

## PUBLIC CALL FOR PROJECT TEAM EXPERTS

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

EISMEA/STA-ESOS/2021/3111/12525-AG

### Coordination & standardisation for e-Invoice

#### Introduction

Following the acceptance by the European Commission of a proposal from CEN, as prepared by the CEN/TC 434 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 434, held by NEN.

#### Task of the project team

The project team main tasks are:

nr	Reference information (title, subject matter, source document etc.)
1.1	A study covering a functional specification and guidance for registry services
1.2	Development of a Prototype Registry in an open source environment
1.3	Gather detailed requirements from current CIUS and Extension for use in the Prototype Registry
1.4	Develop syntax bindings for amendments and new versions of EN16931-1
1.5	Develop validation artefacts based on new versions of syntax bindings (dependent on 1.4 being finished)
1.6	A study containing the following topics: <ul style="list-style-type: none"><li>- VAT reporting and gap analysis with the current e-Invoicing standardization deliverables</li><li>- Additional requirements and implication on the current standardization deliverables and ancillary artefacts to extend to B2B (taking into account the EU Parliament work)</li><li>- Internationalization of EN 16931 series</li></ul>

The description of the roles for the experts can be found in Annex 1 part 18 ([Work plan](#)) to 22 ([Subcontracting](#)).

#### Contractual details

The proposed Project plan is attached. 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 an Agreement with NEN. Applicants should be forewarned that the elapsed time between completion of the deliverables and NEN being in a position to issue the payment is **at least five months**. 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 NEN;

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- Step 1: Final payment<sup>1</sup> - subject to the approval of the final report by the European Commission and EISMEA

### ***Selection procedure***

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

- the Chair of CEN/TC 434 e-Invoice
- the secretary of CEN/TC 434 e-Invoice;
- a representative from the CEN -CENELEC Management Centre.

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 day 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.

### **Application procedure**

Applications should be submitted using the attached application form.

Please return by 2023-06-14.

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

I'm looking forward to receiving your application.

Yours sincerely,

Roeland Roeterdink,  
Secretary of CEN/TC 434

Annex 1: Project Plan

Annex 2: Application Form

Annex 3: Contract Model

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

## Project Plan

# Support to the work to be carried out by the European Standardization Organizations (ESOs) for the coordination and standardisation of e-invoicing

EISMEA/STA-ESOS/2021/3111/12525-AG

2022

PROJECT	
Project name:	CEN/TC 434 e-Invoice
Project acronym:	e-Invoicing

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Call: Support to the work to be carried out by the European Standardization Organizations (ESOs) for the development of alternative fuels infrastructure standards - MOVE/B4/2021-696

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## PROJECT SUMMARY

### Project summary

In its 2022 Rolling Plan for ICT standardization the Commission states that electronic invoicing "brings numerous benefits to all users (senders, recipients, service providers, tax authorities, etc). By automating the relevant business processes, e-invoicing leads to cost savings, increased efficiency, faster payments, and a reduced environmental impact especially if other business documents like order and dispatch advice are also available in electronic format. Its deployment is a strong tool in support of enterprise and financial policies as it makes enterprises more efficient and generates potentially significant savings for Member States' governments."

The Commission estimates that implementation of electronic invoicing in public procurement across the EU could generate savings up to € 2,3 billion/year and several orders of magnitude larger than the implementation costs.

Directive 2014/55/EU on electronic invoicing in public procurement aims at facilitating the use of electronic invoices by economic operators when supplying goods, works and services to the public administration. Based on the legal framework set out in the directive, the European Commission requested CEN to develop a European standard containing the semantic model for electronic invoices. Moreover, a list with limited number of syntaxes which comply with the EN, and recommendations on transmission interoperability in order to facilitate the use of the standard were requested (Standardization Request M/528). CEN published the requested deliverables in autumn 2017. EN 16931-1 (the semantic model) appeared on October 17, 2017 in the Official Journal of the European Union.

After finishing its first set of deliverables, among which EN 16931-1, CEN/TS 16931-2 and the related syntax bindings, a Taskforce was created to investigate the standardization needs for adoption and implementation of e-invoicing and to make a proposal for the follow-up of the work. Following the EC grant call, work is focused on the priorities of Continuous Tax Controls reporting using e-invoice, additional requirements needed to extend e-invoice to B2B and internationalisation of the norm.

## 1 RELEVANCE

## 2 Background and general objectives

### Background and general objectives

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

In its 2022 Rolling Plan for ICT standardization the Commission states that electronic invoicing "brings numerous benefits to all users (senders, recipients, service providers, tax authorities, etc). By automating the relevant business processes, e-invoicing leads to cost savings, increased efficiency, faster payments, and a reduced environmental impact especially if other business documents like order and dispatch advice are also available in electronic format. Its deployment is a strong tool in support of enterprise and financial policies as it makes enterprises more efficient and generates potentially significant savings for Member States' governments."

The Commission has estimated savings of up to € 2.3 billion/year with the implementation of electronic invoicing in public procurement across the EU, several orders of magnitude larger than the implementation costs. Further extension is under discussion as this could lead to much larger savings.

Directive 2014/55/EU on electronic invoicing in public procurement aims at facilitating the use of electronic invoices by economic operators when supplying goods, works and services to the public administration. Based on the legal framework set out in the directive, the European Commission requested CEN to develop a European standard containing the semantic model for electronic invoices taking into account both B2B and B2G transactions. Moreover, a list with limited number of syntaxes which comply with the EN, and recommendations on transmission interoperability in order to facilitate the use of the standard were requested (Standardization Request M/528). CEN published the requested deliverables in autumn 2017. EN 16931-1 (the semantic model) appeared on October 17, 2017 in the Official Journal of the European Union.

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After finishing its first set of deliverables, among which EN 16931-1, CEN/TS 16931-2 and the related syntax bindings, a Taskforce was created to investigate the standardization needs for adoption and implementation of e-invoicing and to make a proposal for the follow-up of the work (hereafter phase 2).

The consolidated draft of 2022 Rolling Plan further adds “Electronic invoicing can improve tax compliance and is an effective tool to reduce tax frauds, in fact its adoption also in the private sector transactions (B2B) is increasing worldwide, often by legal obligation and with proprietary formats. Benefits include also B2C” and “The broadest take-up of e-Invoicing in Europe, possibly the extension of the use of the European Standard to B2B, B2C and at an international level and making the European standard fit for all upcoming Commission e-Invoicing related issues the main objective for the coming period”. This is addressed with a standardization activity on e-Receipt and in point 2) hereafter.

### **2) Performance of preliminary or ancillary work in connection with European standardisation**

The following additional policy documents have been considered to propose a number of studies and cooperation activities:

a) “ICT Standardisation supporting Circular Economy”, a Report of the Study Group Circular Economy - a sub-group of the EU Multi-Stakeholder Platform for ICT Standardisation available at; <https://ec.europa.eu/docsroom/documents/44089>

In addition to the recognition that promoting use of automatically processable electronic invoicing directly contribute to Circular Economy (CE) such as reduction of paper waste, impact of physical delivery and archives, the report suggests the following actions that will be further elaborated with preliminary standardization work:

“Specific purposes sector specific extensions for industry to accommodate specific needs is an already foreseen action, it should take into account CE specific requirements, including those needed in relation to fiscal measures introducing specific incentives and disincentives that can be introduced to promote CE.

SDOs to contribute to product passport standardization and its use in this context.”

b) The following policy initiatives will be taken into account and elaborated in preliminary standardization work:

a. The European Commission Work programme 2022 and, more specifically, Annex II: REFIT initiatives, No. 20 (from Annexes, available in:

[https://eur-lex.europa.eu/resource.html?uri=cellar%3A9fb5131e-30e9-11ec-bd8e-01aa75ed71a1.0001.02/DOC\\_2&format=PDF](https://eur-lex.europa.eu/resource.html?uri=cellar%3A9fb5131e-30e9-11ec-bd8e-01aa75ed71a1.0001.02/DOC_2&format=PDF)):

VAT in the digital age: Revision of the VAT Directive and of the Council Regulation on VAT administrative cooperation:

This initiative aims to modernise the current VAT rules, taking into account the opportunities offered by digital technologies. The Commission’s action plan for fair and simple taxation underlined the need to reflect on how technology can be used by tax authorities to fight tax fraud and benefit businesses, and whether the current VAT rules are adapted to doing business in the digital age. The action plan announced a legislative proposal for 2022 under the heading ‘VAT in the digital age’ covering

- 1) VAT reporting obligations and e-invoicing
- 2) VAT treatment of the platform economy and
- 3) single EU VAT registration.

The package is expected to harmonise and promote the provision of cross-border supplies in the single market, and to help improve tax collection and therefore ensure sustainable revenues during the COVID-19 recovery.

(legislative, incl. impact assessment, Article 113 TFEU, Q3 2022)

b. European Parliament resolution of 24 November 2016 on towards a definitive VAT system and fighting VAT fraud (2016/2033(INI)) [https://www.europarl.europa.eu/doceo/document/TA-8-2016-0453\\_EN.html](https://www.europarl.europa.eu/doceo/document/TA-8-2016-0453_EN.html), specifically:

47. Notes the complex filing system that imposes a high burden on SMEs and thus discourages cross-border trade; calls on the Commission to include in its SME package a proposal for unified VAT filing and harmonised reporting requirements and deadlines;

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<p>74. Urges the Commission to propose an amendment to the VAT Directive with a view to achieving further harmonisation of Member States' VAT reporting requirements for intra-EU supplies of goods and services;</p> <p>76. Encourages the Commission and the Member States to be more active at international level, to strengthen cooperation with non-EU countries and to enforce efficient VAT collection, so as to establish standards and strategies of cooperation based chiefly on the principles of transparency, good governance and exchange of information; encourages the Member States to exchange information received from non-EU countries among themselves in order to facilitate the enforcement of VAT collection, particularly in e-commerce;</p> <p>c. European Parliament resolution of 10 March 2022 with recommendations to the Commission on fair and simple taxation supporting the recovery strategy (EP follow-up to the July Commission's Action Plan and its 25 initiatives in the area of VAT, business and individual taxation) 2020/2254(INL) <a href="https://www.europarl.europa.eu/doceo/document/TA-9-2022-0082_EN.html">https://www.europarl.europa.eu/doceo/document/TA-9-2022-0082_EN.html</a>, specifically:</p> <p>Recommendation C1 - E-invoicing</p> <p>The European Parliament calls on the European Commission to:</p> <ul style="list-style-type: none"> <li>• Set-up a harmonised common standard for e-invoicing across the Union without delay and by 2022 to reduce the cost of the creation of fragmented, different system across the Member States.</li> <li>• Establish the role of e-invoicing in real-time reporting.</li> <li>• Explore the possibility of a gradual introduction of obligatory e-invoicing across the Union by 2023, focusing on a significant reduction of costs of compliance, especially for SMEs. Issuing invoices should be administered only via state-operated/certified "system(s)" with full data protection ensured.</li> <li>• By 2023, examine the possibility that the system will provide a part (or full) tax compliance data/documents for eligible taxpayers, including the responsibility for the compliance of these returns (or parts of them), especially from the point of view of reducing compliance costs and risk for SMEs.</li> </ul> <p>d. Report on a digital euro, published by the EU Central Bank</p> <p><a href="https://www.ecb.europa.eu/pub/pdf/other/Report_on_a_digital_euro~4d7268b458.en.pdf">https://www.ecb.europa.eu/pub/pdf/other/Report_on_a_digital_euro~4d7268b458.en.pdf</a></p> <p>"a digital euro available to the general public would support the digitalisation of the financial sector and, hence, of the broader economy. It could also reduce costs for payment service providers by making their business processes more efficient and supportive of new business models" and electronic invoicing is mentioned as example within the digitalisation of information exchanges.</p>
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### 3 Needs analysis and specific objectives

#### Needs analysis and specific objectives

In the Rolling Plan 2022 it requested CEN/TC 434 to:

##### ACTION 1

Continue the work in CEN TC/434 which includes the following aspects and standardisation deliverables, currently under development:

- investigation of future activities (the TC has already agreed on the topics to be addressed on a short and medium term)
- maintenance activities
- preparation of the Amendment to the European Standard
- development of standardization documents that support and encourage the uptake of the European Standard and its ancillary deliverables
- communication activities (Capacity building) also addressing third countries at global level
- 
- development of a standard supporting e-receipts, based on the European Standard on electronic invoicing.

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- ensure the EU standard is “fit for purpose” to serve a coherent eInvoicing policy in the EU, especially in line with the new requirements coming from the EU legislation for tax reporting potentially based on eInvoicing, which is under preparation.

**General remark:** Overall, the actions should be part of an agreed standardisation strategy shared by the Commission, the ESOs, MSP, consortia and standards bodies supplying specifications in use, and Member States which actively implement them. The Commission may launch further broad, neutral fact-finding inquiries (perhaps via the MSP) to identify appropriate shared needs and goals.

#### Relevance

The tasks as described in this quotation all correspond to requested actions and deliverables mentioned in the Rolling Plan for ICT standardization 2022 and are a follow-up to the work described in standardization request M/528 and the Directive 2014/55/EU

Moreover, taking into account the new Data Economy chapter in the draft Rolling Plan 2022 it is expected to take into account and, where applicable, contribute to:

- Availability of data
- Imbalances in market power
- Data interoperability and quality
- Data governance
- Data infrastructures and technologies

Data lifecycle: collection, record keeping, archival and long-term preservation of information

## 4 Complementarity with other actions and innovation — European added value

### Complementarity with other actions and innovation

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 and relevant for all EU countries.

## 5 QUALITY

## 6 Concept and methodology

### Concept and methodology

The European Commission charged the European Committee for Standardization (CEN) to elaborate European standardization deliverables to build on the long-term experience with regard to 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. In order 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.

## 7 Consortium set-up

### Consortium cooperation and division of roles (if applicable)



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The work will be carried out by CEN Technical Committee 434 (CEN/TC 434).

Key stakeholders will be directly represented in the work of CEN/TC 434 through National Standard Body Delegations. Liaisons are established (and will be complemented if needed) with independent European or international European-based organizations that, through its recognized expertise, can provide relevant inputs to the work of CEN/TC 434. A liaison is also active with the European Commission.

Established liaisons and partner organisations are:

- EC
- EESPA
- GS1 in Europe
- OpenPEPPOL

CEN/TC cooperation with:

- CEN/TC 440
- CEN/TC 445
- CEN/TC 468
- ITU
- ISO/IEC JTC 1 / SC 32

CEN eBusiness Coordination group

## 8 Project teams, staff and experts

### Project teams

Name and function	Role/tasks/professional profile and expertise

### Outside resources (subcontracting, seconded staff, etc)

The Chairman will be subcontracted. Working group convenors and projects leaders may be subcontracted as lead editor or technical expert.

Those resources will be used for the task T1.6.

– Chairman: Supports the TC Secretariat in preparing, obtaining approval and maintaining the Business Plan (if existing) and manages its periodic review process, ensures that the TC works in accordance with the agreed TC Business Plan (if existing) and achieves its objectives and timescales, ensures that a clear task is given to each Working Group (WG) including detailed specifications and planning for the standards that are to be drafted, ensures coordination of the work of the TC and its WGs, monitors implementation of decisions and the application of procedures to ensure appropriate progress, initiates action as required, e.g. in the event of target dates not being met, conducts meetings in an impartial manner guiding and controlling the meeting in order to reach balanced and prompt decisions, ensuring that all material points of view are heard and considered, and clearly summarizing points to avoid misunderstandings and the possibility of reopening debate at a later stage, ensures that all TC decisions are clearly formulated, secures consensus, when unanimity is not obtainable, in conjunction with the Secretary, approves WG drafts (without commenting on the technical details, which is the responsibility of the WG) prior to dispatch for Enquiry, with the agreement of the Chairman of the BT, represents CEN at meetings of other organizations to give technical advice on subjects within the scope of the TC and acts impartially at all times, divesting himself from any national point of view.

- Working group convenors: The WG Convenor reports to the TC and is responsible for the activities of a WG established by a TC (or SC) to undertake a specific task: the preparation of one or more studies or draft standard(s) according to the specifications set by the TC and within the specified timeframe. Furthermore he convenes meetings when necessary and acts as Chairperson of the Working Group, ensures relevant documents are circulated to WG experts using the electronic platform as agreed by BT, actively progresses work and reports regularly on progress to the parent body or verbally at meetings of the parent body, ensures that WG experts have

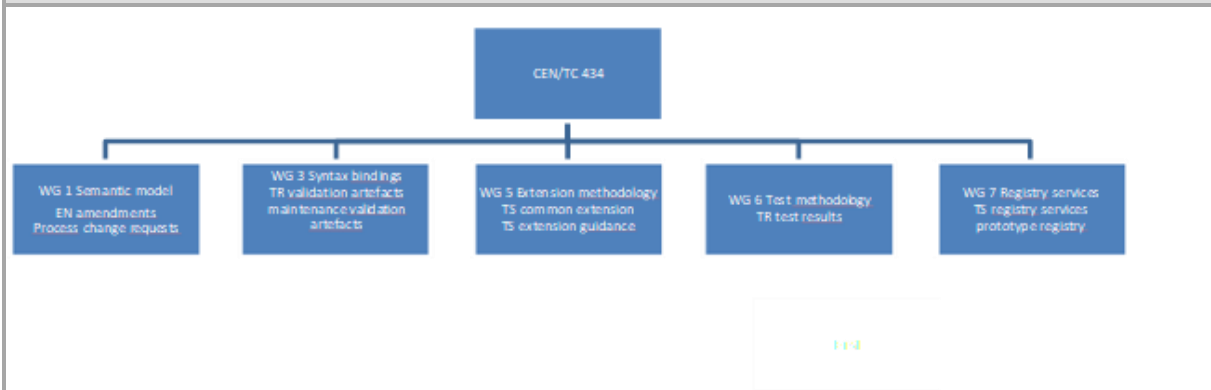
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appropriate briefing on relevant rules and procedures and ensures that an interim draft has been sent to the TC Secretary at least once during the drafting process.

- Project leaders: Has expert knowledge of the subject covered by the respective WI and of drafting rules, prepares and proofs drafts for the specific WI taking into account WG discussions. Each reference draft for CEN Enquiry or CEN approval procedure shall be finally checked for compliance with the CEN requirements for the electronic transmission of drafts by the Professional Standardization Support prior to its submission to the TC Secretariat. The resolution of comments following the CEN Enquiry is the responsibility of the TC or WG. Participates in the Editing Committee, if required.

9 Consortium management and decision-making

Consortium management and decision-making



The secretary of the CEN/TC, appointed by the CEN/CENELEC national member holding the secretariat, shall in consultation with the chair ensure that the Technical Committee and underlying working groups functions efficiently and, in particular, that agreed timetables are kept to. The secretary is responsible for ensuring that the CEN/CENELEC Internal Regulations are followed. The secretary shall maintain strict impartiality and divest themselves of their national point of view. The secretary has no voting rights.

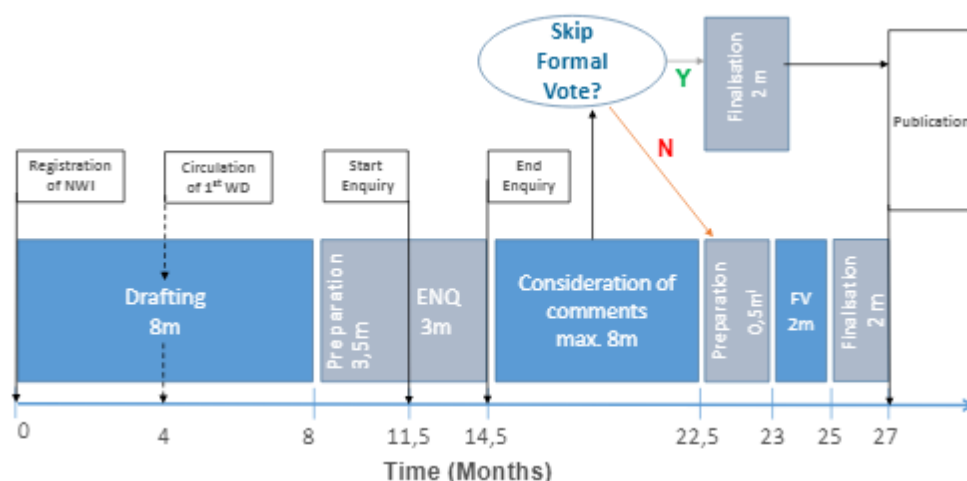
Decisions are taken either by correspondence or during meetings. The written record of principal decisions taken shall be distributed and confirmed before the closure of the meeting. The secretary shall carry out the decisions of the meeting without delay

A Working Group drafts documents in accordance with the work specifications, guidelines and time schedule provided by the secretariat of the CEN/TC and in accordance with the CEN/CENELEC Internal Regulations – Part 3. It refers any problems encountered to the CEN/TC, especially where these may be also relevant to other areas. As required by the CEN/TC, it inputs to the assessment and resolution of comments following CEN/CENELEC Enquiry and, if necessary, updates the draft. It provides technical advice to the parent body as required. This is based on the CEN Rules and Regulations.

10 Project management, quality assurance and monitoring and evaluation strategy

Project management, quality assurance and monitoring and evaluation strategy

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. In this case the establishment of the CEN/TC434, working groups, drafting of work program, call for convenors and call for project leaders happened before the start of the example of the CEN timeline as pictured below. As can be found in the timeline, there are various moment for experts to comment and give input on the quality of the standard. 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. In CEN/TC434 an extra opportunity to ensure a good start was created by giving the experts the opportunity to comment on the New Work Item Proposals. This way the chance of essential changes in the working draft stage can be prevented. It does however take extra time in the beginning of the process.



## 11 Cost effectiveness and financial management

### Cost effectiveness and financial management

The project will follow standard procedures from CEN and NEN. Strict deadlines and well formulated rules and regulation will ensure the work is done in a quick, efficient and thorough way.

Experts will be carefully selected via a procurement process.

The coordination of the project will be carried out by an experienced team of standardisation professionals and financial professionals that are closely involved in the standardisation and financial process and thus make sure the budget is spent correctly

## 12 Risk management

### Critical risks and risk management strategy

Risk No	Description	Work package No	Proposed risk-mitigation measures
1	Disagreement between member (states)		The standards are created based on consensus. The goal is always to find a common ground.
2	Deliverable is not provided in time		Collaboration and feedback from and to the EC to clarify deliverables and timeline
3	It is possible a TR is not accepted by a majority		A draft TR will be available.

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## 13 IMPACT

### 14 Impact and ambition

#### Impact and ambition

By ensuring semantic interoperability of electronic invoices, the European standard and its ancillary European standardisation deliverables will serve to remove market barriers and obstacles to trade deriving from the existence of different national rules and standards. Moreover, they will promote the uptake of electronic invoicing in public procurement, therefore allowing the concerned players (contracting authorities and contracting entities, and their suppliers, service providers and contractors) to obtain significant benefits in terms of cost savings and reduction of administrative burden.

Another expected impact is also to contribute to a favourable ecosystem (skills, infrastructures, commercial and open source applications, test beds) including, but not limited to, the Commission initiatives and fostering e-business along the European economy and supply chains. Moreover, the European standard and its ancillary European standardization deliverables are expected to be widely adopted by Enterprise resource planning (ERP) solutions providers.

SMEs, consumer organization and environmental and societal stakeholder representation (Art. 17(4) (b) of standardization regulation No 1025/2012) example— Annex III organisations (ECOS, ETUC, ANEC, SBS)

Societal organizations will be informed about the upcoming standardization activities on electronic invoicing in public procurement and the possibilities to get involved in the work. ANEC, ECOS, ETUC and SBS will be actively invited to participate in the work.

### 15 Communication, dissemination and visibility

#### Communication, dissemination and visibility of funding

The coordination and cooperation with major stakeholders in the implementation and operations regarding e-invoice, are fundamental for a successful execution of this work. The following dissemination activities will be undertaken to this effect:

In **CEN/TC 434 Working Groups** many different organisations are directly represented, informed and part of the standard creation process. This applies to public bodies (governmental, non-governmental), private companies including SME's.

**Liaison** with the main stakeholders, i.e. the EC, Member States, NGO's, e-invoice associations, financial agencies etc. The EC liaison officer to TC434 is invited to attend all TC434 meetings as an observer, offering an opportunity to inform TC434 on the EC's policies, to monitor the progress from the inside and to advice on directions or priorities regarding standardization in general and the proposed tasks in particular.

**CEN's dissemination and consensus-building process:** Incorporation of the result of the CEN Enquiry, i.e. the formal CEN reviewing, dissemination and consultation procedure. Internationalisation initiatives at ISO/IEC. Website and webinars

### 16 Sustainability and continuation

#### Sustainability, long-term impact and continuation

European standardization deliverables are subject to a specified maintenance procedure. The responsible technical committee ensures that the technical content is regularly reviewed to decide on a confirmation of the document or whether a revision is required. In the latter case, it is to be verified whether the necessary resources are available. Depending on the extent of the technical changes, external resources could be required.

## 17 WORKPLAN, WORK PACKAGES, TIMING AND SUBCONTRACTING

### 18 Work plan

### 19 Work packages and activities

#### WORK PACKAGES

#### 20 Work Package 1

##### Work Package 1: Project management and coordination

Duration:

M0 – M24

Lead Beneficiary:

NEN

##### Objectives

Inline with the Rolling Plan 2022 and

as defined in part 1.2.

##### - ACTION 1

- investigation of future activities (the TC has already agreed on the topics to be addressed on a short and medium term)
- maintenance activities
- development of standardization documents that support and encourage the uptake of the European Standard and its ancillary deliverables

##### Activities (what, how, where) and division of work

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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)	In-kind Contributions and Subcontracting
T1.1	Finalise the functional specification and guidance for registry services	The aim of this task is to finalise the document named; Part 8: Technical Specification for Registry Services. The document has been through the commenting phase and requires a dedicated Editor to bring it to the required level of a CEN technical specification. The Editor is also required to add a section on Submitters to assist those intending to submit a CIUS or Extension with a guide as to what should be included in their documentation. This could include a CIUS and Extension templates and guidance on developing Code List restrictions where appropriate. It will also include guidance on producing validation artefacts to test the specific requirements of the CIUS or Extension.	NEN	AE	Yes, subcontracting
T1.2	Development of a Prototype Registry in an open source environment	The aim of this task is to develop an Open Source web app where a submitter can key in CIUS or Extension Metadata. Alternatively they can upload the XML based CIUS as published by Work Group 1, where it will be processed and automatically be input. This App will be an advanced version of the existing Registry. It will not only contain additional metadata but also provide more advanced search and analysis functionality. The app will be based on the prototype defined in Work Group 7 Registry Services i.e. "WG7 Registry Services Functional Requirements Technical Specification draft 0.01". It was agreed in WG7 that no further work could be undertaken until funding was made available to develop a prototype that is capable of being published as a Minimum Viable Product (MVP). The App will allow interested parties to directly view and analyse the additional elements required in a CIUS or Extension. Once implemented it should greatly assist the TC to assist in the convergence of requirements and the implementations so that greater	NEN	AE	Yes, subcontracting

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		interoperability is achieved. This task will be dependent on Task 1.3, where the information will be gathered and entered into the app.			
T1.3	CIUS Requirements for Prototype registry	<p>The aim of this task is to proactively gather CIUS and Extension metadata from known sources e.g. Public Bodies and also from specific sectors. Currently the Registry has approximately 20 entries and is essentially a list that points to the actual CIUS or Extension. An interested party needs to first examine the Registry and then download the CIUS or Extension, rather than containing the details. The number of entries in the current Registry does not reflect the known usage of CIUS and Extensions. An interested party needs to first examine the Registry and then find the link and download the CIUS or Extension from a separate site.</p> <p>It is critical that a greater number is compiled and analysed. This will ensure that the TC (and interested parties) can better understand what is implemented and learn from this.</p> <p>For example, every country has different CIUS purpose and within those countries business sectors such as the Energy Sector uses different extensions for the same purpose. There is a need to gather the information and provide it to a Registry Service from where it can be analysed.</p> <p>This task will work closely with the Task T1.2 where the metadata will be input to make it available to interested parties and be analysed. Therefore, the data gathered can provide greater visibility into what optional elements are being commonly used and also if new additions are required to be added to the Core.</p> <p>Several Workgroups can use the output; WG1 can use the information to help confirm existing and future amendments. WG3 can use it to test validation artefacts. WG5 can use it to check the need for Extensions.</p> <p>The key outcome should be a much better understanding on how the EN was implemented for Public Bodies. This should benefit private companies who can learn from this.</p>	NEN	AE	Yes, subcontracting
T1.4	Develop syntax bindings for amendments and	Revision of UBL and UNCEFACT binding technical specification.	NEN	AE	Yes, subcontracting

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	extensions of EN16931-1 and a study on syntax bindings of the e-receipt based on EN-16931-1				
T1.5	Develop validation artefacts based on new versions of syntax bindings	Whenever syntax bindings change, validation artefacts must be adapted as well	NEN	AE	Yes, subcontracting
T1.6	A study and specification focussed on e-invoicing and VAT reporting, extending to B2B and internationalisation	<p>The aim of this task is to draft a Technical Report (TR) and a draft Technical Specification on the following topics:</p> <ul style="list-style-type: none"> <li>- gap analysis with the current e-Invoicing standardization deliverables</li> <li>- VAT reporting requirements</li> <li>- Additional requirements and implication on the current standardization deliverables and ancillary artefacts to extend to B2B</li> </ul> <p>Internationalization of EN 16931 series</p>	NEN	AE	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
MS1	Functional specification	1.1	NEN	Functional specification for the registry services	M24	CEN/TC TR finalised and draft Technical Specification available for comment.
MS2	Prototype registry	1.2	NEN	Prototype registry running and ready for use	M24	Prototype registry published



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MS3	CIUS Requirements for Prototype registry	1.3	NEN	CIUS Requirements for Prototype registry	M18	Draft TS of prototype registry is available
MS4	Syntax bindings published	1.4	NEN	Syntax bindings published	M18	CEN/TC draft Technical Specification available for comment.
MS5	Validation artefacts published	1.5	NEN	Validation artefacts published	M24	Software published
MS6	Study on VAT reporting, requirements and internationalisation	1.6	NEN	Study on VAT reporting, requirements and internationalisation	M24	CEN/TC TR finalised and draft Technical Specification available for comment.
MS7	Meeting reports, webinars, coordination of task 1.1-1.6	1.7	NEN	Meeting reports, webinars, coordination of task 1.1-1.6	M24	CEN/TC N-Docs

Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work No	Package	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and language)
D1.1	Functional specification	1.1		NEN	R	CONFIDENTIAL	24	CEN/TC TR finalised and draft Technical Specification available for comment.
D1.2	Prototype registry	1.2		NEN	DEM	CONFIDENTIAL	24	Prototype registry hosted and running.

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D1.3	CIUS Requirements for Prototype registry	1.3	NEN	R	CONFIDENTIAL	18	CEN/TC TR finalised and draft Technical Specification available for comment.
D1.4	Syntax bindings	1.4	NEN	OTHER	CONFIDENTIAL	24	CEN/TC draft Technical Specification available for comment.
D1.5	Validation artefacts (code)	1.5	NEN	OTHER	CONFIDENTIAL	24	Validation artefacts (code)
D1.6	Study on VAT reporting, requirements and internationalisation	1.6	NEN	R	CONFIDENTIAL	24	CEN/TC TR finalised and draft Technical Specification available for comment.

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## 21 Timetable

### Timetable (projects up to 2 years)

Fill in cells in beige to show the duration of activities. Repeat lines/columns as necessary.

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	M 25	M 26
Task 1.1																										
Task 1.2																										
Task 1.3																										
Task 1.4																										
Task 1.5																										
Task 1.6																										

## 22 Subcontracting

Work Package No	Subcontract No (continuous numbering linked to WP)	Role	Description (including task number and BEN to which it is linked)	Justification (why is subcontracting necessary?)	Best-Value-for-Money (how do you intend to ensure it?)
WP 1.1	S1.1	Lead Editor (1 person)	The Lead-editor should be fluent in written English language and have good knowledge of CEN editing procedures. He/she should also be familiar with EN 16931 and its related publications as developed in CEN/TC 434, particularly in relation to the Registry, CIUS and Extensions.	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
WP 1.2	S1.2	Lead Editor (1 person)	Required skills and experience:  The Lead Editor should have 10 or more years experience leading Software development teams and reporting to senior management  The Lead-editor should be fluent in written English language and have good knowledge of CEN editing	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>procedures. He/she should also be familiar with EN 16931 and its related publications as developed in CEN/TC 434, particularly in relation to the Registry, CIUS and Extensions</p> <p><b><u>Tasks</u></b></p> <p>Responsible for the product being developed (the prototype) – that it is delivered on time.</p> <p>-Ensure it is aligned to the functional report and meets all requirements and functionality</p> <p>-Manage the activity including staging and arranging UAT</p> <p>-Assist in the development process.</p> <p>-Attend meetings as required</p>		
WP 1.2	S1.3	Software developer (1 person)	<p>The Developer should have 5 or more years experience developing web based business solutions using agile methodologies.</p> <p><b><u>Tasks</u></b></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.	Selected via procurement process

			<ul style="list-style-type: none"> <li>-Develop the app as required</li> <li>-Publish on open source repository</li> <li>-Agree requirements with WG who will act as Product Owner</li> </ul>		
WP 1.3	S1.4	Lead Editor (1 person)	<p>The Lead-editor should be fluent in written English language and have good knowledge of CEN editing procedures. He/she should also be familiar with EN 16931 and its related publications as developed in CEN/TC 434, particularly in relation to the Registry, CIUS and Extensions</p> <p><b><u>Tasks</u></b></p> <p>Responsible for the evaluation, registration and publication (as outlined above) of the registrable artefacts.</p> <p>Establish the registration process and setup the evaluation process.</p> <p>Attend meetings as required. Document issues and help to resolve them.</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.	Selected via procurement process

			<p>Operate the registration process.</p> <p>Operate the evaluation process Support the Standards Evaluation Group (SEG) – as defined in the TS.</p> <p>The Lead will report to the Work Group 7 Team.</p>		
WP 1.3	S1.5	Technical editor (1 person)	<p>Required skills and experience:</p> <p>Domain experts who understands the Registrable Artefacts and how they are used in implementations</p> <p><b><u>Tasks</u></b></p> <p>Domain experts who understand the Registrable Artefacts and how they are used in implementations.</p> <p>Their tasks (as outlined above) include;</p> <ul style="list-style-type: none"> <li>-Editing all required Documentation.</li> <li>-Assist the Lead in the operation of the Service.</li> </ul>	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>-Support the Standards Evaluation Group (SEG)</p> <p>-Report to Lead Editor on a regular basis.</p> <p>-Attend meetings as required.</p>		
WP 1.4	S1.6	Lead Editor (1 person)	<p>The Lead-editor should be fluent in written English language and have good knowledge of CEN editing procedures. He/she should also be familiar with EN 16931 and its related publications as developed in CEN/TC 434, particularly in relation to syntax bindings</p> <p>Tasks</p> <p>Responsible for the evaluation, registration and publication (as outlined above) of the syntax bindings</p> <p>Establish the process of development and approval of syntax bindings.</p> <p>Attend meetings as required. Document issues and help to resolve them.</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.	Selected via procurement process



			The Lead will report to the Work Group 3 Team.		
WP 1.4	S1.7	Technical editors (3 persons)	<p>Required skills and experience:</p> <p>Domain experts who understands the bindings of semantic models to syntaxes</p> <p>Tasks</p> <p>Domain experts who understand syntax binding and how they are used in implementations.</p> <p>Their tasks (as outlined above) include;</p> <ul style="list-style-type: none"> <li>-Develop the syntax bindings</li> <li>-Editing all required Documentation.</li> <li>-Report to Lead Editor on a regular basis.</li> <li>-Attend meetings as required.</li> </ul>	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
WP 1.5	S1.8	Lead Editor (1 person)	The Lead-editor should be fluent in written English language and have good knowledge of CEN editing procedures. He/she should also be familiar with EN 16931	As per standard standardisation procedure knowledge required comes from experts, not from standardisation institutes. This is why this type of	Selected via procurement process

			<p>and its related publications as developed in CEN/TC 434.</p> <p>Tasks</p> <p>Responsible for the evaluation, registration and publication (as outlined above) of the validation artefacts.</p> <p>Attend meetings as required. Document issues and help to resolve them.</p> <p>Operate the evaluation process</p> <p>The Lead will report to the Work Group 3 Team.</p>	<p>expertise need to be subcontracted.</p>	
WP 1.5	S1.9	<p>Technical editors (2 persons)</p>	<p>Required skills and experience:</p> <p>Domain experts who understands the Validation Artefacts and how they are used in implementations</p> <p>Knowledge and expertise in the programming language in which validation artefacts are coded.</p> <p>Experience in working in an Open Source environment.</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>	<p>Selected via procurement process</p>

			<p>Tasks</p> <ul style="list-style-type: none"> <li>-Developing the validation artefacts</li> <li>-Editing all required Documentation.</li> <li>-Report to Lead Editor on a regular basis.</li> <li>-Attend meetings as required.</li> </ul>		
WP 1.6	S1.10	Lead-editor (1 person)	Responsible for the drafting of the report	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
WP 1.6	S1.11	Technical experts editors (3 persons)	Provide input for the report, analyse reference documents, review work of lead editor	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

## 23 OTHER

## 24 Ethics

### Ethics

All parties, including PT experts, engaged in the development of CEN and ISO standards are requested to recognize the principles of CEN/ISO code of conduct and to behave in accordance with them:

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.

## Annex 2 APPLICATION FORM

### Instructions

Concerning readability please fill in this form digitally;

via email: [fleur.legrandvallet@nen.nl](mailto:fleur.legrandvallet@nen.nl)

including this form, your CV, and expertise and skills list relevant to this call.

## CONTACT INFORMATION

### Contractor

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

### Project Team Expert *(only provide if different from contractor)*

Title	Company
Name	Address
Surname	Postal Code
Phone	City
E-mail	Country

## 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 <sup>2</sup>	Description		Your day rate <sup>3</sup>	Expected number days required to do the work <sup>4</sup>
Expert 1	Lead Editor S1.1	<input type="checkbox"/>		
Expert 2	Lead Editor S1.2	<input type="checkbox"/>		
Expert 3	Software Developer S1.3	<input type="checkbox"/>		
Expert 4	Lead Editor S1.4	<input type="checkbox"/>		
Expert 5	Technical Editor S1.5	<input type="checkbox"/>		
Expert 6	Lead Editor S1.6	<input type="checkbox"/>		
Expert 7+8+9	Technical Editors S1.7 (3 persons)	<input type="checkbox"/>		
Expert 10	Lead Editor S1.8	<input type="checkbox"/>		
Expert 11+12	Technical Editors S1.9 (2 persons)	<input type="checkbox"/>		
Expert 13	Lead Editor S1.10	<input type="checkbox"/>		
Expert 14 + 15 + 16	Technical Experts S1.11 (3 persons)	<input type="checkbox"/>		

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

<sup>3</sup> The day rate shall include a travel budget. The expected number of travels can be found in Project plan.

<sup>4</sup> 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**

Name

**on**

Date

## **ANNEX 3 Contract Model**



**Agreement for the provision of technical services by a selected person to NEN**

This agreement with reference number XXX regarding the provision of technical services to NEN (hereafter: “Agreement”) between the following parties:

- I. **Stichting Koninklijk Nederlands Normalisatie Instituut**, located at Vlinderweg 6, 2623 AX Delft / P.O. Box 5059, 2600 GB Delft, The Netherlands. BTW/VAT nr. NL 0028 14 237 B01. Herewith legally represented by NAME. Hereafter referred to as “NEN”;

And

- I. **CONTRACTOR**, located at ADDRESS, PLACE, COUNTRY. BTW/VAT nr NUMBER. Herewith legally represented by NAME. Hereafter referred to as “Contractor”.

NEN and Contractor hereafter individually referred to as “Party” and together as “Parties”.

**Take into consideration that:**

- A. NEN has been appointed by CEN / CENELEC / European Commission (EC) / European Free Trade Association (EFTA) to perform work in accordance with their Specific Agreement with reference number REFERENCE NUMBER, hereafter “Specific Agreement” regarding SUBJECT MATTER OF THE AGREEMENT.
- B. SELECTED PERSON has been selected to perform the technical services to NEN as indicated in this Agreement on behalf of the Contractor.
- C. Parties wish to enter into this Agreement to formalize their cooperation with each other regarding the subject matter.

**And have agreed as follows:**

**1. Services**

- a. NEN, hereby hires the Contractor and the Contractor agrees that SELECTED PERSON provides NEN, with the technical services of:
  - DESCRIPTION OF WORK / DELIVERABLES.
- b. The performance of the obligations is subject to all the terms, conditions and provisions of this Agreement and under the General Purchase Conditions for Services to NEN as given in **Annex 1**.
- c. The Terms of Reference, indicating the scope, tasks, deliverables and work plan of the Specific Agreement, form part of and are attached to this Agreement as **Annex 2**.

**2. Term and termination**

- a. The term of this Agreement shall commence on DATE and will expire on DATE.
- b. **[OPTIONAL]** Parties agree that the Agreement can be renewed after the end of the initial term under the same conditions for a period to be agreed upon mutually in writing at least two (2) months prior to expiry of the then applying term.
- c. In case of mid-term termination of the Agreement, the Contractor shall be entitled to payment for services actually rendered up to the date of termination in accordance with the payment conditions of Article 5. In such an event, the amount due shall be calculated after

deducting any payments already made. The Contractor shall provide to NEN a technical and financial justification on the part of the Agreement fulfilled. If the payments made prior to termination exceed the sum finally due, the additional amount shall immediately be repaid in full by the Contractor to NEN.

- d. Acceptance of the justification of work rendered is also subject to the approval by the technical reference authority whom shall advise NEN. This authority is the entity normally participating in the technical judgement of deliveries resulting from the work in which the Contractor is involved. In practice this responsibility is e.g. with:
  - i. The project team leader with regard to the individual project team members;
  - ii. The working group, represented by its Convenor with regard to the project team as a whole and the project team leader in particular;
  - iii. The working group, represented by its Convenor with regard to suppliers of technical services to this working group.

In case none of the situations above applies, NEN shall determine whom will form the technical reference authority.

#### **[OPTIONAL IN CASE OF INDEPENDENT CONTRACTORS WITHOUT PERSONNEL ONLY]**

##### **3. Fiscal and social security charges**

- a. NEN and the Contractor wish to run the work by an engagement agreement as referred to in Article 7:402 of the Dutch Civil Code, where NEN is free to provide instructions in relation to the activities, while the Contractor nevertheless will perform the Agreement independently.
- b. Any corporate or personal tax formalities or social security charges resulting from this Agreement for the Contractor or consultants and/or selected experts of Contractor will be solely born and paid by the Contractor and/or the consultants and/or selected experts. The Contractor indemnifies NEN for such charges.
- c. NEN and the Contractor explicitly declare that they do not intend to enter into an Employer/Employee relationship between NEN and the Contractor or consultants and/or selected experts of Contractor.
- d. The Contractor will remain responsible for all taxes imposed on the Contractor and other obligations that arise as a result of this Agreement. The Contractor will remain responsible for their own insurance cover including a professional indemnity cover.

##### **4. Personal expertise**

- a. Due to the nature of this Agreement, the performance of obligations hereunder can only be performed by specifically designated persons such as consultants and/or selected experts (hereafter individually: "Expert"), being:
  - Name:
  - Function:
  - E-mail:
  - Telephone:
- b. If at any time the Contractor anticipates or is already in the situation that the selected person mentioned under sub a of this Article can no longer timely or properly fulfill the activities and obligations under this Agreement, the Contractor must immediately notify NEN.

- c. Parties will mutually discuss the options to replace the selected person by another individual, subject to approval of CEN / EC. If it is not possible to find a replacement with comparable level of knowledge and skills and the selected person is not able to resume the activities and obligations within one (1) month after start of the interruption, and as a result of which NEN concludes that continuation of (a part of) this Agreement is no longer possible, NEN will be entitled to (partly) terminate this Agreement.

## 5. Expense allowance

- a. The total maximum expense allowance for the work to be carried out by the Contractor is € AMOUNT,- excl. VAT. (Corresponding to NUMBER man-days). The daily rate is € AMOUNT,- excl. VAT.
- b. **[OPTIONAL]** The expense allowance is exclusive of other specifically agreed expenses, being [FILL IN IF RELEVANT] for a maximum budget of € [AMOUNT] excl. VAT, for which Contractor shall provide a specification through a statement of actual costs incurred.
- c. The expense allowance is considered to cover all costs, including working hours, staff costs, travel expenses (e.g. accommodation, meals, travels), etc.
- d. Payment to the Contractor follows the division set out in Article X of the Terms of Reference as set out in **Annex 2**.

## 6. Payment

- a. The payment schedule shall be based on the schedule as specified in the Specific Agreement with CEN / CENELEC / EC / EFTA, being:

Step 0 Pre-financing following signature of the Agreement	25%	€ AMOUNT,-
Step 1 Interim payment following approval by the Commission of the interim report <sup>1</sup>	Max 50%	€ AMOUNT,-
Step 2 Final payment following approval by the Commission of the final report <sup>2</sup>	Remaining%	€ AMOUNT,-
<b>Total</b>	<b>100%</b>	<b>€ AMOUNT,-</b>

- b. Contractor is aware of the delay between the receipt of the deliverable by the project team and NEN being in a position to issue the payment, pending the approval of the deliverable by the EC. In order to reduce the consequences of this delay for the experts, the payment steps specified in sub a of this Article are in line with what is agreed upon with CEN / CENELEC / EC / EFTA. NEN however cannot be held responsible for payment in the event CEN / CENELEC / EC / EFTA suspends or delays the payment schedule due to for example the (lack of) quality of the deliverable services.
- c. Timesheets showing the man-days spent, must be provided on a monthly basis. An example of the timesheets is proposed in **Annex 3** to the present Agreement. **[OPTIONAL]** Proof of other approved expenses (as referred to under article [CHOOSE] 4c/5c) must also be provided after first request by NEN.
- d. The Contractor shall be able to prove that the man-days invoiced to NEN are real and the Contractor must keep any evidences/financial details of all costs related to the project, including timesheets[OPTIONAL] and other specifically approved expenses (as per article

<sup>1</sup> Approval of the interim report is approval of both technical and financial part of report. Please note that the interim payment can never exceed the maximum percentage. In the event invoices for the previous steps are not submitted in a timely manner, the balance can be settled at the Final Payment step.

<sup>2</sup> Approval of the final report is approval of both technical and financial part of report. Please note that this step provides the option to invoice the remaining contract value in the situation that the maximum percentages have not been invoiced in the previous steps.

[CHOOSE] 4c/5c) for at least 5 years after the Contractor has received the last payment from NEN.

- e. The Contractor agrees that the obligation of NEN to pay the invoices is subject to the normal functioning of the financing mechanisms of the EC and EFTA, through their Specific Agreement, relative to the above tasks and/or through the agreement between the EC / EFTA and CEN or CENELEC in the period covering the Term of the Agreement, as specified in Article 2.
- f. Payments shall be made in accordance with the payment schedule stated in sub a of this Article, unless force majeure. Where a payment is expressed as a percentage, this shall mean a percentage of total maximum expense allowance as indicated in Article 4.
- g. Payment by NEN to the Contractor is conditional upon:
  - i. NEN having received the funds related to the Specific Agreement;
  - ii. acceptance by the EC of the related deliverables; and
  - iii. receipt of the justification of the costs, e.g. the timesheets.
- h. Payments are only due if:
  - i. the Contractor has fulfilled the tasks within the given time schedule;
  - ii. the Contractor has sent a detailed invoice before the indicated deadline.
- i. For each payment step the Contractor will be requested to submit an invoice. Each invoice needs to be submitted on a timely basis in accordance with Article X of the Terms of Reference as set out in **Annex 2**. and at least before each step of the payment schedule is completed. It is therefore highly recommended for the Contractor to send the pro-forma invoice for verification fourteen (14) days in advance. Furthermore, each invoice shall comply with the instructions that will be provided by NEN, and include:
  - i. the reference of the CEN / CENELEC / EC / EFTA Specific Agreement;
  - ii. the step invoiced as indicated in sub a of this Article;
  - iii. a P.O. number, which will be sent upon request after signature of the Agreement;
  - iv. the amount in Euros (excl. VAT if recoverable or incl. VAT if not recoverable);
  - v. For non-Dutch Contractors the invoice should indicate "VAT reverse-charged";
  - vi. For Dutch Contractors the invoice should indicate the VAT (if applicable);
  - vii. the VAT number of the Contractor and the VAT number of NEN;
  - viii. receipt of the justification of the costs, e.g. the timesheets.
- j. All invoices shall be addressed to:
 

NEN  
Attn. Financial department  
P.O. Box 5059  
2600 GB DELFT  
The Netherlands
- k. Pro-forma invoices need to be sent digitally to E-MAIL ADDRESS PA NEN. If the pro-forma invoice is accepted, you will receive a request to submit the definitive invoice for payment to [fa@nen.nl](mailto:fa@nen.nl).
- l. The obligation of NEN to pay, can be suspended should the financing process not follow the normal schedule, outside of the will of NEN or in the event that the Contractor does not comply with the conditions exposed in sub g of this Article. In case of suspension of payment for any of these reasons, no interest is due.
- m. Payment will only be done by International Bank Transfer. The following information is therefore required:

Account number of the beneficiary:	NUMBER
------------------------------------	--------

Bank and branch name and address:	NAME
National sorting/clearing code if needed:	NUMBER
BIC/SWIFT Address in the standardized form:	NUMBER
IBAN (International Bank Account Number) if applicable:	NUMBER
VAT (value-added tax ) number:	NUMBER
If the beneficiary bank is not SWIFT member; Name and SWIFT code of the intermediary correspondent bank to be used to reach the beneficiary bank:	NAME AND NUMBER

## 7. Contact persons

- a. The following persons are empowered to supervise the performance of the present Agreement:

For NEN:		For Contractor:	
Name:		Name:	
Function:	TITLE	Function:	TITLE
E-mail:		E-mail:	
Telephone:		Telephone:	

- b. Parties acknowledge that these contact persons are not the official legal representatives of the Parties and cannot bind the Parties legally.
- c. The parties will inform each other in writing if the contact persons or their details as mentioned under sub a of this article will change.

## 8. Confidentiality

- a. The Contractor shall, and guarantees that neither the Contractor or the selected person, shall use for their own benefit or that of any third party, nor divulge to any third party, any confidential information, knowledge, documents or other matters communicated to them or brought to their attention during the performance of the Agreement, even after the term of this Agreement. For the avoidance of doubt, 'confidential information' shall be considered any information exchanged in the framework of the performance of this Agreement and which NEN has not indicated to be in the public domain.
- b. The Contractor shall, and guarantees that neither the Contractor or the selected person shall, copy or distribute to a third party any European Standards or drafts thereof, or other Technical Specification documents and/or reports, in any form and by any means, unless expressly authorized by NEN on behalf of CEN / CENELEC which hold the copyright on these documents.
- c. The Contractor undertakes to assign to NEN his/her patrimonial rights of exploitation and all and any intellectual property rights in the works developed by him/her under the scope of this Agreement. Such assigned rights include reproduction rights including the publication, distribution, adjustments, translation, renting, the remuneration rights for duplication and loan, as well as the rights of communication to the public of the works, in total or in parts, in summary or with comments, and including the right to transfer all exploitation licenses and to authorize all sub-licenses.

## 9. Transfer and assignment

- a. Neither this Agreement, nor any receivables resulting from its performance, can be transferred or assigned to a third party without the specific written agreement of the other Party.

## 10. Litigation And Applicable Law

- a. Dutch law applies to this Agreement.
- b. Any disagreement that would arise between the Parties concerning this Agreement shall be submitted to the competent Court in The Netherlands (The Hague).
- c. English shall be the language of the proceedings.

## 11. Annexes

- a. The following annexes, together with this agreement, will be sent to you by email and are an integral part of this Agreement:
  - i. Annex 1 General Purchase Conditions for Services to NEN;
  - ii. Annex 2 Terms of Reference;
  - iii. Annex 3 Example of a time sheet.
- b. In the event of any inconsistencies between the Annexes and the content of this Agreement, the provisions of this Agreement will prevail and then the Annexes will prevail in accordance with their ranking set forth in sub a of this Article.

## 12. Entire Agreement

- a. This Agreement can only be amended or varied upon mutual agreement in writing, signed by both Parties.
- b. The parties hereto agree that the present Agreement, together with all Annexes constitutes the entire and exclusive Agreement between them pertaining to the subject matter contained in it, and supersedes all prior or contemporaneous Agreements, oral or written, conditions, representation, warranties, proposals and understandings of the parties to such subject matter.

Thus agreed, each party declaring to have received a copy of this Agreement including all Annexes and signed by:

**Stichting Koninklijk Nederlands  
Normalisatie Instituut**

**CONTRACTOR**

\_\_\_\_\_  
By: NAME  
Date:  
Place:

\_\_\_\_\_  
By: NAME  
Date:  
Place:

**[OPTIONAL IN CASE OF ADDITIONAL SIGNATORIES ONLY]**

**Stichting Koninklijk Nederlands  
Normalisatie Instituut**

**CONTRACTOR**

\_\_\_\_\_  
By: NAME  
Date:  
Place:

\_\_\_\_\_  
By: NAME  
Date:  
Place:

