Call for Experts

for an LCA-expert

Starting date: 2026-03-13 Deadline for tenders: 2026-04-17

I Introduction

I.1 General

The project “Construction complementary Product Category Rules (c-PCR) development and coordination (CODEV-PCR)” requires services of five LCA-experts and is subject to this consultation:

The objectives of CODEV-PCR are to ensure that standards containing Product Category Rules for the environmental assessment of the performance of construction products in the framework of Regulation (EU) 305/2011 and Regulation (EU) 2024/3110 meet the requirements of EN 15804+A2 and are commented following a clear workflow. For the commenting of c-PCRs regarding compliance with EN 15804+A2 an Ad Hoc Group (AHG) will be established within CEN/TC 350 including the contracted LCA-experts.
For this project, an LCA-expert will be contracted which will be part of the Ad Hoc Group (AHG) and will support the work of the Ad Hoc Group (AHG). The role of the AHG in the CODEV-PCR project is to give advice and to support the development of product category rules standards based on the content available in EN 15804 and TR 16970 and a c-PCR guidance documents to be developed in this project.

As DIN does not have the necessary LCA-expertise the involvement of subcontractors for fulfilling the respective work packages is necessary. For the projects an LCA-expert will be contracted.

I.2 Context

On 29 March 2004, the European Commission adopted Mandate M/350 to develop standardised methods for assessing the integrated environmental performance of buildings. This initiated the development of European standards, notably EN 15804, Sustainability of construction works - Environmental product declarations - Core rules for the product category of construction products, and EN 15978 Sustainability of construction works - Assessment of environmental performance of buildings - Calculation method. In March 2011, the CPR regulatory text included basic requirements for construction works (BRCW) 3, 6, and 7. These serve as guides for developing essential characteristics for construction products and provide a broader perspective on environmental sustainability.

Concurrent to these efforts, the European Commission worked on a life cycle assessment methodology called the Product Environmental Footprint (PEF) [4]. It was extensively piloted in various sectors, including construction products.

In November 2016, the Commission requested the alignment of EN 15804 and other related standards with the PEF methodology in a revised Mandate M350, leading to the publication of Amendment 2 to EN 15804: EN 15804+A2 in 2019.

The Commission also developed Level(s) [5], a methodology for evaluating building environmental performance. This methodology complements product assessments by following EN 15978, requiring product information assessed according to EN 15804. It was finalized in 2021, providing comprehensive resources for implementation. The first product family to declare environmental performance under the CPR framework is solid space heaters, covered by a standardisation request adopted on 29 July 2021. This request includes environmental essential characteristics assessed per EN 15804+A2 and was amended in 2025 to include the full list of indicators in the standard.

On 8 May 2024, Directive (EU) 2024/1275 on the Energy Performance of Buildings (EPBD) [6] was published, specifying the calculation of life-cycle GWP for new buildings.

On 18 December 2024, Regulation (EU) 2024/3110 established harmonised rules for marketing construction products (CPR-2024), including environmental sustainability rules and the obligation to declare essential environmental characteristics within a set timeframe.

The Sub-Group on Environmental sustainability from the CPR acquis process will use this legal basis to ensure reliable implementation of environmental sustainability in marketing construction products. This action, alongside other European and national initiatives, aims to achieve the environmental and circularity goals outlined in the EU Green Deal and other initiatives addressing similar objectives. EN 15804+A2:2019 is the reference standard for assessing the environmental performance of construction products. It has been developed by CEN/TC 350.

However, it only provides core rules applicable to all construction products and construction services. The standard emphasizes the need for complementary product category rules (c-PCR) that offer additional non-contradictory requirements to EN 15804, ensuring a consistent approach throughout the construction sector. The Commission has requested CEN to develop these c-PCRs to maintain technical and regulatory consistency when implemented in European law. Because of the different reference documents (construction products standardization requests, EN 15804, CEN ISO/TS 14027, …) it has been considered necessary to lay down clear rules and guidance for the preparation, drafting and presentation of those c-PCR to be referenced in the candidate harmonized European Standards in support of the CPR.

Since 2013, two CEN/BT decisions, decisions BT 03/2013 and BT018/2022 impose a close liaison between the product TC developing a complementary PCR (such as EN 16908 on concrete or prEN 17662 on steel) and CEN/TC 350 in order to avoid conflicts with EN 15804.

Following the acceptance by the European Commission of a proposal from CEN, as prepared by the CEN/TC 350 Secretariat, funding is available for establishing a team of paid LCA-experts.
Recruiting these experts has been delegated by the CEN Secretary
General
to the secretariat of CEN/TC 350/AHG PCR, held by DIN.

II Objectives

The mandates from the European Commission under the CPR require the drafting of approx. 36 c-PCR documents (European standards).

The objectives of CODEV-PCR are to ensure that standards containing Product Category Rules for the environmental assessment of the performance of construction products in the framework of Regulation (EU) 305/2011 and Regulation (EU) 2024/3110 meet the requirements of EN 15804+A2 and are commented following a clear workflow. Therefore, a Guidance Document for c-PCRs will be developed and used, tested and improved during the project.

Currently the work is being done by CEN/TC 350 WG 3, but due to the large number of expected c-PCRs and the legal context, the frame of the commenting needs to be re-structured. Also, the experts of CEN/TC 350 WG3 may lack the time and expertise to address more LCA-related aspects such as product group specific elements. Under the new legal requirements, it needs to be ensured that the task of assessing c-PCR takes place in a sufficiently independent way aligned with existing general guidelines. Therefore, this responsibility will be shifted into the AHG composed of NSB's and under CEN/TC 350. The AHG will be supported by a small group of LCA-experts. Thus, all c-PCRs that are handed over to CEN/TC 350 during the project duration will be commented by newly established bodies within CEN/TC 350: an ad hog group incl. LCA-experts using the new guidance document.

III Execution

III.1 General tasks of the LCA-expert

The LCA-experts will be responsible for the execution of the project which involves the following tasks:

The tasks of the LCA-experts are to:

1. **<u>reviewing and commenting the c-PCRs</u>**

- Initially reviewing the c-PCR
- Assess the c-PCR in relation to EN 15804+A2
- Assess the c-PCR in relation to product group specific elements such as plausibility, completeness, EU representativity of the scenarios and default values

- Drafting the commenting table in relation to EN 15804+A2 compliance
- Identify elements to increase the quality and robustness of the c-PCR
- Identify possible conflicts with other product groups
- Assess the horizontal consistency between c-PCR

2. <u>Collaboration with AHG, LCA-experts and product TCs</u>

- Hand over the draft commenting table to AHG and its secretariat
- Participate in the AHG online meetings (no travels are foreseen)
- Introduce the comments to AHG
- Answer questions from AHG
- Align with other CODEV PCR-LCA-experts if needed
- Be involved in other tasks define by AHG or steering group with regards to LCA/c-PCRs (such as analysing comparative studies, literature research...)
- Support AHG meeting where product TCs introduce EN 15804+A2 related questions (online, max. 4h/c-PCR) if needed

3. <u>CODEV PCR specific tasks:</u>

- Follow the “c-PCR development guidance” document developed within the CODEV PCR project (currently under development)
- Give feedback to the draft “c-PCR development guidance” document

The LCA-expert agrees:

- to read c-PCR draft and final documents;
- to use the “c-PCR development guidance” document;
- to use the c-PCRs templates as specified in “c-PCR development guidance”
- to use the c-PCR commenting tables;
- to read LCA studies in the context of c-PCR commenting as specified within CODEV-PCR project.
- to attend AHG meeting on request of AHG and steering group;
- to respect confidentiality;
- follow the project plan and milestones for c-PCR-commenting as specified by AHG and CCMC
- follow the schedule within CODEV-PCR project as specified by steering group with regards to “c-PCR development guidance” document;
- the candidate demonstrates in his application form he has no conflict of interest and that he is capable to act as a neutral expert
- in case he/she identifies a possible conflict of interest during the project this needs to be reported to steering group

LCA-Experts involved in the creation of c-PCR within CODEV-PCR must follow certain eligibility criteria, must have the financial and economic capacity and demonstrate a combination of methodological proficiency, knowledge of standards, and industry expertise as described in the following chapters.

Each of the 36 anticipated cPCRs will undergo review by two LCA-experts, resulting in approximately up to14 cPCRs assigned to each LCA-expert.
The projected time required for commenting on each cPCR, including subsequent tasks outlined in Section III.1, is estimated to be two to three working days.

III.2 Timeframe

Project duration: 4 years
Project time: 01.09.2025 – 31.08.2029

Each of the 36 anticipated cPCRs will undergo review by two LCA-experts, resulting in approximately up to14 cPCRs assigned to each LCA-expert.
The projected time required for commenting on each cPCR, including subsequent tasks outlined in Section III.1, is estimated to be two to three working days.

IV Financial support

The European Commission and EFTA have decided to provide financial support to the Assessment of Construction complementary Product Category Rules (c-PCR) and coordination (CODEV-PCR). 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 LCA-experts 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 101260886 – Project *'Construction complementary Product Category Rules (c-PCR) development and coordination'* 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 101260886 – Project *'Construction complementary Product Category Rules (c-PCR) development and coordination'*, including those relating to liability, ownership of results, confidentiality, conflict of interests, publicity, evaluation, assignment, checks and audits.

The LCA-experts' 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…).

V Selection criteria

The applicants shall comply with the following requirements:

1. Financial and economic capacity to execute the project

- Sufficient economic and financial capacity to guarantee continuous and satisfactory performance throughout the envisaged lifetime of the contract;
- Sufficient financial capacity in relation to the pre-financing foreseen under the contract.

2. Technical and professional capacity

The LCA-expert must have such work experience as to enable them to carry out independently and responsibly (with knowledge of the subject) work relating to the drafting of c-PCRs according to EN 15804+A2. The technical and professional selection criteria are following described.

- Experience in executing at least 3 LCA reports in line with EN 15804+A2 at least one of which within the previous 2 years (2024/2025);

What must be provided?	When is criterion met?
Show execution of at least 3 **LCA reports** in line with EN 15804+A2 at least one of which within the previous 2 years (2024/2025)	The **3 LCA reports** drawn up in line with EN 15804 and critically reviewed/verified with positive result by a third party on their compliance with EN 15804+A2, and LCA authorship needs to be demonstrated. The following aspects of the EN 15804+A2 standards must be treated in at least one of the LCA studies in question: - mandatory modules acc. EN 15804+A2. - Selection of relevant data - Allocation in case of co-production - Cut-off rules - Reference service life (RSL) declaration - All impact categories from EN 15804+A2 - results interpretation

- knowledge and work experience with EN 15804+A2 and other relevant LCA standards like:

- ISO 14040 / 14044;
- EN ISO 14025, EN ISO 14067, PEF;
- Other standards of CEN/TC 350: EN 15941, EN 15978.

- Experience and knowledge with the development of PCRs with at least 2 reference projects.

What must be provided?	When is criterion met?
Proof of at least 2 reference projects in the field of PCR development.	Examples of 2 references that are acceptable: Active commenting of c-PCRs within CEN/TC 350 WG3, moderator and/or LCA practitioner in EN 15804-PCR development within EU EPD program operators

VI Award criteria

The selection of the most suitable candidate will be made on the basis of the following criteria:

VI.1 Experience (maximum 60 points)

a) Documented experience:

- Industrial and academic background of the relevant personnel involved (maximum 6 points);
- general project management and communication skills of the relevant personnel involved (maximum 6 points);
- years of experience in European and/or International standardization work of the relevant personnel involved (maximum 6 points);
- knowledge and work experience with EN 15804+A2 and other relevant LCA standards like ISO 14040 / 14044, EN ISO 14025, EN ISO 14067, PEF and other standards of CEN/TC 350: EN 15941, EN 15978; As specified in the following table:

Subject	What must be provided?	When is criterion met?
Expertise in LCA field (maximum 6 points)	Demonstrate expertise and proficiency in LCA and generally recognized as LCA-expert	Describe expertise and proficiency in LCA and general recognition as LCA-expert by listing e.g. number of years of work experience in LCA field, degrees or certificates in LCA
Expertise in EPDs (maximum 6 points)	Showing expertise in verification of EN 15804+A2 EPDs (as a verifier) is a bonus.	Provide list of EPDs verified by LCA-expert.
Other expertise (maximum 6 points)	Show knowledge and expertise with other LCA and CEN TC 350 standards (e.g. ISO 14040 / 14044, EN ISO 14025, EN 15941, EN 15978, ISO 14067, PEF)	Provide list of references including (publication) date for this expertise.

- knowledge and experience with the building sector and the corresponding environmental aspects in EU and in general, as specified in the following table:

Subject	What must be provided?	When is criterion met?
Expertise in LCA work (maximum 6 points)	References that demonstrate minimum 3 years of LCA work experience in the building sector or in the construction product manufacturing industry. The references must provide at least the following: name and	Number of references demonstrating 3 years of experience. Examples of references that are acceptable: BREEAM certification, LEED certification, DGNB,

	description of work experience/reference, start and end date of project, customer, contact, contact details, description of contribution.	Valideo, sustainable material usage in construction, management of waste substances in construction, active participation on platforms concerning sustainable building such as CEN TC 350, drafted or verified EPDs or LCAs in the building sector, third parties with a focus on one or more construction products, etc.
Expertise product groups (maximum 6 points)	References that demonstrate the expertise in collecting information for specific product group on e.g. manufacturing process, data collection, allocation for a product group.	Number of references that demonstrate the expertise in collecting information for specific product group on e.g. manufacturing process, data collection, allocation for a product group. Examples of the specific product groups where the candidate has expertise in collecting information. Additionally, the candidate shall describe how he/she plans to collect information on construction product groups for which he/she has no deep experience.
Expertise in CPR (maximum 6 points)	Good understanding of environmental aspects in CPR.	Number of references demonstrating a good understanding of environmental aspects in CPR. Example of references are: member of SG 05 in CPR Acquis process, work experience at notified body etc.

b) Organisation (demonstration of the ability to carry out the project, maximum 6 points*)*

- ability to submit agreed deliverables at specified dates and detailed cost estimations.

Weighting for VI.1

Applications will be reviewed against the criteria of VI.1 (weighting 60%).

VI.2 Expertise for material coverage in LCA-expert group.

The LCA-expert will be part of a group of LCA-experts. In order to cover the different materials (e.g. metals, renewable, minerals, plastics) the LCA-expert needs to list the sectors where they have developed EPDs/LCA according to EN 15804 or ISO 21930.

- Number of references grouped per CPR material group, as specified in the following table:

What must be provided?	When is criterion met?
EN 15804 - LCA/EPD reference for different materials or CPR product groups.	List of refences grouped per material group, PCR or CPR product groups

(maximum 25 points – weighting 25%)	

Weighting for VI.2
Experts will be selected ensuring an equal representation of sectors, expertise and skills with regards to coverage of all different materials and CPR product groups for the AHG work. (weighting 25%).

VI.2 **Price** (maximum 15 points)

Weighting for VI.3
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. The CODEV-PCR Evaluation board has the right to select LCA-Experts also with regards to coverage of all different materials and CPR product groups for the AHG work. (weighting 15%).

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 Application

The application shall be sent to CFE-CODEV-PCR@din.de, as soon as possible, to be received at the latest 2026-04-17. The tender shall be in English and contain:

- Curriculum Vitae of each relevant person participating in the project, demonstrating the necessary expertise for the 'Advertised position';
- Any required accreditation certificates;
- A schedule and a description of the execution of the tasks which will be carried out in the project as such;
- A table in the format given in Annex A with detailed information on the costs;
- Appropriate documentation to prove the economic and financial capacities;
- Any further documents to prove the qualification required in the above Clauses on Selection and Award criteria;
- A signed declaration, by which the candidate(s) certifies not to be subject to one of the exclusion criteria as described in Clause "Eligibility criteria" and the veracity of the adjoining documents.

Please note that, to ensure equal treatment of all applications, 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.

Applications 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 CfE (Call for Experts). 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.

Regarding question concerning the information provided in this call for experts or in case of need for clarification or additional information please send them by email until 2026-03-22 to:

Sarah Pfeifer
Senior Project Manager
Sarah.Pfeifer@din.de

If due to queries or other reasons supplementary information to this call for experts is required, this will be published on the website of the DIN/AFNOR/CEN by 2026-04-03.

Please send your application to
CFE-CODEV-PCR@din.de

Annex 1 *(given as an example)*

The following table shall be used in the application to give detailed information on the costs regarding the work of ‘an LCA-expert.

Organisation / Staff level	Daily rate [€]	Number of man-days	**Total [€]**
	0,00	0	**0,00**
	0,00	0	**0,00**
	0,00	0	**0,00**

Annex 2: Model service contract

Service contract

Between

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

and

……

hereinafter referred to as the "CONTRACTOR"

Introduction

The European Commission/EFTA has decided to fund the project „Construction complementary Product Category Rules (c-PCR) development and coordination“ (CODEV-PCR, Project number 101260886).

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The CODEV PCR project supports the development of complementary Product Category Rules (c PCRs) for the environmental assessment of construction products under Regulation (EU) 305/2011 and Regulation (EU) 2024/3110. Its objective is to ensure coherent technical implementation of environmental data across materials, enabling reliable life cycle assessments in line with the mandatory calculations required by Directive (EU) 2024/1275.
Coordinated by CEN/TC 350 with support from AFNOR and DIN, CODEV PCR consists of three work packages covering project coordination, the development of a guidance document for drafting c PCRs, and a structured compliance check process. The project ultimately aims to ensure that all c PCRs follow a unified methodology, meet the requirements of EN 15804+A2, and undergo systematic review within CEN/TC 350 using the newly established Ad Hoc Group and LCA-experts.

1. Object of the Service contract

The CONTRACTOR agrees that it will participate as an “LCA-expert” for a cumulative amount of …… EUR , starting from the XX.XX.2026 and finishing by 31.08.2029 which is tasked to ensure the development of the deliverables listed in Annex 4.

2. Duties of the CONTRACTOR

The CONTRACTOR's duties will include:

1. **<u>reviewing and commenting the c-PCRs</u>**

- Initially reviewing the c-PCR
- Assess the c-PCR in relation to EN 15804+A2
- Assess the c-PCR in relation to product group specific elements such as plausibility, completeness, EU representativity of the scenarios and default values
- Drafting the commenting table in relation to EN 15804+A2 compliance
- Identify elements to increase the quality and robustness of the c-PCR
- Identify possible conflicts with other product groups
- Assess the horizontal consistency between c-PCR

2. **<u>Collaboration with AHG, LCA-experts and product TCs</u>**

- Hand over the draft commenting table to AHG and its secretariat
- Participate in the AHG meetings
- Introduce the comments to AHG
- Answer questions from AHG
- Align with other CODEV PCR-LCA-experts if needed
- Be involved in other tasks define by AHG or steering group with regards to LCA/c-PCRs (such as analysing comparative studies, literature research...)
- Support AHG meeting where product TCs introduce EN 15804+A2 related questions (online, max. 4h/c-PCR) if needed

3. <u>CODEV PCR specific tasks:</u>

- Follow the "c-PCR development guidance" document developed within the CODEV PCR project (currently under development)
- Give feedback to the draft "c-PCR development guidance" document

The CONTRACTOR agrees:

- to read c-PCR draft and final documents;
- to use the "c-PCR development guidance" document;
- to use the c-PCRs templates as specified in "c-PCR development guidance"
- to use the c-PCR commenting tables;
- to read LCA studies in the context of c-PCR commenting as specified within CODEV-PCR project.
- to attend AHG meeting on request of AHG and steering group;
- to respect confidentiality;
- follow the project plan and milestones for c-PCR-commenting as specified by AHG and CCMC
- follow the schedule within CODEV-PCR project as specified by steering group with regards to "c-PCR development guidance" document;
- the candidate demonstrates in his application form he has no conflict of interest and that he is capable to act as a neutral expert
- in case he/she identifies a possible conflict of interest during the project this needs to be reported to the steering group

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

The selection procedure documented in Section VI and VII of the call for experts document selected the CONTRACTOR on the basis of its personal qualification and experience. All man days under this Service contract must therefore be performed by the CONTRACTOR in person. Any deviations from this must be justified in writing and authorized by the European Commission before any related funds can be disbursed.

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.

Progress reports	08-2026, 08-2027, 08-2028
Commenting table	08-2029 (periodically during the project duration, but the latest at)
Final report	08-2029

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 <<< EUR XXXX >>>. Invoicing shall be done as follows:

Step 1	Prefinancing – following signature of the agreement with DIN	Up to 10 % of above sum
Step 2	Submission of the contractually agreed deliverables and on approval of the interim project report by the European Commission and EISMEA	Up to 50 % of above sum
Step 3	Positive evaluation of the subcontract agreed service and on approval of the final project report by the European Commission and EISMEA	The remaining balance of above sum.

The invoice shall state the following VAT numbers:
DIN: UST-ID-Nr: DE 136 622 143
DIN: UST-Nr: 27/640/50470
CONTRACTOR VAT identification number: ……

The aforesaid sum shall be understood to cover all expenditure incurred by the CONTRACTOR in the performance of this contract.

The payments are due only if the CONTRACTOR has fulfilled the tasks within the given time schedule, DIN has approved the results and the CONTRACTOR has sent a detailed invoice (cost for staff etc.) that fulfils the requirements described below. All items shall be based on real costs as actually incurred. Estimated costs shall not be invoiced.

DIN has the right to demand invoices and documentation of work done before paying.

Payments will be made to the CONTRACTOR with the following Bank details:

[Name of the Bank]
[Full address of Bank]

€ (EUR) Account No …

IBAN (International Bank Account Number): …

BIC or SWIFT CODE (Business Identifier Code): …

Each invoice shall comply with the requirements listed in the annexed document from EC, and be accompanied by a declaration of the work performed clearly stating the extent to which the tasks have been fulfilled.

The declaration:

- must be signed;
- must specify that ‘working days’ means ‘full working days’
- must specify the period within which the tasks were performed.

The total amount that the CONTRACTOR will in fact receive depends on whether the defined tasks of the CONTRACTOR have been completed (the number of days actually spent by the CONTRACTOR in the context of this service contract, or the extent of tasks fulfilled if the number of man days was not specified).

Payment by DIN does not constitute acceptance of performance and is subject to the complete and due performance of the contract.

5. Provisions relating to fiscal charges
The CONTRACTOR will remain responsible for all taxes imposed on it and other related obligations that arise as a result of this Service contract.

6. Responsibility and Liability
DIN shall in no case, and under no circumstances, be held responsible for claims arising out of the present Service contract and relating to damages caused by the CONTRACTOR, its employees or a third party. No request of indemnity or re-instatement relating to such claims may be addressed to DIN.

The CONTRACTOR shall, in respect of the staff designated for the performance of this Service contract, observe all regulations of labour law, in particular the regulations of social security and fiscal law.

7. Confidentiality
The CONTRACTOR undertakes to maintain confidentiality as regards all actions necessary to fulfil the contracted duties. Both parties commit themselves to mutual loyalty.

8. Copyright
The CONTRACTOR undertakes to assign to DIN (or as DIN may direct) its patrimonial rights of exploitation and all and any intellectual property rights in the works developed by it under the scope of this Service contract.

Such assigned rights include reproduction rights including the publication, distribution, adjustment, translation, renting, loan, the remuneration rights for duplication and loan, as well as the rights of communication to the public of the works, in total or in part, in summary or with comments, and including the right to transfer all exploitation licences and to authorise all sub-licences.

The transfer of rights covers all languages and covers all forms of exploitation known at present and non-restrictively; publication by all means and via all graphical support systems, by print, press, photocopy, microfilms and via all magnetic, computerised and numerical support systems, memory cards, CD-ROMs, films, photographs, slides, teledistribution, cable, satellite, disks and online document servers.

For all and each of the assigned exploitation modes, the transfer is granted free of charge, for all countries and for the total duration of the intellectual property rights.

9. Termination
Regardless of other claims, in the case of serious disrespect of the terms of the Service contract by the CONTRACTOR (inter alia where the work is not provided in accordance with

the terms of this Service contract, or not completed within the time limits according to this Service contract), DIN may cancel the contract at any time without notice.

Should the performance of the project as a whole be obstructed or jeopardized by circumstances beyond the control of the parties, DIN may cancel the Service contract giving six weeks' notice.

10. Withdrawal
DIN is entitled to withdraw from this Service contract if the European Commission/EFTA does not pay the funds to DIN or retroactively reclaims funds already paid to DIN under the Specific Grant Agreement, as any such payment is dependent on EC's acceptance of the interim and final reports defined in the Specific Grant Agreement.

11. Administrative provisions
With the exception of invoices, all correspondence with DIN concerning the performance of this Service contract shall be addressed as follows:

…
All invoices to DIN shall be addressed as follows:

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

All correspondence with the CONTRACTOR shall be addressed as follows:
<<Mr/Ms NN Phone: , email>>

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.

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

……	……
(Stamp)	<<Name, Position>>
	(Stamp)
(Date)	
	(Date)

Annex 3
EC Mandatory Content of an Invoice

Annex 3: EC Mandatory Content of an Invoice

Content of an invoice – 2016-03-14 – EC DG GROW

Supplier information

Compulsory information for an invoice for all or majority of member states	Compulsory information for an invoice for certain member states only
Full name of the supplier	
Full address of the supplier	
The VAT identification number of the supplier in accordance with ISO Standard under which he supplied the goods and services (for all member states **except Bulgaria**)	**For Bulgaria, Cyprus, Germany, Greece, Romania, Slovakia**: **Tax reference number of the supplier**, in other cases, where your country refrains from allocating a VAT identification number in accordance with ISO Standard for certain cases
	For Belgium, Cyprus, Denmark, Estonia, France, Germany, Greece, Hungary, Italy, Latvia, Lithuania, Netherlands, Poland Portugal, Romania, Slovenia: • **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: • **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
• **Sequential number based on one or more series, which uniquely indentifies 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**	**Where an exemption is involved or where the customer is liable to pay the tax** further information should be given accordingly : • **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** **OR** • **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** **OR** • **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**
	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: **Obligation to mention the amounts on the invoice in the local currency**
	For Bulgaria, Greece, Hungary, Lithuania, Poland, Romania, UK: **Obligation to issue the invoice in one of the official languages**

WARNING: ***the issuer of the invoice should follow the VAT legislation in force at the time the invoice is issued***

Annex 4: Deliverables

#	DELIVERABLE (OUTPUT)	DESCRIPTION	DUE DATE
D1	Feedback on the "c-PCR Development Guidance" document	- Providing comments and feedback on the draft "c-PCR Development Guidance" document. - Supporting its finalization and application to c-PCRs.	05-2027
D2	Draft commenting table for up to 14 the c-PCR standards	As specified in 2.	periodically
D3	Horizontal consistency analysis of the commented c-PCRs	As specified in 2.	periodically
D4	Progress reports	- report summarizing work done including learnings from the pilot/main phase.	08-2026 08-2027 08-2028
D5	Final report (Lessons Learned & Recommendations)	- Final report summarizing learnings from the pilot/main phase. - Detailed recommendations for future iterations or process improvements.	08-2029