed by appropriate guidelines. Such set of guidelines are intended to support the users of the standards in understanding and implementing the framework conditions for the electronic execution of pre-award processes between eTendering platforms.

CEN TC 440 will address these issues by the following means.

Business Architecture

In accordance with these considerations, the standardization project proposed here is intended to capture and describe the essential pre-award phases, processes and transactions in a narrower sense and under higher priority. This includes:

- **eAccess:** Electronic access to procurement documents and specifications, including electronic access to supporting documents for sellers in the preparation of a Tender response. This includes expressing interest in a business opportunity to be listed in the procurement procedure. The following transactions are of specific relevance for the phase and shall be assessed by the project:
 - Subscribe to Procedure
 - Subscribe to Procedure Confirmation
 - Unsubscribe to Procedure
 - Unsubscribe to Procedure Confirmation
 - Procedure Status Inquiry
 - Call for Tenders
 - Invitation to Tender
 - Pre-Award Catalogue Request
 - Call for Tender Questions
 - Call for Tender Answers

- **eSubmission:** the business process and activities related to secure submission of tenders, qualifications and/or catalogues in electronic format to the buyer (contracting authority/contracting entity), which can receive and process it in compliance with applicable legal requirements. The following transactions are of specific relevance for the phase and shall be assessed by the project:
 - Tender Submission
 - Pre-Award Catalogue Response
 - Tender Reception Notification
 - Qualification Submission
 - Qualification Reception Notification
 - Tender/Qualification Withdrawal
 - Tender/Qualification Withdrawal Notification

- **eEvaluation:** Evaluation of the electronic tenders, qualifications and/or catalogues received by the buyer following the closing deadline of a qualification process or tender competition, including electronic exchange to enable the clarification of tender and qualification content by evaluations. This includes support for the process to reject a qualification document for a particular reason or that an economic operator has been invited to submit a tender or that a tender has been rejected or awarded to a particular economic operator. The following transactions are of specific relevance for the phase and shall be assessed by the project:
 - Tender Clarification Request
 - Tender Clarification
 - Qualification Rejection
- **eAwarding:** Information exchange regarding the assessment results of submitted documents. The following transactions are of specific relevance for the phase and shall be assessed by the project:
 - Awarding Notification

There are several processes and transactions of the pre-award which are already covered and well-described by existing initiatives like eForms and ESPD. However, these documents play an important role and have an important impact on the pre-award process. As an example, an eForms contract notice must be published together with the call for tenders and is a means to gain an initial knowledge about a call. Thus, it facilitates the following pre-award processes, namely, to identify the procedure, the contracting authority and its electronic endpoints required to initiate cross platform processes like the subscription to a procedure. Likewise, the ESPD is a means to qualify for a procurement procedure, either as part of the tender submission or as separate qualification process in restricted procedures. Thus, the pre-award standards developed in CEN/TC 440 need to consider adequate linkage and support for these associated processes and standards that have been established by the European Commission. Thereby, the project is not aiming to modify them but to leverage their capabilities for pre-award procurement and facilitate their exchange across eTendering platforms.

Technical Architecture

The potential work items in this field illustrate the scope, constraints, and conditions of pre-award processes from a technical perspective. There is a need to sum the legal and technical framework conditions for interconnecting procurement platforms to build a reliable, legally valid, and trust-worthy environment in pre-award.

- **Pre-Award Interoperability Architecture:** Guidelines with pointers to common building blocks shall enable the execution of pre-award processes in a harmonized manner. The building blocks shall point and describe adequate transport specifications, such as eDelivery and the 4-corner model of OpenPEPPOL, envelope description, illustrate the use of containers to package several documents and signature requirements. The building blocks shall facilitate security to be applied at message level, preserving security properties across asynchronous message passing with temporal storage at intermediate nodes. Authenticity and integrity shall be ensured, and confidentiality can be achieved by encrypting relevant parts of a pre-award document. Thus, there is a need to consider adequate cryptographic specifications applied on both, the business level (e.g. by eTendering systems and their associated business partners like contracting authorities and economic operators) as well as on the technical level to ensure security and reliability during message exchange. Moreover, there need to be guidelines to align with the eProcurement ontology (ePO) to establish semantic interoperability and a harmonized terminology across the different pre-award standards. Next to this it will be important to describe procedural choreographies in order to use the standards for open and restricted procedures and to support other variants like DPS, electronic auctions, competitive negotiated procedure, competitive dialog. The following architecture components and guidelines may be of particular importance for the project:
 - **Transport Architecture and guidelines:** Exchange electronic documents in pre-award based on technical means like eDelivery and 4-corner model of OpenPEPPOL
 - **Semantic Architecture and guidelines:** Create of a framework to establish common terminology and semantic data model of the core elements in pre-award based on the eProcurement ontology (ePO)
 - **Documentation Architecture and guidelines:** Assemble, sign and encrypt electronic documents on different levels in pre-award under consideration of legal and architecture requirements
 - **Procedural Architecture and guidelines:** Assemble pre-award standards to meaningful and lawful process choreographies. Use the pre-award standards to execute open and restricted procedures. Support of other procedures like DPS, electronic auctions, competitive negotiated procedure, competitive dialog

- **Process Control Architecture:** Another important work item will be the description of a common standard for a response message that can be used between eTendering systems throughout the pre-award process for process control. Such Tendering Message Response (TMR) shall facilitate an efficient implementation and increased use of electronic collaboration between eTendering platforms. It improves reliability by allowing a receiver of a business document to inform the sender about the results of receivers' validations and processing success, and in case of negative results, to inform the sender about the nature of the errors as well as their details. The TMR than may allow the sender of the document to take appropriate action. An example is that a technically correct tender may be received but the receiver decides to reject the tender for any business reason such as expired tender submission deadline, a missing authorization to submit a tender etc. Another example is that a tender message that is received is rejected because it is missing a closing tag (syntax error) or because the Economic Operator could not be identified as registered participant by its party and endpoint identifiers.
 - **Tendering Message Response:** In a nutshell, the TMR is a transaction that adds the possibility to exchange acknowledgements and processing exceptions that may occur on the semantic or business level of the pre-award process.
 - **Sample Process Flows:** In the execution of pre-award processes, for a variety of reasons there may be variations in the flows that may occur due to processing errors. This work item aims to provide an overview of the main flow variation categories and use cases to illustrate this use of the Tendering Message Response.

Innovation Architecture

Beside architecture standards, building blocks and guidelines that facilitate the pre-award process it will be important to have a closer look to the wider picture, uptake and future potential of public procurement and the pre-award phase. New technologies trigger innovative business processes. New insights in effective and sustainable procurement may surface the need for new standards and new regulations, new views and visions. The goal of the innovation architecture will be to assemble information on innovative developments in procurement. The work item will describe those developments in a coherent way with their consequences, in particular for public procurement processes. It will identify the need for future developments and standards in order to facilitate efficient eProcurement implementation, legislation and regulation. The following aspects may be specifically considered:

- Bridging gaps between pre- and post-award
- Support to establish common European data space for public procurement
- Development of vision for data driven procurement based on pre-award data,
- Identification of gaps, architecture needs and sustainability with regard to upcoming environmental developments and changes.
- Digital product passport consequences to procurement
- Support for small-scale procurement processes
- Item specific ordering
- Circular production
- Pre-commercial procurement
- Sourcing
- Dynamic purchasing systems
- Desktop purchasing
- Auctions and reverse auctions
- Public-private partnerships
- Public procurement of innovative solutions
- Integrating Blockchains, Data management and business processes
- Assurance of Identity and Trust in business networks
- Web based public service taxonomy and exchange
- Artificial Intelligence for contracting, Supply chain tracing and -diligence
- Procurement of eco-designed products
- Procurement as service
- Supply chain Due diligence
- Internet of things
- (Distributed) master data management
- Tools to bridge ontologies, transaction design and customisation and syntax binding
- The modelling of innovative public procurement tools

1.3 Complementarity with other actions and innovation

Complementarity with other actions and innovation

Explain how the project builds on the results of past activities carried out in the field and describe its innovative aspects. Explain how the activities are complementary to other activities carried out by other organisations.

The proposed work is in close connection with EU policy measures and the Rolling Plan on ICT standardization, so it is relevant and applicable to all EU countries.

There are also a range of organisations and initiatives involved in developing industry standards, sharing best practice, and developing guidelines regarding eProcurement and information and data exchange, including:

- ASCM – Association of Supply Chain Management
- CEF/DSI – Connecting Europe Facility / Digital Service Infrastructure
- EDIFICE – EDI Organisation of the Electronics Industry
- EESPA – European eInvoicing Service Provider Association
- EIF – European Interoperability Framework
- EIRA – European Interoperability Reference Architecture
- ePO – eProcurement Ontology (Project of the European Commission)
- EUPLAT – European Association of Public eTendering Platform Providers
- EXEP – Multi-Stakeholders Expert Group on eProcurement
- FIEC – European Construction Industry Federation
- GS1 – Global Standards 1
- OpenPeppol (eDelivery) – Open Pan-European Public Procurement Online
- UN/CEFACT – United Nations Centre for Trade Facilitation and Electronic Business

2. QUALITY

2.1 Concept and methodology

Concept and methodology

Outline the approach and methodology behind the project. Explain why they are the most suitable for achieving the project's objectives.

The European Commission charged the European Committee for Standardization (CEN) to elaborate European standardization deliverables to build on the long-term experience regarding European Standardization. The development of standardization deliverables is subject of the CEN/CENELEC Internal Regulations and further guidance documents that are, if necessary, adapted to meet new needs. The approach involves the management of the Technical Committee to inform and involve the stakeholders and member countries as well as the elaboration of the deliverables by seeking consensus and within a fixed time schedule and with appropriate quality checks. To involve stakeholders and member countries, national delegates and experts can be appointed for participation in the CEN committees. For projects that require external expertise, tenders are launched to select appropriate subcontractors that will make their contribution to the projects in support of the solid and experiences structure within the CEN committees.

2.2 Consortium set-up

Consortium cooperation and division of roles (if applicable)

Describe the participants (Beneficiaries, Affiliated Entities and Associated Partners, if any) and explain how they will work together to implement the project. How will they bring together the necessary expertise? How will they complement each other?

In what way does each of the participants contribute to the project? Show that each has a valid role and adequate resources to fulfil that role.

Note: *When building your consortium you should think of organisations that can help you reach objectives and solve problems.*

The work will be carried out by CEN/TC 440 (secretariat held by DIN) Electronic Public Procurement.

Key stakeholders will be directly represented in the work of CEN/TC 440 through National Standard Body Delegations. Liaisons are established (and will be complemented if needed) with independent European or international based organizations that, through its recognized expertise, can provide relevant inputs to the work of CEN/TC 440.

A liaison is also active with the European Commission.

Established liaisons and partner organisations are:

- CEN/TC 434 – Electronic Invoicing
- CEN/TC 461 – Public Procurement
- ePO – eProcurement Ontology (Project of the European Commission)
- OpenPeppol (eDelivery) – Open Pan-European Public Procurement Online
- EDIFICE – EDI Organisation of the Electronics Industry
- EXEP – Multi-Stakeholders Expert Group on eProcurement
- CEF/DSI – Connecting Europe Facility / Digital Service Infrastructure

Experts from several European Member Countries participate in the working groups of CEN/TC 440.

Strategic and organizational issues are addressed in the Chairman's Advisory Group (CEN/TC 440/CAG), which is an exchange platform of TC chairman, secretary, working group convenors, and CEN.

2.5 Project management, quality assurance and monitoring and evaluation strategy

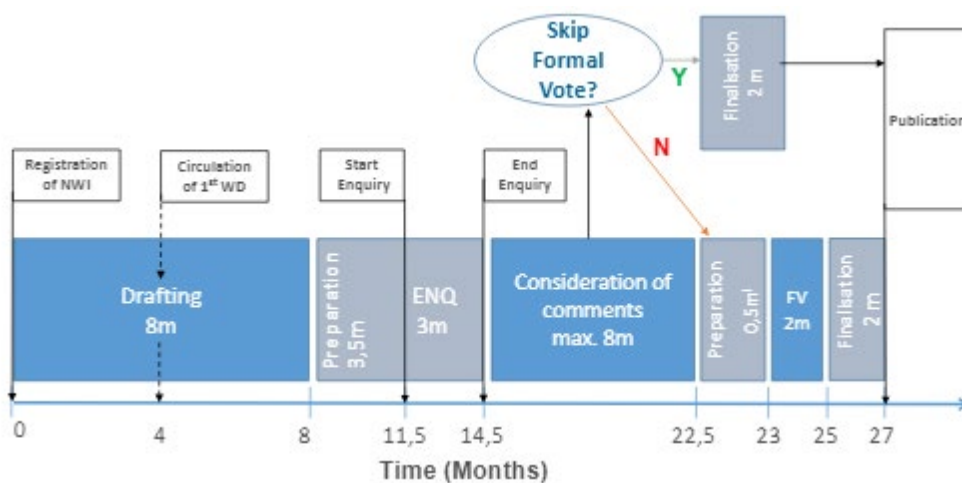
Project management, quality assurance and monitoring and evaluation strategy

Describe the measures planned to ensure that the project implementation is of high quality and completed in time.

Describe the methods to ensure good quality, monitoring, planning and control.

Describe the evaluation methods and indicators (quantitative and qualitative) to monitor and verify the outreach and coverage of the activities and results (including unit of measurement, baseline and target values). The indicators proposed to measure progress should be relevant, realistic and measurable.

The deliverables will be developed according to the strict CEN timeline and deadlines. For each stage, ballot and review a specific amount of time is given. As can be found in the timeline below, there are various moments for experts to get involved and/or comment on the standard or standardisation deliverable. During the circulation of the first working draft, the enquiry – when technical comments can be provided – and during the formal vote – when only editorial comments are still allowed.



As shown in the timeline above the allowed timeframe to elaborate European Standard deliverables as defined in the CEN/CENELEC Internal Regulations Part 2 *Common Rules For Standardization Work* is 27 months (119 weeks), exceeding the project duration of 24 months.

Even with an estimated CEN deliverable project start at the same start time of this project, the allowed timeframe for the European Standard deliverable according to CEN/CENELEC Internal Regulations Part 2 would be:

Stage Code	Stage	Target date	Duration
10.99	Decision on WI Proposal	01.01.2024	17 weeks
20.60	Circulation of 1st WD	29.04.2024	17 weeks
30.99	Acceptance of ENQ draft	26.08.2024	13 weeks
40.20	Submission to Enquiry	25.11.2024	12 weeks
40.60	Closure of Enquiry	17.02.2025	34 weeks
45.99	Acceptance of FV draft	13.10.2025	10 weeks
50.20	Submission to Formal Vote	22.12.2025	8 weeks
50.60	Closure of Formal Vote	16.02.2026	4 weeks
60.55	DOR/Ratification	16.03.2026	4 weeks
60.60	DAV/Definitive text available	13.04.2026	

It therefore follows that the deliverables listed in WP 2, WP 3 and WP 4 might still be in the Formal Vote (50.20) or earlier stage (if CEN deliverable project start time is later than 2024-01-01).

However, a draft publication accessible to the public and distributed through the CEN Members will be available at the latest after 47 weeks after the CEN deliverable project start date (stage 40.20).

2.6 Cost effectiveness and financial management

Cost effectiveness and financial management

Describe the measures adopted to ensure that the proposed results and objectives will be achieved in the most cost-effective way. Indicate the arrangements adopted for the financial management of the project and, in particular, how the financial resources will be allocated and managed within the consortium.

 *Do NOT compare and justify the costs of each work package, but summarize briefly why your budget is cost effective.*

The organisation of CEN/TC 440 and the elaboration of the CEN deliverables emerging from WP2, WP3 and WP 4 will follow the standard procedures and requirements from CEN/CENELEC as defined in the CEN-CENELEC Internal Regulations (<https://boss.cen.eu/reference-material/refdocs/pages/>).

Strict deadlines (see 2.5) and well formulated rules and regulations will ensure the work is done in a quick, efficient and thorough way. The coordination of the project will be carried out by an experienced team of standardisation professionals and financial professionals from CCMC and DIN (see 2.3) that are closely involved in the standardisation and financial process and thus make sure the budget is spent correctly.

3. IMPACT

3.1 Impact and ambition

Impact and ambition

Define the short, medium and long-term effects of the project.

Who are the target groups? How will the target groups benefit concretely from the project and what would change for them?

To drive digitisation in this area of pre-award, successful partnerships between the public sector, specialist software providers, businesses and other key stakeholders are needed more than ever. Likewise, a broader acceptance of European procurement standards and solutions is imperative. Long-term professionalisation strategies for building up the necessary skills and tools on the part of public entities are essential here. At the same time, companies' access to procurement markets must be further improved and the transparency, integrity and availability of data for procurement processes must be increased. Digital transformation is at the heart of this. New technologies and standards offer the basis for radically rethinking public procurement and redesigning the corresponding systems in such a way that innovations are widely accepted, and the digital transformation is achieved.

The standardization project aims to react upon existing environmental constraints on interoperability and networking of public administrations in the course of such digital transformation in pre-award procurement (with view on the implementation of the once-only principle) from different perspectives. During the project, several critical success factors should guide the action and development of the standardization deliverables:

- Constitutional: Following a clear vision, political will & respect of constitutional boundaries.
- Legal: Interoperability requires strong commitments, which can be achieved through awareness raising, voluntary commitment or imposition of appropriate jurisdiction.
- Collaboration: Building compatible goals, trust and ability to work together.
- Organisational: Use of harmonised collaborative business processes and policies to create similar contexts.
- Semantically: Use of common standards and common vocabularies and taxonomies.
- Informational: Harmonisation of quality, data protection and security standards
- Management: Harmonisation of needs/interests & mutual recognition of achievements and legacy
- Financial: Use of resources, balance of ambitions and costs.
- Technological: Promoting the use of and compliance with modern standards, especially secure networks for data exchange.
- Performance: Focus on a few effective interconnections and the ability to scale up later.

Activities in CEN/TC 440 will provide a common focal point for definition of the electronic information sharing and exchange of business transactions in public eProcurement (B2G) as well as in the private sector (B2B) and thereby allow for:

- Mapping of different formats, data models and syntaxes (e. g. UBL; UN/CEFACT);
- Efficient and effective implementation of electronic information sharing and exchange of business transactions;
- Interoperability between independent implementations;
- Reliable and resilient supply chains and Supply Chain Due Diligence;
- A continuous flow of item/product information on quality and quantity (stock information and related forecasts, item substitutes, alternative ordering arrangements, etc.) across sectors, e.g. in crisis situations or when supply chains are under stress.

The deliverables provided by CEN/TC 440 will provide a variety of benefits for the stakeholders of CEN/TC 440.

European businesses (including sellers and customers in the procurement process):

- Reduce transaction costs and create efficiency savings – for both public and private actors;
- Enable competition between IT service providers and prevent vendor lock-in effects;
- Reduce barriers for developing new innovative business models;
- Facilitate the implementation of innovative procurement programs and the use of modern technology.

ICT service/solution providers:

- Help reduce market entry costs for procurement ICT solution suppliers and open-up markets for new suppliers;
- Create certainty and future-proof the investments for those developing IT services to support procurement, logistics and Supply Chain Management (SCM);
- Improve the ability of ICT providers to operate across borders;
- Provide standardised “building blocks” that will facilitate development of new innovative IT-based procurement and SCM services;
- Provide a framework that can be customized to specific markets and thus makes smaller markets accessible for ICT providers;

- Improve connectivity through larger networks such as OpenPeppol resulting in access to larger markets.

Policy makers (including the European Commission and national authorities):

- Facilitate the development of reliable and resilient IT infrastructure as a key prerequisite for providing procurement-related and SCM-related IT services for the European market;
- Complement standards initiatives in eInvoicing (CEN/TC 434) and Financial Services (ISO/TC 68) enabling end-to-end interoperability in the procurement process;
- The availability of standardised IT-based procurement services will reduce the barriers for SMEs to participate in the eProcurement processes;
- Enable the fulfilment of public policy objectives, such as sustainable public procurement, by allowing for tracking of information related to labels and certificates along with the item information as well as information on sustainable services such as CO2 compensation;
- Ensure open and free cross-border markets.

4. WORKPLAN, WORK PACKAGES, ACTIVITIES, RESOURCES AND TIMING

4.1 Work plan

Work plan

Provide a brief description of the overall structure of the work plan (list of work packages or graphical presentation (Pert chart or similar)).

The project ensures the quality and effectiveness by organizing the whole project into four different work packages, consisting of the project management and coordination (WP1), the standardization of the Pre-Award Business Architecture deliverables (WP2), the standardization of the Pre-Award Technical Architecture deliverables (WP3) and the scoping of innovations and elaborating of a Technical report in the Pre-Award Innovation Architecture (WP4).

Work package No	Work Package Title	Lead	Subcontracting (Yes/No)	Start Month	End month
1	Project management and coordination	DIN	No	1	24
2	Pre-Award – Business Architecture	DIN	Yes	1	24
3	Pre-Award – Technical Architecture	DIN	Yes	1	24
4	Pre-Award – Innovation Architecture	DIN	Yes	1	24

4.2 Work packages, activities, resources and timing

Work Package 2 Pre-Award Business Architecture

Work Package 2: Pre-Award Business Architecture				
Duration:	M1 – M24	Lead Beneficiary:	DIN	
Objectives				
<p>The work package will capture the essential pre-award phases, processes and transactions and describe them in the form of standardisation deliverables. This requires the analysis of the different phases of the pre-award process such as eAccess, eSubmission, eEvaluation, eAwarding, taking into account existing preparatory work and standards such as eForms and ESPD. Based on this, core components of these phases are derived and structured into logical building blocks. This approach leads to a consistent set of standards for these building blocks that support the pre-awarding processes, taking into account the following aspects:</p> <ul style="list-style-type: none"> ▪ Describe the objectives of each pre-award building block ▪ Describe the underlying requirements of each building block ▪ Description of the actors and roles involved in the respective communication of a building block ▪ Procedural Architecture and guidelines: Assemble pre-award standards to meaningful and lawful process choreographies. Use the pre-award standards to execute open and restricted procedures. Support of other procedures like DPS, electronic auctions, competitive negotiated procedure, competitive dialog ▪ Definition of the choreography that determines how related data is exchanged in the respective business processes and should be handled by the actors involved in the communication. ▪ Definition of pre- and post conditions to perform this choreography including variants ▪ Define the business terms of a transaction and map these information entities to the eProcurement Ontology to ensure semantic interoperability. ▪ Structuring the information entities involved into comprehensible transactions that can facilitate the data exchanged between the actors involved in the pre-award processes ▪ Identification of controlled vocabularies that support the use information entities in a structured way. ▪ Description of the business rules that govern the use of information entities. ▪ Definition of a syntax binding of the transaction to corresponding messages by the Universal Business Language 2.2 ▪ Conversion of the business rules into executable schematrons rules on a technical level <p>In CEN/TC 440, WG 4 “Pre-Award” will be responsible for the elaboration of the work items and tasks listed under “Objectives” in WP 2.</p>				
Activities and division of work (WP description)				
Task No	Task Name	Description	Participants	In-kind Contributions

(continuous numbering linked to WP)			Name	Role (COO, BEN, AE, AP, OTHER)	and Subcontracting (Yes/No and which)
T2.1	Management of the WG 4 secretariat	Ensures that CEN/TC 440/WG 4 “Pre-Award” functions efficiently and that agreed timetables are kept to; ensuring that CEN/CENELEC Internal Regulations are followed, launching and coordination of tenders, participation in selection committees	DIN; WG convenor	AE; OTHER	No
T2.2	Development of documents	Ensures that documents are in accordance with the CEN/CENELEC Internal Regulations - Part 3, preparation of documents for submission to CEN, TC and HAS consultants;	DIN; WG convenor; Project leaders; Editors; Working group members	AE; OTHER; SUB; SUB; OTHER	Yes, subcontracting
T2.3	Pre-award Choreographies (D2.1)	<p>Definition of a choreography for handing related data between involved stakeholders.</p> <p>In particular, this definition may include:</p> <ul style="list-style-type: none"> • business requirements • actors and roles • business process models including possible variants • pre- and post-conditions for process executions • electronic procedures within the pre-award process • key examples 	DIN; WG convenor; Project leaders; Editors; Working group members	AE; OTHER; SUB; SUB; OTHER	Yes, subcontracting

T2.4	Pre-award Transactions (D2.2)	<p>Definition of transactions needed for exchanging related data in pre-award processes.</p> <p>In particular, these definitions may include:</p> <ul style="list-style-type: none"> • information requirements • business terms • alignment of business terms with eProcurement Ontology • composition of transactions • use of controlled vocabularies • associated business rules • key examples 	DIN; WG convenor; Project leaders; Editors; Working group members	AE; OTHER; SUB; SUB; OTHER	Yes, subcontracting	
T2.5	Pre-award Syntax Bindings (D2.3)	<p>Definition of a mapping of the pre-award transaction to corresponding messages of UBL 2.2 and conversion of the business rules into executable technical artifacts</p> <ul style="list-style-type: none"> • syntax mapping • schematron rules 	DIN; WG convenor; Project leaders; Editors; Working group members	AE; OTHER; SUB; SUB; OTHER	Yes, subcontracting	
Milestones and deliverables (outputs/outcomes)						
Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description	Due Date (month number)	Means of Verification
MS2.1	Publication prEN 17014-1 <i>Electronic Public Procurement – Pre- Award – Part 1: Choreographies</i>	2	DIN	Deliverable of task 2.3 has been published	24	D.2.1 to be published

MS2.2	Publication prEN 17014-2 <i>Electronic Public Procurement - Pre-Award – Part 2: Transactions</i>	2	DIN	Deliverable of task 2.4 has been published		24	D.2.2 to be published
MS2.3	Publication prCEN/TS 17014-3 <i>Electronic Public Procurement - Pre-Award – Part 3-1: Syntax Binding, UBL and Schematron</i>	2	DIN	Deliverable of task 2.5 has been published		24	D.2.3 to be published
Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and language)
D2.1	EN 17014-1 <i>Electronic Public Procurement – Pre-Award – Part 1: Choreographies</i>	2	DIN	R — Document	SEN — Sensitive	24	prEN 17014-1; Draft European Standard (see 2.5); (electronic – English, German, French) This deliverable includes operational definitions of the pre-award procedures (e.g. Open Procedure and Restricted Procedure). It also includes Procedural Architecture and Guidelines for Pre-Award Procurement.
D2.2	EN 17014-2 <i>Electronic Public Procurement - Pre-</i>	2	DIN	R — Document	SEN — Sensitive	24	prEN 17014-2; Draft European Standard

	<i>Award – Part 2: Transactions</i>						(see 2.5); (electronic – English, German, French) This deliverable includes data content definitions of the various tendering documents, such as Subscription to procedure, Call for Tenders questions and answers, Tender, Tender clarification and Awarding notification.
D2.3	<i>CEN/TS 17014-3 Electronic Public Procurement - Pre-Award – Part 3: Syntax Binding, UBL and Schematron</i>	2	DIN	R – Document	SEN – Sensitive	24	prCEN/TS 17014-3; Draft European Technical Specification (see 2.5); (electronic – English, German, French) This deliverable defines the syntax binding of the transactions in D2.2.

Work Package 3 Pre-Award Technical Architecture

Work Package 3: Pre-Award Technical Architecture					
Duration:	M1 – M24	Lead Beneficiary:	DIN		
Objectives					
<p>Work items that fall under WP3 will illustrate the scope, constraints, and conditions of pre-award processes from a technical perspective and guide implementation communities to establish a legally and technically reliable framework. There is a need to sum the legal and technical framework conditions for interconnecting procurement platforms to build a reliable, legally valid, and trust-worthy environment in pre-award. Guidelines with pointers to common building blocks shall facilitate the understanding for pre-award procurement and enable the execution of pre-award processes in a harmonized manner. The following architecture components and guidelines may be of particular importance for the project:</p> <ul style="list-style-type: none"> • Transport Architecture and guidelines: Exchange electronic documents in pre-award based on technical means like eDelivery and 4-corner model of OpenPEPPOL • Documentation Architecture and guidelines: Assemble, sign and encrypt electronic documents on different levels in pre-award under consideration of legal and architecture requirements • Process Control Architecture: Description of a common standard for a response message that can be used between eTendering systems throughout the pre-award process for process control. Such Tendering Message Response (TMR) shall facilitate an efficient implementation and increased use of electronic collaboration between eTendering platforms and improve reliability by allowing a receiver of a business document to inform the sender about the results of receivers’ validations and processing success, and in case of negative results, to inform the sender about the nature of the errors as well as their details. • Semantic Architecture and guidelines: Create of a framework to establish common terminology and semantic data model of the core elements in pre-award based on the eProcurement ontology (ePO). <p>In CEN/TC 440, WG 1 “Architecture” will be responsible for the elaboration of the work items and tasks listed under “Objectives” in WP 3. WG 4 “Pre-Award” will support the task.</p>					
Activities and division of work (WP description)					
Task No (continuous numbering linked to WP)	Task Name	Description	Participants		In-kind Contributions and Subcontracting (Yes/No and which)
			Name	Role (COO, BEN, AE, AP, OTHER)	
T3.1	Management of the WG 1 secretariat	Ensures that CEN/TC 440/WG 1 “Architecture” functions efficiently and that agreed timetables are kept to; ensuring that CEN/CENELEC Internal Regulations are followed, launching and	DIN; WG convenor	AE; OTHER	No

		coordination of tenders, participation in selection committees			
T3.2	<p>Definition of a high level architecture that facilitates the understanding for the different architecture components of pre-award including the:</p> <ul style="list-style-type: none"> • definition of a transport architectural guideline to support data exchange, • definition of a document architectural guideline to support document management • definition of a process control architectural guideline to support the process control <p>all within the pre-award process.</p>	<p>Analysis of legal, business, semantic and technical requirements of the pre-award process and their compilation into requirements for a high-level architecture for pre-award procurement</p> <p>Analysis of the extent to which existing building blocks and standards can fulfil these requirements or need to be enhanced or supplemented.</p> <p>Consideration of existing preparatory work at different levels of standardisation and implementation.</p> <p>Information is assembled by a structured review of the requirements, needs analysis, investigation of pre-works in different initiatives, input from experts and discussions in dedicated workshops, as well as in interaction with expert groups around the Commission.</p> <p>The result will be a high level architecture that provides an entry point to pre-award procurement including the:</p> <p><u>Transport infrastructure:</u> Description of legal and technical requirements (e.g. interoperability, no previous bi-lateral setup of agreements, non-repudation of e-Submission, ...) that a transport infrastructure must fulfil in electronic pre-award processes. Mapping of these requirements to appropriate building blocks, standards and creation of artefacts that increase understanding and close any gaps in the design of electronic transport processes.</p> <p><u>Document management infrastructure:</u> Description of legal and technical requirements (e.g. legally valid bid, integrity, document packaging, ...) that a document architecture must fulfil in electronic pre-</p>	<p>DIN;</p> <p>WG convenor;</p> <p>Project leaders;</p> <p>Editors;</p> <p>Working group members</p>	<p>AE;</p> <p>OTHER;</p> <p>SUB;</p> <p>SUB;</p> <p>OTHER</p>	<p>Yes, subcontracting</p>

		<p>award processes. Identify building blocks to support the management of documents in the pre-award process. Consideration of standards that allow documents to be bundled within containers, encrypted, and signed at different levels to ensure integrity and legally valid document exchange.</p> <p><u>Process control infrastructure:</u> Description of a guideline for a response message that can be used between eTendering systems throughout the pre-award process for process control. The response message itself will be part of the development of WP2 as it shall include a description of the choreography, transaction, syntax-binding.</p> <p>Process control will facilitate an efficient implementation and increased use of electronic collaboration between eTendering platforms. It improves reliability by allowing a receiver of a business document to inform the sender about the results of receivers’ validations and processing success, and in case of negative results, to inform the sender about the nature of the errors as well as their details. It may allow the sender of the document to take appropriate action.</p> <p>The guideline shall investigate the variety of reasons why variations in the flows may occur due to processing errors. The work item aims to provide an overview of the main flow variation categories and use cases to illustrate the use of the process control message</p>			
T3.3	Definition of an architectural guideline to support semantic interoperability within the pre-award process	<p>Identification of information entities that are important in the pre-award. Define business terms for these information entities and map them to, or align them with, the eProcurement Ontology.</p> <p>Creation of a comprehensive data model of core</p>	<p>DIN; WG convenor; Project leaders;</p>	<p>AE; OTHER; SUB;</p>	Yes, subcontracting

		data elements that can serve as a basis for profile development in WP2.	Editors; Working group members	SUB; OTHER			
Milestones and deliverables (outputs/outcomes)							
Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description		Due Date (month number)	Means of Verification
MS 3.1	WD Registration of CEN/TS 17011-4 High-Level Architecture for Pre-Award Procurement (including Transport, Document and Process Control Architecture)	3	DIN	Deliverable of task T3.2		24	Deliverable to be registered in the Work Programme of CEN/TC 440 and 1 st WD submitted
MS 3.2	WD Registration of CEN/TS 17011-5 Semantic Architecture and Guidelines for Pre- Award Procurement	3	DIN	Deliverable of task T3.3		24	Deliverable to be registered in the Work Programme of CEN/TC 440 and 1 st WD submitted
Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and language)
D3.1	CEN/TS 17011-4 High-Level Architecture for	3	DIN	R — Document, report	SEN — Sensitive	24	CEN/TS 17011-4 Working Draft (electronic - English)

	Pre-Award Procurement (including Transport, Document and Process Control Architecture)						
D3.2	CEN/TS 17011-5 Semantic Architecture for Pre-Award Procurement	3	DIN	R — Document, report	SEN — Sensitive	24	CEN/TS 17011-5 Working Draft (electronic - English)

Work Package 4 Pre-Award Innovation Architecture

Work Package 4: Procurement innovation guide					
Duration:	M1 – M24	Lead Beneficiary:	DIN		
Objectives					
<ul style="list-style-type: none"> ▪ Assemble information on innovative developments in procurement, in particular public procurement in the pre-award phase ▪ Describe those developments in a coherent way with their consequences, in particular for public procurement processes ▪ Identify the need for standards in order to implement the developments ▪ Identify the need for legislation and regulations to enable and support the developments <p>In CEN/TC 440, WG 1 “Architecture” will be responsible for the elaboration of the work items and tasks listed under “Objectives” in WP 4. Other CEN/TC 440 Working Groups (WG 4, WG 5, WG 6, WG 7) will support the task.</p>					
Activities and division of work (WP description)					
Task No (continuous numbering linked to WP)	Task Name	Description	Participants		In-kind Contributions and Subcontracting (Yes/No and which)
			Name	Role (COO, BEN, AE, AP, OTHER)	
T4.1	Management of the WG 1 secretariat	Ensures that CEN/TC 440/WG 1 “Architecture” functions efficiently and that agreed timetables are kept to; ensuring that CEN/CENELEC Internal Regulations are followed, launching and coordination of tenders, participation in selection committees	DIN; WG convenor	AE; OTHER	No
T4.2	Assemble information on innovative developments in procurement, in particular	Topics to be covered may include:	DIN;	AE;	Yes, subcontracting

	<p>public procurement in the pre-award phase</p>	<ul style="list-style-type: none"> • Digital product passport consequences to procurement • Item specific ordering • Circular production • Pre-commercial procurement • Sourcing • Dynamic purchasing systems • Desktop purchasing • Auctions and reverse auctions • Public-private partnerships • Public procurement of innovative solutions • Integrating Blockchains, Data management and business processes • Assurance of Identity and Trust in business networks • Web based public service taxonomy and exchange • Artificial Intelligence for contracting, Supply chain tracing and -diligence • Procurement of eco-designed products • Procurement as service • Supply chain Due diligence • Internet of things • (Distributed) master data management • Tools to bridge ontologies, transaction design and customisation and syntax binding 	<p>WG convenor; Project leaders; Editors; Working group members</p>	<p>OTHER; SUB; SUB; OTHER</p>	
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		<ul style="list-style-type: none"> The modelling of innovative public procurement tools <p>Information is assembled by studying literature, input from experts and discussions in dedicated workshops, as well as in interaction with expert groups around the Commission who support the strategic developments in order to harmonise these ideas with the EU roadmap for innovation and the DEP (Digital Europe) framework.</p>			
T4.3	Describe those developments in a coherent way with their consequences in particular for public procurement processes	<p>A framework and models are created in which the developments are positioned with indication of:</p> <ul style="list-style-type: none"> The procurement phase The relevant parties and roles The time frame in which they can become standardised and operational Resources, costs and benefits 	<p>DIN; WG convenor; Project leaders; Editors; Working group members</p>	<p>AE; OTHER; SUB; SUB; OTHER</p>	Yes, subcontracting
T4.4	Identify the need for standards in order to implement the developments	<p>For each of the developments, the need for standards is identified, as a basis for a future agenda of CEN/TC440 and other committees.</p>	<p>DIN; WG convenor; Project leaders; Editors; Working group members</p>	<p>AE; OTHER; SUB; SUB; OTHER</p>	Yes, subcontracting
T4.5	Identify the need for legislation and regulations to enable and support the developments	<p>It is identified which regulations and legislation need adaptation, which regulations block developments and which are needed to stimulate developments.</p>	<p>DIN; WG convenor; Project leaders; Editors; Working group members</p>	<p>AE; OTHER; SUB; SUB; OTHER</p>	Yes, subcontracting

Milestones and deliverables (outputs/outcomes)							
Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description		Due Date (month number)	Means of Verification
MS 4.1	Assembly of innovative developments	4	DIN	Deliverable of task T4.2		12	Deliverable to be published
MS 4.2	Draft of a model of developments as a candidate for a TR	4	DIN	Deliverable of task T4.3		18	Deliverable to be published
MS 4.3	Standards requirements for innovative developments	4	DIN	Deliverable of task T4.4		24	Deliverable to be published
MS 4.4	Legislative and regulatory requirements and adaptations for innovative developments	4	DIN	Deliverable of task T4.5		24	Deliverable to be published
Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and language)
D4.1	Assembly of innovative developments	4	DIN	R — Document, report	SEN — Sensitive	12	Internal CEN/TC 440 document (electronic - English)
D4.2	Model of innovative developments as a	4	DIN	R — Document, report	SEN — Sensitive	18	Candidate for a TR, (electronic - English)

	candidate for a TR						
D4.3	Report on standards requirements for innovative developments	4	DIN	R — Document, report	SEN — Sensitive	24	Candidate for a TR, (electronic - English)
D4.4	Report on legislative and regulatory landscape and adaptations for innovative developments	4	DIN	R — Document, report	SEN — Sensitive	24	Candidate for a TR, (electronic - English)

Any background information held or owned by the CEN and CENELEC and deemed necessary to implement the action or exploit any results produced under said action shall not be shared or reproduced or used in any form or by any means without the written permission of the CEN or CENELEC. Background information subject to third party intellectual property rights may only be shared, reproduced or used to the extent authorised by law and subject to prior written permission of the rightsholder(s).

Subcontracting

Subcontracting <i>Give details on subcontracted project tasks (if any) and explain the reasons why (as opposed to direct implementation by the Beneficiaries/Affiliated Entities). Subcontracting — Subcontracting means the implementation of ‘action tasks’, i.e. specific tasks which are part of the EU grant and are described in Annex 1 of the Grant Agreement. Note: Subcontracting concerns the outsourcing of a part of the project to a party outside the consortium. It is not simply about purchasing goods or services. We normally expect that the participants have sufficient operational capacity to implement the project activities themselves. Subcontracting should therefore be exceptional. Include only subcontracts that comply with the rules (i.e. best value for money and no conflict of interest; no subcontracting of coordinator tasks).</i>						
Work Package No	Subcontract No (continuous numbering linked to WP)	Subcontract Name (subcontracted action tasks)	Description (including task number and BEN/AE to which it is linked)	Estimated Costs (EUR)	Justification (why is subcontracting necessary?)	Best-Value-for-Money (how do you intend to ensure it?)
2	S2.1	Lead editor	Responsible for final drafting of WP 2 deliverables; coordination of WP 2 deliverable work	CONFIDENTIAL	As per standard standardisation procedure knowledge required comes from experts, not from standardisation institutes. This is why this type of expertise need to be subcontracted.	Selected via procurement process
2	S2.2	Editor(s) (Choreography; T2.3)	Responsible for drafting of WP 2 deliverable according CEN-CENELEC Internal Regulations, Part 3: Principles and rules for the structure and drafting of CEN and CENELEC documents	CONFIDENTIAL	As per standard standardisation procedure knowledge required comes from experts, not from standardisation institutes. This is why this type of expertise need to be subcontracted.	Selected via procurement process
2	S2.3	Editor(s) (Transaction; T2.4)	Responsible for drafting of WP 2 deliverable according CEN-CENELEC Internal Regulations, Part 3: Principles and rules for the structure	CONFIDENTIAL	As per standard standardisation procedure knowledge required comes from experts, not from standardisation institutes.	Selected via procurement process

			and drafting of CEN and CENELEC documents		This is why this type of expertise need to be subcontracted.	
2	S2.4	Editor(s) (Syntax Binding; T2.5)	Responsible for drafting of WP 2 deliverable according CEN-CENELEC Internal Regulations, Part 3: Principles and rules for the structure and drafting of CEN and CENELEC documents	CONFIDENTIAL	As per standard standardisation procedure knowledge required comes from experts, not from standardisation institutes. This is why this type of expertise need to be subcontracted.	Selected via procurement process
3	S3.1	Lead editor	Responsible for final drafting of WP 3 deliverables; coordination of WP 3 deliverable work	CONFIDENTIAL	As per standard standardisation procedure knowledge required comes from experts, not from standardisation institutes. This is why this type of expertise need to be subcontracted.	Selected via procurement process
3	S3.2	Editor(s) (CEN/TS 17014-4) High-Level Architecture for Pre-Award Procurement	Responsible for drafting of WP 3 deliverable D3.1: High-Level Architecture for Pre-Award Procurement (including Transport, Document and Process Control Architecture)	CONFIDENTIAL	As per standard standardisation procedure knowledge required comes from experts, not from standardisation institutes. This is why this type of expertise need to be subcontracted.	Selected via procurement process
3	S3.3	Editor(s) (CEN/TS 17014-5) Semantic Architecture for Pre-Award Procurement)	Responsible for drafting of WP 3 deliverable D3.3: Semantic Architecture and Guidelines for Pre-Award Procurement	CONFIDENTIAL	As per standard standardisation procedure knowledge required comes from experts, not from standardisation institutes. This is why this type of expertise need to be	Selected via procurement process

					subcontracted.	
4	S4.1	Lead editor	Responsible for final drafting of WP 4 deliverables; coordination of WP 4 deliverable work	CONFIDENTIAL	As per standard standardisation procedure knowledge required comes from experts, not from standardisation institutes. This is why this type of expertise need to be subcontracted.	Selected via procurement process
4	S4.2	Editor(s) (Model of innovative developments as a candidate for a TR; D4.2)	Provide input for the deliverables, analyse reference documents, review work of lead editor	CONFIDENTIAL	As per standard standardisation procedure knowledge required comes from experts, not from standardisation institutes. This is why this type of expertise need to be subcontracted.	Selected via procurement process
4	S4.3	Editor(s) (Report on standards requirements for innovative developments; D.4.3)	Provide input for the deliverables, analyse reference documents, review work of lead editor	CONFIDENTIAL	As per standard standardisation procedure knowledge required comes from experts, not from standardisation institutes. This is why this type of expertise need to be subcontracted.	Selected via procurement process
4	S4.4	Editor(s) (Report on legislative and regulatory requirements and adaptations for innovative developments; D4.4)	Provide input for the deliverables, analyse reference documents, review work of lead editor	CONFIDENTIAL	As per standard standardisation procedure knowledge required comes from experts, not from standardisation institutes. This is why this type of expertise need to be subcontracted.	Selected via procurement process

<p>Other issues:</p> <p><i>If subcontracting for the project goes beyond 30% of the total eligible costs, give specific reasons.</i></p>	<p>As per standard standardisation procedure knowledge required comes from experts, not from standardisation institutes. This is why this type of expertise need to be subcontracted.</p>
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Timetable

Timetable (projects up to 2 years) <i>Fill in cells in beige to show the duration of activities. Repeat lines/columns as necessary.</i> Note: Use the project month numbers instead of calendar months. Month 1 marks always the start of the project. In the timeline you should indicate the timing of each activity per WP.																									
ACTIVITY	MONTHS																								
	M 1	M 2	M 3	M 4	M 5	M 6	M 7	M 8	M 9	M 10	M 11	M 12	M 13	M 14	M 15	M 16	M 17	M 18	M 19	M 20	M 21	M 22	M 23	M 24	
Task 1.1 - General administration																									
Task 1.2 – Coordination of CEN/TC work																									
Task 1.3 – Financial management																									
Task 2.1 – Management of the WG 4 secretariat																									
Task 2.2 – Development of documents																									
Task 2.3 – Pre-award Choreographies (D2.1)																									
Task 2.4 – Pre-award																									

5. OTHER

5.1 Ethics

Ethics

All parties, including PT experts, engaged in the development of CEN standards and standardisation deliverables are requested to recognize the principles of the CEN “Code of Conduct for delegates, experts and observers participating in the technical work of CEN and/or CENELEC”:

1. Work for the net benefit of the European community
2. Uphold consensus and governance
3. Agree to a clear purpose and scope
4. Participate actively and manage effective representation
5. Escalate and resolve dispute
6. Behave ethically: Delegates, experts and observers act in good faith and with due care and diligence. Delegates, experts and observers avoid collusive, anticompetitive or dominant behaviour. Delegates, experts and observers promote a culture of fair and ethical behaviour.
7. Respect others in meetings: Delegates experts and observers are committed to respecting others and the professional culture of European standardization within CEN. In meetings delegates, experts and observers are committed to:
 - Conducting themselves in a professional manner
 - Respecting others and their opinions
 - Revealing neither the identity nor the affiliation of other participants when using information received but not included in official minutes without prior consent
 - Accepting decisions of the CEN Technical Board and the respective Technical body they are participating or its parent Technical body
 - Ensuring that the views of all (including those whose first language is not that of the meeting) are heard and understood.

Should a delegate, an expert or an observer demonstrate an undue behaviour the Chair respectively the Convenor shall remind him/her. Should the undue behaviour reappear the Chair resp. the Convenor shall inform the CEN or CENELEC Member having appointed this delegate/expert or the Partner/Liaison Organization having appointed this observer accordingly and immediately.

Annex 2 APPLICATION FORM

INSTRUCTIONS

Please fill in this form digitally and submit via email to gregor.roschkowski@din.de together with your CV and an outline of your expertise and skills relevant to this call.

CONTACT INFORMATION

Contractor	
Title	
Name	
Surname	
Phone	
E-Mail	
Company	
Address	
Postal Code	
City	
Country	
PO Box	
PO Box zipcode	
PO Box city	
VAT number	

Project Team Expert (only provide if different from contractor)	
Title	
Name	
Surname	
Phone	
E-Mail	
Company	
Address	
Postal Code	
City	
Country	

Expertise and skills relevant to this call

ROLES

Please select for which role(s) as described in the Project Plan you would like to apply and provide your day-rate and number of days you require to complete the work.

It is possible to apply and to be selected for more than one role.

PROJECT TEAM

Role ²	Description		Your daily rate	Expected number days required to do the work ³
Expert 1	Lead Editor <u>S2.1</u>	<input type="checkbox"/>		
Expert 2	Editor <u>S2.2</u>	<input type="checkbox"/>		
Expert 3	Editor <u>S2.3</u>	<input type="checkbox"/>		
Expert 4	Editor <u>S2.4</u>	<input type="checkbox"/>		
Expert 5	Lead Editor <u>S3.1</u>	<input type="checkbox"/>		
Expert 6	Editor <u>S3.2</u>	<input type="checkbox"/>		
Expert 7	Editor <u>S3.3</u>	<input type="checkbox"/>		
Expert 8	Lead Editor <u>S4.1</u>	<input type="checkbox"/>		
Expert 9	Editor <u>S4.2</u>	<input type="checkbox"/>		
Expert 10	Editor <u>S4.3</u>	<input type="checkbox"/>		
Expert 11	Editor <u>S4.4</u>	<input type="checkbox"/>		

² If you apply for more than one role, please provide a daily rate and the required number of man days for each role separately.

³ The European Commission requires experts to be selected on the basis of best value for money, considering the total costs of an expert and the expertise and skills offered.

CREDENTIALS

Please provide a Curriculum Vitae and list on a separate sheet (maximum 4 pages) the skills and experience you offer with references to other relevant projects. The provided information should focus on the required expertise and skills listed in the project plan for the role(s) you are applying for.

CONFORMITY STATEMENT

I certify that all documents provided are veracious and in conformity with reality and certify not to be in any situation described below:

- a) subject of a non-likely judgment of recourse for a professional infringement
- b) to be in an irregular tax situation or in an irregular special taxation situation
- c) to provide with incomplete or erroneous information

I also certify that I had no conflict of interest by submitting the present offer.

completed by

on

Name

Date

ANNEX 3 Service Contract Model

Service contract

Between

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

and

<<Subcontractor>>
<<Address>>

hereinafter referred to as the "CONTRACTOR"

Introduction

The European Commission/EFTA has decided to fund EISMEA/SMP-STAND-2023-ESOS-01-IBA "Standardisation of pre-award phases of public procurement". This project is dealt with by CEN/TC 440 "Electronic Public Procurement", the secretariat of which is held by DIN.

1. Object of the Service contract

The CONTRACTOR agrees that it will participate as expert who has knowledge of the subject covered by the respective work package. The CONTRACTOR is tasked to ensure the development of the deliverable(s) listed as milestones of the respective work package in Annex 1; 4.2 Work Packages.

2. Duties of the CONTRACTOR

The CONTRACTOR's duties will include:

1. preparation and elaboration of the deliverable(s) within the specified timeframe in the responsible working group under the CCMC rules on Development of CEN Deliverables: <https://boss.cen.eu/developingdeliverables/pages/>;
2. promoting consensus on the deliverable(s) elaborated and proposing solutions and actions to progress efficiently;
3. to make sure that relevant documents are circulated to the responsible working group(s);
4. reporting on the status of the deliverable(s) to the TC secretary in correspondence or at meetings including proactive early reporting if projects are in danger of not being completed within the specified timeframe;
5. the preparation of progress reports to be submitted to CEN/TC 440;
6. reporting to CEN/TC 440 at the plenary meeting;
7. evaluation of the status of the deliverable(s), including the quality of the technical content and the level of consensus within the working group, before they are submitted to the TC Secretary;
8. proof of deliverables provided by CEN-CENELEC Management Centre before publication;
9. to act according to the [CEN-rules](#);
10. to facilitate the standardization process considering [good practice](#).

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.

The selection procedure documented in the PUBLIC CALL FOR PROJECT TEAM EXPERTS for the execution of the work called for in the proposed Specific Agreement EISMEA/SMP-STAND-2023-ESOS-01-IBA; Clause 3 **Selection procedure** selected the CONTRACTOR on the basis of its personal qualification and experience. All man days under this Service contract must therefore be performed by the CONTRACTOR in person. Any deviations from this must be justified in writing and authorized by the European Commission before any related funds can be disbursed.

All relevant conditions in the Specific Grant Agreement applicable to this project as listed in Annex 1 PROJECT PLAN shall also be observed by the CONTRACTOR as sub-contractor of DIN.

In particular, the 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.

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.

DIN and the CONTRACTOR aim to fulfil their duties in a way that takes into account their social and environmental responsibilities, including the delivery of sustainable livelihoods and development opportunities to people. The CONTRACTOR undertakes to meet the relevant social and environmental standards. In particular, the CONTRACTOR commits itself not to use child labour and adheres to the UN Convention on the Rights of the Child, and national / local law on the employment of children. The CONTRACTOR ensures that there is no forced labour in its workforce. The CONTRACTOR provides a safe and healthy working environment for employees. It complies, at a minimum, with national and local laws and ILO conventions on health and safety. Working hours and conditions for employees comply with conditions established by national and local laws and ILO conventions. If the CONTRACTOR is engaged in production, it undertakes to maximize the use of raw materials from sustainably managed sources in their ranges, buying locally when possible. It uses production technologies that seek to reduce energy consumption and where possible use renewable energy technologies that minimize greenhouse gas emissions. It seeks to minimize the impact of its waste stream on the environment.

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, including travel and meeting costs, of 750 € per man-day.

Invoicing shall be done as follows:

Step 1: on registration, as agreed in the responsible working group, of the subcontract respective deliverable (EN, TS, TR) in the CCMC project database (Projex-Online); Stage code 20.60 (Circulation of 1st WD): up to 30% total subcontract amount

Step 2: on registration, as agreed in the responsible working group, of the subcontract respective deliverable (EN, TS, TR) in the CCMC project database (Projex-Online) in Stage code 30.99 (Acceptance of ENQ draft; Acceptance of TS draft; Acceptance of TR draft): up to 20% total subcontract amount

Step 3: on positive evaluation of the subcontract agreed service in the final project report by DIN and on approval of the final project report by the European Commission and EISMEA: up to 50% total subcontract amount

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, DIN has approved the results 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.

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]

€ (EUR) Account No ...

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 by a declaration of the real costs incurred, clearly stating the number of days worked and the period within which the days were worked.

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 signed declaration shall be in the following format:

"I the undersigned declare that I worked the following number of days (full working days) within the framework of my Service contract with DIN [reference of this Service contract]:

- in the reporting period [fromto] [number] days."

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:

Mr. Gregor Roschkowski, Secretary CEN/TC 440
email: gregor.roschkowski@din.de

All invoices to DIN shall be addressed as follows:

DIN Deutsches Institut für Normung e. V.
Buchhaltung
Am DIN-Platz
Burggrafenstraße 6
10787 Berlin

All correspondence with the CONTRACTOR shall be addressed as follows:

Mr. Gregor Roschkowski
email: gregor.roschkowski@din.de

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.

Annex 3.1 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