

Open Call for Tender

for a Technical Project Leader

for Mainstreaming Adaptation to Climate Change in Standardization

Starting date: 2023-11-15

Deadline for tenders: 2024-01-12

I Introduction

I.1 General

The Adaptation to Climate Change Coordination Group (ACC-CG) is a dynamic initiative aimed at mainstreaming climate change adaptation considerations into European standardization processes. This project, which originated in response to European Commission Mandate M/526, plays a pivotal role in enhancing society's resilience to the impacts of climate change. ACC-CG operates within the framework of the European Committee for Standardization (CEN) and the European Committee for Electrotechnical Standardization (CENELEC), which are influential entities that foster industry growth, consumer well-being, and environmental protection in Europe. For this project, a Technical Project Leader will be contracted.

The role requires strong coordination, communication, and leadership skills, as well as expertise in climate change adaptation, (future) climate data and standardization processes. The Technical Project Leader plays a pivotal role in ensuring the successful implementation of the project's objectives and deliverables. The tasks (see Section III.2) are subject to this call for tender.

I.2 Context

Human-induced climate change, including more frequent and intense extreme weather events, has caused widespread adverse impacts and related losses and damages to nature and people, beyond natural climate variability (IPCC report, 2022). In line with Europe's strategy for Adaptation to Climate Change strong, coordinated, consistent and continued efforts are needed to make society more resilient. Standards can play an eminent role in this, as they are prepared in a joint process, and form a structural basis for the way processes, activities and structures in society are designed, built and maintained.

The European Commission acknowledged the importance of standards for climate adaptation, e.g. in a Commission white paper on climate adaptation in 2009. Mainstreaming climate adaptation into European standardization was also one of the actions of the first EU Adaptation Strategy adopted in 2013 and a corresponding Mandate M/526 was addressed to the European standardization organizations in 2014.

The European Committee for Standardization (CEN) and the European Committee for Electrotechnical Standardization (CENELEC) are business catalysts in Europe, removing trade barriers for European industry and consumers in order to foster the European economy in global trading, the welfare of European citizens and the environment. Through their services they provide a platform for the development of European Standards and other technical specifications. Their National Members are the National Standardization Bodies (NSBs) and National Electrotechnical Committees (NCs), respectively, which work together to develop voluntary European Standards (ENs), together with the CEN CENELEC Management Centre (CCMC). For an overview of the CEN and CENELEC members see the CEN CENELEC website.

To respond to Mandate M/526, CEN and CENELEC set up the Adaptation to Climate Change Coordination Group (ACC-CG). Within the framework of M/526 ACC-CG has carried out activities aiming at embedding adaptation to climate change into infrastructure standards. This included e.g. the support of the revision or new development of European infrastructure standard, the development of the "[Tailored Guidance for Standardization Technical Committees – How to include Adaptation to Climate Change \(ACC\) in European Infrastructure Standards](#)" (published in March 2022) and awareness raising and dissemination of results.

Over the last years, awareness of the need for climate change adaptation has significantly increased, in society, on political level and especially also within the standardization community. Within Europe the ACC-CG has contributed to this development and the high numbers of participants in the events held in previous projects showed the increased interest.

With the London Declaration from September 2021 (and the related action plans) ISO expressed its commitment to “work with its members, stakeholders and partners to ensure that International Standards and publications accelerate the successful achievement of the Paris Agreement, the United Nations Sustainable Development Goals and the United Nations Call for Action on Adaptation and Resilience.”

CEN and CENELEC are also committed to the objectives of the London Declaration and made “combatting climate change” (including both, mitigation and adaptation) one of the top priorities of their CEN CENELEC Strategy 2030. Several national (European) standardization bodies have expressed their support for the London Declaration and the CEN CENELEC strategy and have implemented/are implementing national action plans.

The work related to Mandate M/526 has formally ended in February 2022. The European Commission has, however, shown interest in ACC-CG continuing and enhancing its work. Climate adaptation is e.g. prominently addressed in the 2023 annual Union work programme for European standardization and the European Commission has also signalled the intention of issuing standardization requests related to climate change adaptation. The EU’s strategy on adaptation to climate change (COM(2021)82) formulates the action for the Commission to “increase cooperation with standardization organizations to climate-proof standards and to develop new ones for climate adaptation solutions”.

The European Commission has, therefore, approved funding for a project on “Assistance to standardization work in mainstreaming climate adaptation into EU standards” to resume the work of ACC-CG. This project is subject to this call for tender.

II Objectives

The project will promote climate resilience in standardization through information, communication, and guidance activities within the community of standard developers and standard users. It will facilitate information exchange between relevant stakeholders, in particular providers of climate data and the user of such data (including standardization committees and users of standards). Overall, the project supports improving the resilience of infrastructure to the adverse effects of climate change.

III Execution

III.1 General

The execution of the project will be divided into several work packages:

- WP 1: Review of guidance documents, tools, processes and strategies,
- WP 2: Support revision of standards – Pool of experts,
- WP 3: Guidance on climate data selection and use and information exchange between climate data providers and standardization committees,
- WP 4: Communication, information exchange and dissemination of results,
- WP 5: General project management.

DIN (CEN member) holds the secretariat of the ACC-CG and in this context is responsible for the overall management and coordination of the project (WP 5). It will carry out the procedural work and sign the contracts with the selected subcontractor (Technical Project Leader). DIN will also be involved in all other work packages (particularly in WP 1 (Review of guidance documents, tools, processes and strategies) and WP 4 (Communication, information exchange and dissemination of results)).

ACC-CG (supported by the ACC-CG chair advisory group (ACC-CG/CAG)) acts as steering committee for the project. Membership of the ACC-CG is defined in the terms of reference of the ACC-CG. The ACC-CG will supervise and guide the Technical Project Leader.

The ACC-CG chairperson will lead the group as well as the ACC-CG chair advisory group (ACC-CG/CAG). The chairperson will be responsible for convening meetings and promoting communication between the different parties involved. The chairperson also plays an important role in the communication and cooperation with other standardization committees such as CEN/TC 467 “Climate Change” and ISO/CCCC (Climate Change Coordination Group).

The Technical Project Leader selected in this call for tender will cooperate with ACC-CG in delivering work packages 1 to 4. The Technical Project Leader’s main responsibilities will be to deliver WP 2 (Support revision of standards – Pool of experts) and WP 3 (Guidance on climate data selection and use & information exchange between climate data providers and standardization committees). The Technical

Project Leader will also be deeply involved in WP 1 (Review of guidance documents, tools, processes and strategies) and WP 4 (Communication, information exchange and dissemination of results). For detailed information about the tasks of the Technical Project Leader see III.2.

The standardization deliverables, for which the ACC-CG and in particular the pool of experts in WP 2 provide support, remain in the responsibility of the relevant CEN, CENELEC or ETSI committees. In the framework of Mandate M/526, e.g. the following TCs were supported by the ACC-CG and its experts:

- CEN/TC 467 Climate change,
- CEN/TC 250 Eurocodes,
- CEN/TC 371 Energy performance of buildings,
- CEN/TC 89 Thermal performance of buildings and building components,
- ISO/TC 163/SC 2 Calculation methods,
- CEN/TC 156 Ventilation for buildings,
- CEN/TC 350 Sustainability of construction works,
- CEN/TC 234 Gas infrastructure,
- CEN/TC 282 Installation and equipment for LNG,
- CLC/TC 215 Electrotechnical aspects of telecommunication equipment,
- CEN/TC 256 Rail applications,
- CEN/TC 274 Aircraft ground support equipment,
- CLC/TC 9X Electrical and electronic applications for railways.

Support delivered by the pool of experts might again be addressed to these TCs but possibly also other TCs which seek support. The previous ACC-CG activities focussed on the priority sectors “transport infrastructure”, “energy, ICT & telecommunications infrastructure” and “buildings/construction”. As these sectors are still of high relevance it is expected that they will continue to be addressed but the work of ACC-CG will not necessarily be limited to these sectors.

For the purpose of WP 3 (Guidance on climate data selection and use & information exchange between climate data providers and standardization committees) the intention is to set up a working group, preferably in an existing Technical Committee (e.g. CEN/TC 467 “Climate change”) which will be responsible to elaborate the guidance on climate data selection and use (expected to be published as CEN technical report). DIN has taken over the secretariat of this future working group while the Technical Project Leader will provide the convenor for this working group (provided that the relevant CEN/TC approves the appointment).

III.2 Tasks of the Technical Project Leader

The Technical Project Leader will have the **main responsibility** for delivering:

- WP 2 (Support revision of standards – Pool of experts); and
- WP 3 (Guidance on climate data selection and use & information exchange between climate data providers and standardization committees).

All activities are carried out in close cooperation with the ACC-CG.

The Technical Project Leader will attend meetings of ACC-CG and other relevant committees, as appropriate. The tasks of the organization/consortium will include the following.

WP 2 – Support revision of standards – Pool of experts

- T 2.1 Provide a platform for information exchange for TCs which are addressing or intend to address climate change adaptation in their standards in order to facilitate exchange of best practice etc. and to provide guidance for their work.
- T 2.2 Provide and manage a pool of experts in view of optimizing the use of capacities available and supporting TCs as efficiently as possible. The subcontractor is responsible for acquiring and paying the experts and must include the costs accordingly in the offer. The experts may consist of employees of the organization(s)/consortium of the technical project leader, but could also include additional experts subcontracted by the technical project leader. The requirements on subcontracting are explained in clause 12 “Assignment” of the draft service contract (see Annex A).
- T 2.3 Through the pool of experts, provide TCs with specific expertise and advice on aspects related to climate change adaptation. It shall provide TCs with information about climate projections, based on continuous dialogue with climate data providers (Copernicus Climate Change Services, EEA

etc.) – see also T 3.4 – and facilitate information exchange between climate data providers and standardization committees.

The pool of experts shall further advise and support TCs in the use of existing guidance documents (e.g. the above mentioned “Tailored Guidance” document).

The pool of experts shall also help with the interpretation and/or application of (future) climate data for the purpose of drafting standards and attend meetings of relevant TCs (or TC working groups).

NOTE: 94 person-days are estimated for WP 2. These include both, the management of the pool of experts as well as the actual time spent by the experts to provide support to TCs over the duration of the project. The tenderer shall specify in his/her offer how many person-days are assigned directly to the pool of experts and how many person days are reserved for its management.

WP 3 – Guidance on climate data selection and use as well as information exchange

T 3.1 Elaborate draft guidance document (presumably a Technical Report (TR)) on the selection and use of future climate data in infrastructure standards based on the outline resulting from work under mandate M/526. The document should provide standards committees, e.g. in particular those drafting Eurocode standards (and corresponding national annexes), but also standard users with guidance. The outline developed under mandate M/526 is a 17-page document that describes how a technical report could be structured with brief explanations of the possible content per section.

T 3.2 In consultation with ACC-CG and in particular the ACC-CG secretariat (DIN) determine the most suitable publication form for the guidance on inclusion of future climate data in infrastructure standards.

T 3.3 Identification of and consultation with a suitable Technical Committee (TC) which is willing to set up a Working Group (WG) to elaborate the Technical Report (TR) (or other suitable deliverable).

Serve as convener for the Working Group responsible for elaborating the guidance document.

Elaborate the final draft guidance document (e.g. TR) within the working group established.

T 3.4 Facilitate information exchange between climate data providers and standards committees.

In cooperation with ACC-CG, investigate and validate the needs of standards committees and users for future climate data.

Investigate options for climate data provision (form, content etc.), e.g. elaboration of climate reference years which could be referred to in standards, e.g. in particular those related to the Energy performance of buildings directive (EPBD).

Discuss identified options for data provision with climate data providers with the aim of getting the climate data published in the appropriate form as soon as possible.

The Technical Project Leader will also **support**, but will not be responsible for:

- WP 1 (Review of guidance documents, tools, processes and strategies); and
- WP 4 (Communication, information exchange and dissemination of results).

WP 1 – Review of guidance documents, tools, processes and strategies

T 1.1 In cooperation with ACC-CG, review existing and develop/revise guidance documents on mainstreaming climate resilience into standards (including “Tailored Guidance for Standardization Technical Committees – How to include Adaptation to Climate Change (ACC) in European Infrastructure Standards” and [CEN-CLC Guide 32 “Guide for addressing climate change adaptation in standards”](#)) to take into account new scientific evidence, feedback/needs from Technical Committees and tools developed by other organizations, e.g. by national standards bodies and/or ISO in the context of the London Declaration.

T 1.2 In cooperation with ACC-CG, review existing (CEN/CENELEC) processes and strategies on addressing/incorporating climate change adaptation taking into account existing processes on other horizontal topics, e.g. the [“CEN approach on addressing environmental issues in standardization”](#), and strategies and processes from national standards bodies and/or ISO in the context of the London declaration.

Possibly, draft a proposal for adapting certain CEN/CLC processes to systematically address climate change adaptation and/or draft a proposal for (or contribute to) a CEN/CLC strategy on climate change adaptation.

WP 4 – Communication, information exchange and dissemination of results

T 4.1 In cooperation with the ACC-CG, promote climate change adaptation in standardization by measures such as direct contact with relevant TCs, review and improvement of topic specific CEN/CLC websites, webinars on climate change adaptation topics (e.g. about relevant guides/tools in order to promote their use), website/newsletter articles to promote climate change adaptation or to inform about the work of ACC-CG.

T 4.2 In cooperation with ACC-CG, exchange with committees and organizations which are relevant for or which are also addressing climate change adaptation such as: Climate data provider, ISO and in particular ISO/CCCC; national standards bodies; CEN/TC 467 “Climate change”; and ISO/TC 207/SC 7 “Greenhouse gas and climate change management and related activities”.

T 4.3 In cooperation with ACC-CG, elaborate a concept and conduct a workshop for promoting climate change adaptation (or, if appropriate, two workshops). The workshop is organized in cooperation with the ACC-CG secretariat, which will also cover the costs of holding a physical event. The intention is to hold the workshop in Brussels or Berlin in order to facilitate communication and interaction between the workshop participants.

The workshop will in particular facilitate information exchange between TCs and climate data providers, identify/confirm needs for (future) climate data as well as discuss possibilities for providing (future) climate data. The workshop will also identify/confirm needs for guidance on addressing climate change adaptation in standards and exchange about guidance, processes and strategies on climate change adaptation implemented by TCs or by standardization organizations (e.g. on national level in the context of the London declaration).

T 4.4 In cooperation with ACC-CG, elaborate a concept for a closing event/workshop which has the overall objective to inform about and promote the outcome of the project, raise awareness and in particular to promote the use of guides and tools etc. resulting from the project.

In cooperation with ACC-CG, and in particular with the ACC-CG secretariat, conduct the closing event/workshop (the intention is to hold this event/workshop as virtual event in order to allow as many experts as possible to attend).

III.3 Reporting

The Technical Project Leader will develop three reports on the conducted activities and achieved results (see III.4.2 for the detailed timeframe).

III.4 Timeframe

III.4.1 General

The service contract (see Annex A) shall enter into force on the date on which it is signed by the last contracting party.

The project is likely to start in April 2024 and shall be finalized by 2026-09-30. Detailed time frames for the respective work packages and tasks see III.4.2.

The Technical Project Leader shall respect the deadlines. If deadlines are not kept, EC is entitled to withhold payment.

III.4.2 Deadlines for Work Packages/ Tasks/ Milestones

The following deadlines apply to the Work Packages (WP)/ Tasks (T)/ Milestones (M):

WP	T/M	Activity	Due Date
1	T1.1	Review of guidance documents and tools	30.09.2026
	T1.2	Review of processes and strategies	30.09.2026
	M1	<i>Decision from ACC-CG on which guides, tools etc. should be revised (or can be maintained without any changes)</i>	<i>30.06.2024</i>
	M2	<i>Completion of revision of at least one (draft) guide to allow use, testing and improvement of the document within the project</i>	<i>31.03.2025</i>
	M3	<i>Completion of review existing and develop/revise guidance documents</i>	<i>30.09.2026</i>
2	T2.1	Exchange with TCs	30.09.2026
	T2.2	Coordination of pool of experts	30.09.2026
	T2.3	Support of TCs	30.09.2026

	M4	<i>Pool of experts established and communicated to relevant TCs</i>	<i>31.05.2024</i>
3	T3.1	Drafting of guidance on climate data use	31.10.2025
	T3.2	Type of deliverable – Determine suitable publication form	30.06.2024
	T3.3	Setting up committee – Serve as convenor	31.10.2025
	T3.4	Information exchange data provider/TCs	30.09.2026
	M5	<i>Set-up of committee</i>	<i>30.09.2024</i>
	M6	<i>Decision on registration of new work item</i>	<i>31.10.2024</i>
	M7	<i>Submission of final draft deliverable to CCMC</i>	<i>30.05.2025</i>
	M8	<i>Publication of guidance on climate data use</i>	<i>31.10.2025</i>
	M9	<i>Suitable option(s) for climate data provision identified taking into account data needs</i>	<i>30.11.2025</i>
4	T4.1	Promote climate change adaptation in standardization	30.09.2026
	T4.2	Exchange with committees and organizations	30.09.2026
	T4.3	Planning/organization of workshop	15.07.2024
	T4.4	Planning/organization of closing event	15.06.2026
	M10	<i>Conduct workshop</i>	<i>30.09.2024</i>
	M11	<i>Conduct closing event</i>	<i>31.08.2026</i>

Grey color code: Activities are conducted together with the ACC-CG. | Blue color code: Milestones.

The following deadlines apply to the reports:

#	Activity	Due Date
1	Initial Report	30.09.2024
2	Midterm Report	30.09.2025
3	Final Report	30.09.2026

IV Financial support

The European Commission and EFTA have decided to provide financial support to *Mainstreaming Adaptation to Climate Change in Standardization*. The financial support from the European Commission and EFTA is based on the SMP 'Single Market Programme Regulation' (including its Financing Decision) and the MGA (Multi or mono beneficiary(ies) Grant Agreement). Unless specified otherwise, costs of external subcontractors are generally funded at 100%, with approx. 95% being borne by EC and 5% by EFTA. Costs have to qualify as eligible as defined in MGA N°101123358 and also in compliance with [EC Financial Regulation](#), and be justified. The payment is usually divided into several instalments after completion of defined milestones and approval of the interim/final reports and the justification of costs. The subcontractors shall fulfil the conditions of the MGA N°101123358, including those relating to liability, ownership of results, confidentiality, conflict of interests, publicity, evaluation, assignment, checks and audits.

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

Costs incurred before the Service Contract is signed will not be considered as eligible.

A draft service contract is given in the Annex A.

V Selection criteria

The tenderers shall comply with the following requirements:

- a. At least 3 years' experience in managing a European research project.
- b. Experience with projects on climate data and/or climate change adaptation.
- c. Experience in European and/or international standardization work.
- d. Knowledge of climate data sources, projections, and their relevance to infrastructure standards.
- e. Skills in leading a group and optimizing resource utilization of the pool of experts.
- f. Expertise in project management methodologies and practices.
- g. Excellent communication skills to engage with TCs, experts, and other stakeholders.
- h. Experience in planning and conducting workshops and events.

- i. Sufficient economic and financial capacity to guarantee continuous and satisfactory performance throughout the envisaged lifetime of the contract.

VI Award criteria

The selection of the subcontractor will be made on the basis of the following criteria (with weighting in percent):

- a) Planning of the work, quality control measures and allocation of resources (40 %);
- b) Experience with comparable projects on climate change adaptation or standardization (20 %);
- c) General project management and communication skills (20 %);
- d) Price (20 %).

Scores from 0 to 4 are possible. The candidate who will reach the highest score will be considered as the best value for money offer and hence should be the candidate selected to perform the expected activities (unless force majeure). Tenders scoring less than 70 % of the overall total points or less than 50 % of the points awarded for a single criterion will be excluded from the remaining assessment procedure.

VII Eligibility criteria

The following candidates will be excluded:

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

VIII Tenders

VIII.1 Form of the tender

Tenders shall be sent by postal mail to Ms. Saskia Maresch (Senior Project Manager), as soon as possible, to be received at the latest by 2024-01-12 (offer period). Tenderers shall place a bid inside a sealed envelope clearly marked CONFIDENTIAL, placing the sealed envelope in an envelope which is posted to the address indicated.

Late delivery will lead to the non-admissibility of the tender and its exclusion from the award procedure for this contract. Offers sent by email or by fax will also be non-admissible.

Submission of a tender implies acceptance of the terms and conditions set out in this call for tender and its annexes. It is binding on the tenderer to whom the contract is awarded for the duration of the contract.

VIII.2 Content of the tender

The tender shall be in English and contain:

- Application form for the Call for Tender;
- Appropriate documentation to prove the economic and financial capacities;
- Any further documents to prove the qualification required.

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

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

as from the private industry. It is essential however that the qualifications and experience of the individual fulfilling the tasks are properly described.

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

VIII.3 Period of validity of the tender

The offer must remain valid for a period of six months following the final date for submitting tenders.

VIII.4 Contact between the contracting authority and the tenderer

Regarding questions concerning the information provided in this call for tender or in case of need for clarification or additional information please contact Ms. Saskia Maresch.

If due to queries or other reasons supplementary information to this call for tender is required, this will be published on the website of the European Committee for Standardization (CEN) and on the website of the [German Institute for Standardization \(DIN\)](#).

VIII.5 Assessment and award of contract

The selection and appointment of the Technical Project Leader will be conducted by a selection panel composed of the ACC-CG chairperson, the ACC-CG secretary, and a representative of the CEN-CENELEC Management Centre (CCMC).

Please send your application to:

DIN Deutsches Institut für Normung e. V.
DIN Environmental Protection Helpdesk
Saskia Maresch
Burggrafenstraße 6
10787 Berlin
Tel: +49 30 2601-2907
Fax: +49 30 2601-42907
Mail: saskia.maresch@din.de
<http://www.din.de>

Annex A

Draft Service Contract

Between

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

and

<<Name of the Contractor>>
<<Address>>

hereinafter referred to as the "CONTRACTOR"

Introduction

The European Commission/EFTA has decided to fund MGA N° 101123358 "Adaptation to Climate Change – Coordination Group" (ACC-CG). This project is dealt with by the Adaptation to Climate Change Coordination Group, the secretariat of which is held by DIN. DIN assures the organizational coordination work on behalf of ACC-CG.

1. Object of the Service contract

The CONTRACTOR agrees that it will participate as a Technical Project Leader for a cumulative amount of the conclusion of this contract and finishing by 2026-09-30 in the Project Team of the ACC-CG.

2. Duties of the CONTRACTOR

The CONTRACTOR will be responsible for delivering WP 2 (Support revision of standards – Pool of experts) and WP 3 (Guidance on climate data selection and use & information exchange between climate data providers and standardization committees). The CONTRACTOR's duties will include:

WP 2 – Support revision of standards – Pool of experts

- T 2.1 Provide a platform for information exchange for TCs which are addressing or intend to address climate change adaptation in their standards in order to facilitate exchange of best practice etc. and to provide guidance for their work.
- T 2.2 Provide and manage the pool of experts in view of optimizing the use of capacities available and supporting TCs as efficiently as possible. The CONTRACTOR is responsible for acquiring and paying the experts. The experts may consist of employees of the organization(s)/consortium of the CONTRACTOR, but could also include additional experts subcontracted by the CONTRACTOR.
- T 2.3 Through the pool of experts, provide TCs with specific expertise and advice on aspects related to climate change adaptation. It shall provide TCs with information about climate projections, based on continuous dialogue with climate data providers (Copernicus Climate Change Services, EEA etc.) – see also T 3.4 – and facilitate information exchange between climate data providers and standardization committees.

The pool of experts shall further advise and support TCs in the use of existing guidance documents.

The pool of experts shall also help with the interpretation and/or application of (future) climate data for the purpose of drafting standards and attend meetings of relevant TCs (or TC working groups).

The pool of experts shall provide TCs with <<XX>> person-days of support.

WP 3 – Guidance on climate data selection and use as well as information exchange

- T 3.1 Elaborate a draft guidance document (presumably a Technical Report (TR)) on the selection and use of future climate data in infrastructure standards based on the outline resulting from work under mandate M/526. The document should provide standards committees, e.g. in particular those drafting Eurocode standards (and corresponding national annexes), but also standard users with guidance.
- T 3.2 In consultation with ACC-CG and in particular the ACC-CG secretariat (DIN), determine the most suitable publication form for the guidance on inclusion of future climate data in infrastructure standards.
- T 3.3 Identification of and consultation with a suitable Technical Committee (TC) which is willing to set up a Working Group (WG) to elaborate the Technical Report (TR) (or other suitable deliverable).
- Serve as convenor for the Working Group responsible for elaborating the guidance document.
- Elaborate the final draft guidance document (e.g. TR) within the working group established.
- T 3.4 Facilitate information exchange between climate data providers and standards committees.
- In cooperation with ACC-CG, investigate and validate the needs of standards committees and users for future climate data.
- Investigate options for climate data provision (form, content etc.), e.g. elaboration of climate reference years which could be referred to in standards, e.g. in particular those related to the Energy performance of buildings directive (EPBD).
- Discuss identified options for data provision with climate data providers with the aim of getting the climate data published in the appropriate form as soon as possible.

The CONTRACTOR will also support, but will not be responsible for WP 1 (Review of guidance documents, tools, processes and strategies) and WP 4 (Communication, information exchange and dissemination of results).

WP 1 – Review of guidance documents, tools, processes and strategies

- T 1.1 In cooperation with ACC-CG, review existing and develop/revise guidance documents on mainstreaming climate resilience into standards (including “Tailored Guidance for Standardization Technical Committees – How to include Adaptation to Climate Change (ACC) in European Infrastructure Standards” and [CEN-CLC Guide 32 “Guide for addressing climate change adaptation in standards”](#)) to take into account new scientific evidence, feedback/needs from Technical Committees and tools developed by other organizations, e.g. by national standards bodies and/or ISO in the context of the London Declaration.
- T 1.2 In cooperation with ACC-CG, review existing (CEN/CENELEC) processes and strategies on addressing/incorporating climate change adaptation taking into account existing processes on other horizontal topics, e.g. the [“CEN approach on addressing environmental issues in standardization”](#), and strategies and processes from national standards bodies and/or ISO in the context of the London declaration.
- Possibly, draft a proposal for adapting certain CEN/CLC processes to systematically address climate change adaptation and/or draft a proposal for (or contribute to) a CEN/CLC strategy on climate change adaptation.

WP 4 – Communication, information exchange and dissemination of results

- T 4.1 In cooperation with the ACC-CG, promote climate change adaptation in standardization by measures such as direct contact with relevant TCs, review and improvement of topic specific CEN/CLC websites, webinars on climate change adaptation topics (e.g. about relevant guides/tools in order to promote their use), website/newsletter articles to promote climate change adaptation or to inform about the work of ACC-CG.
- T 4.2 In cooperation with ACC-CG, exchange with committees and organizations which are relevant for or which are also addressing climate change adaptation such as: Climate data provider, ISO and in particular ISO/CCCC; national standards bodies; CEN/TC 467 “Climate change”; and ISO/TC 207/SC 7 “Greenhouse gas and climate change management and related activities”.

T 4.3 In cooperation with ACC-CG, elaborate a concept and conduct a workshop for promoting climate change adaptation (or, if appropriate, two workshops). The workshop is organized in cooperation with the ACC-CG secretariat, which will also cover the costs of holding a physical event. The intention is to hold the workshop in Brussels or Berlin in order to facilitate communication and interaction between the workshop participants.

The workshop will in particular facilitate information exchange between TCs and climate data providers, identify/confirm needs for (future) climate data as well as discuss possibilities for providing (future) climate data. The workshop will also identify/confirm needs for guidance on addressing climate change adaptation in standards and exchange about guidance, processes and strategies on climate change adaptation implemented by TCs or by standardization organizations (e.g. on national level in the context of the London declaration).

T 4.4 In cooperation with ACC-CG, elaborate a concept for a closing event/workshop which has the overall objective to inform about and promote the outcome of the project, raise awareness and in particular to promote the use of guides and tools etc. resulting from the project.

In cooperation with ACC-CG, and in particular with the ACC-CG secretariat, conduct the closing event/workshop (the intention is to hold this event/workshop as virtual event in order to allow as many experts as possible to attend).

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

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

WP	T/M	Activity	Due Date
1	T1.1	Review of guidance documents and tools	30.09.2026
	T1.2	Review of processes and strategies	30.09.2026
	M1	<i>Decision from ACC-CG on which guides, tools etc. should be revised (or can be maintained without any changes)</i>	<i>30.06.2024</i>
	M2	<i>Completion of revision of at least one (draft) guide to allow use, testing and improvement of the document within the project</i>	<i>31.03.2025</i>
	M3	<i>Completion of review existing and develop/revise guidance documents</i>	<i>30.09.2026</i>
2	T2.1	Exchange with TCs	30.09.2026
	T2.2	Coordination of pool of experts	30.09.2026
	T2.3	Support of TCs	30.09.2026
	M4	<i>Pool of experts established and communicated to relevant TCs</i>	<i>31.05.2024</i>
3	T3.1	Drafting of guidance on climate data use	31.10.2025
	T3.2	Type of deliverable – Determine suitable publication form	30.06.2024
	T3.3	Setting up committee – Serve as convenor	31.10.2025
	T3.4	Information exchange data provider/TCs	30.09.2026
	M5	<i>Set-up of committee</i>	<i>30.09.2024</i>
	M6	<i>Decision on registration of new work item</i>	<i>31.10.2024</i>
	M7	<i>Submission of final draft deliverable to CCMC</i>	<i>30.05.2025</i>
	M8	<i>Publication of guidance on climate data use</i>	<i>31.10.2025</i>
	M9	<i>Suitable option(s) for climate data provision identified taking into account data needs</i>	<i>30.11.2025</i>
4	T4.1	Promote climate change adaptation in standardization	30.09.2026
	T4.2	Exchange with committees and organizations	30.09.2026
	T4.3	Planning/organization of workshop	15.07.2024
	T4.4	Planning/organization of closing event	15.06.2026
	M10	<i>Conduct workshop</i>	<i>30.09.2024</i>
	M11	<i>Conduct closing event</i>	<i>31.08.2026</i>

Grey color code: Activities are conducted together with the ACC-CG. | Blue color code: Milestones.

The following deadlines apply to the reports:

#	Activity	Due Date
1	Initial Report	30.09.2024
2	Midterm Report	30.09.2025
3	Final Report	30.09.2026

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

3. Obligations of DIN

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

4. Invoicing and Payment

In consideration of the work carried out according to this Service contract, the CONTRACTOR shall invoice to DIN <<the amount of Euro >>. Invoicing shall be done as follows:

<<

Step 1: Signature of service contract – up to 20 % of the above sum

Step 2: Initial Report – up to 25 % of the above sum

Step 3: Midterm Report – up to 25 % of the above sum

Step 4: Final Report – up to 30 % of the above sum

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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 costs shall be listed per work package on the invoice.

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 Annex A.1, 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;
- must specify the work package in 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, at its own expense, obtain and, during the term of the Service contract, maintain an insurance policy adequately insuring against the CONTRACTOR's liability for any loss, damage, death or bodily injury which may occur to any physical property of any person or to any person, which may arise out of the CONTRACTOR's performance of the Service contract, with a minimum of EUR 10 (ten) million per occurrence. Such insurance cover shall not constitute any limitation of liabilities on the part of the CONTRACTOR.

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 Grant Agreement, as any such payment is dependent on EC's acceptance of the interim and final reports defined in the 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:

Ms. Saskia Maresch, Tel: +49 30 2601-2907, Mail: saskia.maresch@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:
Ms. Saskia Maresch, Tel: +49 30 2601-2907, Mail: saskia.maresch@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. Reiner Hager
Head of Group
Sustainability and Management Systems

Annex A.1

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*