

Terms of Reference

IPC-EUI/AO/004/17 - Technical Expert in IP for the IPC-EUI project

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1. Background information

1.1. Partner country

The Republic of India

1.2. Contracting authority

The European Union Intellectual Property Office (EUIPO)

1.3. Project background, objectives and expected results

In India, with the increased recognition of Intellectual Property Rights (IPR) as a powerful tool for development, the need to harness, protect and promote the creativity of Indian nationals to secure the future of the country and promote internal economic integration has become more urgent.

The demand for the registration of trademarks and industrial designs in the country has been growing consistently over the last decade. This has put some natural strain on the capacity of the IP national institutions in general and on the Controller General of Patents, Designs and Trade Marks (CGPDTM) in particular. The difficulties have resulted in some cases in delays in the processing of applications and the generation of backlogs.

However, to increase the capacity of the economy to compete in a globalized world, much more needs to be done to harness the full potential of IP as a tool for development. In particular, it is paramount to improve the information available to the productive sector, especially small and medium sized enterprises (SMEs), as well as its capacity to use it effectively.

With this in mind, in 2014 the European Union and the Government of India have approved, within the EU-India Capacity Building Initiative for Trade Development (CITD)¹, the project EU-India Intellectual Property Cooperation or “IPC-EUI” and the European Union Intellectual Property Office (EUIPO) was entrusted with its implementation².

The overall objective of the IPC-EUI project is “to strengthen India’s capacity to achieve growth and sustainable development and further its integration into the global trade system”.

The specific objectives are twofold:

- 1) To exchange best practices and cooperate in the field of IP Administration between CGPDTM and EUIPO to deliver high quality services and;
- 2) To enhance the capacity of the Indian productive sector to create, protect and manage its own brands by using IP as a tool for development.

The project is articulated in two components that correspond to the expected results:

I – IP Administration (Trademark & design administration services & information to the business community).

The expected result of the project under this component is: Strengthened capacity of the Indian IP-related institutions through the exchange of best practices and effective cooperation to deliver high quality services in the areas of trademarks, industrial designs and geographical indications.

II – Brand Development.

The expected result of the project under this component is: Improved capacity of the productive sector, especially SMEs to create, protect and manage their own brands by using IP as a tool for development.

¹ For further information please see <http://citd-standards.com/objectives.html> and

² <http://www.ipc-eui.org/>

The implementation period of the project started on 01/02/2015 and its initial duration was of 32 months up to 30/09/2017. Its Overall Work Plan (OWP) and first Annual Work Plan (AWP covering April 2015 to March 2016) were drafted based on the objectives sought under the National IPR Policy of India. The second AWP covered the period from 1 April 2016 to March 2017.

The third AWP⁴ is currently being implemented from April 2017 to September 2017 and according to the external evaluation carried out in late 2016 the project is i) highly relevant, ii) contributing to the development of IP e-tools and human and institutional resources in India, iii) sustainable and; iv) implemented in an efficient manner.

The European Commission and the relevant key stakeholders in India have recommended its extension 6 months up to 31/03/2018. Therefore, the services of an IP Expert based in New Delhi, India, to plan and execute a smooth phase out and exit strategy while supporting the implementation of the last actions is necessary.

1.4. Project implementation

1.4.1. IP Administration

Within this component, six priority areas (activity clusters) have been identified for the project to provide support in:

1. Quality Management. Enhance the administrative frameworks for the registration of trademarks and designs to improve the quality of the services rendered to the business community. In this respect, some key aspects are: (i) the enhancement of the technical capacity and skills of the human resources involved in trademark and design examination and; (ii) the improvement of the core processes carried out by the CGPDTM.

The activities within this cluster include the development and updating of adequate tools (in particular, examination manuals/guidelines) fostered by the exchange best practices between CGPDTM and EUIPO.

2. Exchange of best practices on Trademark and Designs Examination. Contribute to improve the capacity of the CGPDTM to cope with new trends and developments in the field of trademarks and designs.

Within this activity cluster the exchange of best practices between EUIPO and CGPDTM is promoted to foster the development of relevant reference materials.

3. Trademark classification tool. Facilitate the identification of goods and services for the purposes of the registration of trademarks.

This activity cluster foresees the development of a harmonised database of terms accepted by the CGPDTM. The database helps ensuring the correct classification of goods and services in accordance with the International Classification (Nice Classification) thus improving the quality of the services provided by the CGPDTM to the business community in this field.

4. Capacity building for trademarks and designs examiners. Provide technical cooperation modules with a clear added value in the field of trademarks and designs.

Within this activity clusters EUIPO provides specialized expertise that participates in events organised by the CGPDTM.

5. Madrid System. Support examiners in dealing with their obligations under the Madrid System. The Republic of India is a member of the World Trade Organization (WTO) since 1st January 1995 (GATT: 8 July 1948) and it has already developed suitable legislation to

³ The National IPR Policy of India (first draft) of December 2014 was eventually approved by the Indian Cabinet on 12 May 2016. Available at: http://dipp.nic.in/English/Schemes/Intellectual_Property_Rights/National_IPR_Policy_08.08.2016.pdf

⁴ The second AWP covered the period from 1 April 2016 to March 2017.

comply with the TRIPS Agreement on IPRs. However, the accession of the country to the Madrid System is rather recent (2013) and it has brought about a high influx of new international applications.

Within this activity cluster exchanges of experience between EUIPO and the CGPDTM are organized to support the development of practices to deal with the specificities of the Madrid system.

6. Trademark Information tools (Information Tools for IP Users). Render information within the Indian trademark and design classification tool publicly available free of charge.

This activity cluster focuses on upgrading the systems currently offering online access to information on Indian trademarks and designs and exploring further possible integrations of Indian trademark and designs data into other online, publicly available databases.

1.4.2. Brand Development by the Productive Sector in India

Within this component, emphasis is put on increasing the capacity of Indian IP Institutions to provide business development services to assist entrepreneurs and firms to integrate IP in their business strategies and plans. The project also includes activities to enhance the IP capacity of SME trainers, advisors and other professionals as well as to increase the information available to the business community.

Geographical indications (GIs) represent a major aspect of this result and producers receive support in their efforts to seek protection for their GIs in export markets.

Within this component, jointly with the CGPDTM, two priority areas (activity clusters) have been identified for the project to provide support in:

7. Brand Development and SME Training. The project focuses on enhancing the capacity of small and medium-sized enterprises (SMEs) in India to create, protect and manage their own brands by using IP as a tool for development.

This activity cluster comprises the development of information and training materials and the provision of training to SME trainers and to trademark and design advisors and attorneys on the protection and management of IP.

8. Promotion of Geographical Indications. The project focuses on enhancing the capacity to identify, register, protect and promote GIs.

The activities in this cluster focus on providing advice to producers and competent authorities in India on the protection of GIs within the country as well as in existing and potential export markets, including providing assistance to register local potential GIs in Europe. This includes fostering exchange of experience on GI protection and best practices on GI control with producers from other countries. Additionally support is provided to promote the visibility of GIs.

2. Scope of the work

2.1. Purpose

In June 2017 it was requested, in agreement with the government of India and the EU Delegation to India, a six months extension of the implementation period that will help consolidate and cement the achievements that the project has made so far while opening the possibility to deal with other areas such as enforcement actions of interest for the key stakeholders.

The purpose of this contract is to acquire the services of an IP expert to support to the Project Management Team (PMT) in the implementation of the activities foreseen in the six months extension of the implementation period while planning and executing a smooth phase out and exit strategy.

The IP Expert, working under the general authority of EUIPO and the direct supervision of the Project Management Team (PMT), shall be responsible for undertaking project research as well as for providing assistance and (if so agreed) IP expertise to the Controller General of Patents, Designs and Trade Marks (CGPDTM) and the Department of Industrial Policy and Promotion (DIPP) as necessary to ensure the effective implementation of the IPC-EUI Project.

The services requested under these Terms of Reference require full availability of the IP Expert during the whole duration of the project.

2.2. Activities to be implemented during the extension period

The main project activities to be implemented during the extension period are presented herebelow.

Activity Cluster 1– Quality Management

Key Activity 1.2 Exchange of views, best practice and experience in the trade mark area of ISO 9001 methodology and on the transition from ISO 9001/2008 to ISO 9001/2015) in the Design Wing area at the CGPDTM

In 2015 the project identified quality management (QM) systems in Mumbai and Kolkata whilst assessing their performance levels and drafted a QM basic action plan for the trade mark area benefit.

Key trade mark processes were mapped and possible areas for their optimization were identified, among others: key performance indicators, timeliness indicators, development of a reporting tool and standardized templates.

Main priorities of the CGPDTM on quality management to achieve simplified workflows were also identified.

The project carried out in June 2017 the following:

- 1) Exchange of views on ISO 9001 certification in TM and Designs and practical approach to its methodology and implementation completed, including:
 - a. Overview
 - b. Understanding the approach
 - c. Certification Requirements
 - d. Critical Success Factors
- 2) Analysis of the Quality Management System requirements for the CGPDTM and a gap assessment to the ISO 9001:2015 certification including practical advice on:
 - a. Process and risk-based approach
 - b. Planning and operations
 - c. Performance evaluation
 - d. Continual improvement cycle
 - e. Resources needed

While most of the work has been effectively done, during the six months prolongation period further monitoring and assistance in the implementation of the different quality aspects would help consolidate the achievements and develop plans for future growth since this is a corner stone for a practical overall improvement of the CGPDTM.

Activity Cluster 3 – trade mark and design management tools

Key Activity 3.2 Analysis and development of other IP management tools

Within this activity the need for specific IT tools that can support the achievement of the results foreseen by the project is analysed, together with CGPDTM and other level government officials, so as to identify potential solutions within the IP tools already developed by EUIPO and to adapt such tools to the specific requirements of Indian stakeholders.

The project can in fact provide financial support for external IT short term experts with clear and agreed terms of reference in order to support the work of the NIC/CGPDTM IT officials, if so requested by the CGPDTM/NIC.

At the beginning of January 2016, the project promoted a technical study for CGPDTM and government officials (including two experts from the National Informatics Centre (NIC)) in order to exchange views, advance in IT cooperation, exchange technical information and gain an “on-the-spot,” better understanding of the latest technologies deployed at EUIPO.

Two IT specialists plus a business analyst from the CGPDMT visited EUIPO (Alicante, Spain) in June 2016 to advance in the integration of Indian marks in the global trademark database TMview.

At the same time, the interest of CGPDTM in further IT developments was also explored and various IP tools were pinpointed to be developed in the AWP 2017.

In this regard, it is considered necessary to carry out both the implementation and the subsequent training to CGPDTM officials during the extension.

The main tools and the current status of each of them are presented in the table below.

Tool	Latest achievements	Activities foreseen during the extension period
Classification report.	The project transferred the software to the CGPDTM in June 2016.	Consolidate the use tool, if necessary with the support of specifically contracted short term IT expertise in India.
TM and Design e-filing enhancements	The discussion on the specific details for the implementation of this tool were finalized in the second quarter of 2017	<ul style="list-style-type: none"> • Finalise the adaptation of the tool • Provide appropriate training to officials/industry.
Designclass. This IP tool is the most extensive, free, online resource of pre-accepted product indications available to users.	Feasibility studies are being carried out in 2017	<p>The Design Wing expressed their strong interest to have this application in use by the end of the project:</p> <ul style="list-style-type: none"> • Finalise the adaptation of the tool • Provide appropriate training to officials/industry.

Moreover, in order to make full use of these IP tools and functionalities the training of 75 CGPDTM examiners it is foreseen to take place during the extension period. The training will be organized on the basis of a train-the-trainer methodology so as to cascade the acquired knowledge down through the Controller General Office.

Activity Cluster 6 – trade mark information tools (information tools for IP users)

Key Activity 6.1 Development of a tool enabling the CGPDTM to make trade mark information widely available in a searchable database on the web (TMview initiative)

Key Activity 6.3 Development of a tool enabling the CGPDTM to make industrial designs information widely available in a searchable database on the web (DesignView initiative)

These activities are aimed at making trade mark and designs information from the CGPDTM widely available, user-friendly and easily accessible to all interested stakeholders on the web. Enhancing the capability of SMEs in India to generate, and fully utilize IPR, is a priority. Providing the means to improve access to trade mark and design information in India will be supported by the functionalities of the above-mentioned IP tools (TMView and DesignView) benefiting both, the IP business community and CGPDTM's officials.

So far, the project has already implemented sustainable IT tools and IP software (such as the one under Activity 3.1 – first phase of the classification report -, 6.1 (TMview⁵) and 6.2 (TMclass⁶)) that are meant to help reduce the current backlog on the treatment of trade marks applications in line with objective number 4 of the National IPR Policy of India⁷.

The external evaluation report conducted in late 2016 pinpointed the key importance of such IT tools as catalysers of quality processes developments in India.

Nevertheless, it is now doubtful that all actions (including proper training under 6.1) in this cluster of activities can be duly completed by the end of project in September 2017 and, therefore, more work is necessary during the 6 months extension period.

In fact, it is important that the aforementioned IT-based IP solutions are not only available but actively used. In this regard it should be noted that a certain degree of sequencing needs to occur between the integrations of the different tools, so as for those tools to have its maximum effect.

In particular, it is estimated that a reasonable period of time is needed in order to i) integrate the IP tools in a coherent manner, ii) include capacity building activities and; iii) prepare and conduct proper training to the CGPDTM and IP users in India.

Activity Cluster 8 – promoting GIs (enhanced use of GIs as a marketing tool)

Key Activity 8.3 Exchange of views and best practice in GI control with producers from other countries

Key Activity 8.4 Exchange of views and best practice in GI examination and registration procedures

This cluster of activities focuses on enhancing the capacity of the Indian productive sector to develop and protect their own GIs and use them as a marketing tool.

In February 2016 the project started to carry out actions under Activity 8.1 (Advice to Indian producers and competent authorities on GIs) providing expertise to facilitate registration procedures (national and EU) and to promote marketing strategies and export possibilities.

The key stakeholders showed great appreciation for these type of activities which was reflected in the AWP 2017 prioritizing further advice, promoting visibility under Activity 8.2 (Promoting the visibility of Indian GIs) and exchanging views in GI control and GI examination.

Consequently, in the third quarter of 2017, the actions under 8.1 and 8.2 should be further consolidated.

⁵ <https://www.tmdn.org/tmview/welcome>

⁶ <http://tmclass.tmdn.org/ec2/>

⁷ http://dipp.nic.in/English/Schemes/Intellectual_Property_Rights/National_IPR_Policy_08.08.2016.pdf

It is expected that the new political momentum may allow for the organization of the technical consultations meetings between CGPDTM and DG AGRI.

In this framework, for the project it may be possible to implement the exchange of best practices and views in GI control mechanisms (key activity 8.3) in the second half of 2017 and to conduct those foreseen under activity 8.4. in the 1st quarter of 2018.

Under the close EUD scrutiny these actions could also be repeated again before the end of the extension period following the Commission priorities in India.

Other Activity clusters

The possibility of organizing further IPR activities in other clusters during the extension period is also being explored in terms of time and budget.

In particular, training under cluster 4 (Capacity Building of TM and design examiners) could be organized on specialized subjects, such as continuation of best practices in trade mark examination, training on IP tools, use of a trade mark in a form different than the registration, means of evidence, assessing the evidence, individual character and informed user, design invalidity: forms of disclosure.

Additional activities: Starting cooperation on Enforcement

The key stakeholders have expressed interest in initiating cooperation in the area of Enforcement (focused on IP enforcement for law enforcement and customs).

In 2017, the project has initiated contacts in this regard with the DIPP and Europol/Observatory/Interpol.

Due to its relevance to all parties involved in its implementation, a follow-up action in this regard may be organized during the extension period under the advice and guidance of the stakeholders.

2.3. Specific work

The IP Expert's tasks and results to be obtained are:

1. Plan and execute and exit strategy for the project, having in mind the priorities of each stakeholder.
2. Liaise with project key stakeholders in an effective and timely manner.
3. Contribute to the preparation of the remaining project activities by undertaking background research on the status of the IP systems and related matters in India, including other IP-related development or cooperation programmes in the region.
4. Assist in the drafting of the final project reports, according to the project requirements.
5. Assist in the preparation and servicing of seminars, workshops, missions and other project activities by providing inputs for the elaboration of terms of reference, draft agendas, programmes, presentations, summaries of discussions and meeting reports, and other related documents.
6. Contribute to the identification of Indian experts in areas of expertise required under different project activities, to the advertising of short and long term expert positions, and to the screening and assessment of applications and other tasks related to the recruitment of Indian experts.
7. Review, analyse and comment on reports prepared by short-term experts, check for compliance with the agreed terms of reference, and prepare and submit draft end of activity reports with detailed information on results achieved and proposals for follow-up action, as required.

8. Provide support to the CGPDTM /DIPP in the discharge of their responsibilities related to IPC-EUI project implementation, and make proposals for the project taking advantage of synergies generated by other projects/activities running in parallel to IPC-EUI.
9. Follow-up on the implementation of the National IPR Strategy and make proposals for the adjustment of project activities as appropriate.
10. Provide support to the Project Management Team (PMT) in Alicante on the coordination of project activities with CGPDTM/DIPP, as required; and contribute to identify additional supporting actions to be taken into consideration.
11. Undertake research and prepare briefs, fact sheets, newsletters, articles and reports in support of the update and maintenance of the project's website contents as well as the dissemination of related information.
12. Contribute to the elaboration of visibility materials to be used at events, meetings, seminars, workshops, etc.
13. Provide support for the identification of in-kind funding opportunities from The Government of India and other stakeholders to promote further activities linked to strengthening the main objectives of the project.
14. Make recommendations for improved systems/procedures to enhance the efficiency and effectiveness of the project operations.
15. Management of project expenditure for up to a maximum amount of 6,000 EUR with the objective of carrying out local payments such as office running costs and per diems for participants in project activities.
16. Carry out other related tasks as may be required by the PMT.

2.4. Project management

The project is implemented by EUIPO through a Project Management Team (PMT) comprising two sub-teams, one based at the EUIPO Headquarters in Alicante, Spain, and the other one at the premises hosted by the Government of India in New Delhi.

The PMT is responsible for the successful management, co-ordination and implementation of all project activities. The team in Alicante is in charge of the overall planning and coordination, including budgetary and financial administration, as well as the implementation of project activities in Europe and the coordination with the relevant European institutions and project experts. The team in New Delhi, India is responsible for providing support to the implementation of the project activities and the coordination with the partners in India.

Indian National Coordinators (INC) are appointed by the CGPDTM to contribute to the planning and smooth/effective implementation of the various project activities. They represent the focal point of contact for the PMT and their involvement is of pivotal importance for the successful achievement of the project's objectives.

The Project Steering Committee (PSC), set up within the Capacity Building Initiative for Trade Development Programme in India programme (CITD), has responsibility for policy guidance and coordination between all Government Departments, institutions and other stakeholders benefitting from the project activities.

The PSC reviews and endorses the OWP and AWP presented for implementation of the technical assistance activities envisaged in this document. The PSC also assists in facilitating and monitoring overall project implementation.

3. Logistics and Timing

3.1. Location

The expert will be based in New Delhi, India, due to its importance for the key stakeholders.

The successful IP Expert should undertake regular national travel (sometimes at short notice) in order to: i) provide technical, project, logistic and other support to the PMT/CGPDTM/DIPP; ii) participate in any aspect of the project implementation and; iii) participate in any other event/mission in the region.

The contracting authority will cover trips and daily allowances separately. Hence the expert should not consider these costs when proposing a daily fee for his/her work.

Daily subsistence costs may be reimbursed for missions foreseen in these terms of reference or approved by the Contracting Authority, and carried out by the authorised experts, outside the expert's normal place of posting.

The per diem is a flat-rate maximum sum covering daily subsistence costs. These include accommodation, meals, tips and local travel, including travel to and from the airport. Taxi fares are therefore covered by the per diem. Per diem are payable on the basis of the number of hours spent on the mission by the contractor's authorised experts for missions carried out outside the expert's normal place of posting. The per diem is payable if the duration of the mission is 12 hours or more. The per diem may be paid in half or in full, with 12 hours = 50% of the per diem rate and 24 hours = 100% of the per diem rate. Any subsistence allowances to be paid for missions undertaken as part of this contract must not exceed the per diem rates published on the website -

http://ec.europa.eu/europeaid/funding/about-calls-tender/procedures-and-practical-guide-prag/diems_en - at the start of each such mission.

The Contracting Authority reserves the right to reject payment of per diem for time spent travelling if the most direct route and the most economical fare criteria have not been applied.

3.2. Timing

The extension of the IPC-EUI action is 6 months starting in October 2017. The final report has to be submitted, at the latest, 6 months after the end of the implementation period.

The intended start date of the contract that will be signed following this procedure is October 1st 2017 and its period of implementation will last 6 months. After this date and within 6 months from it the expert may be requested to contribute to the review the final report of the action.

4. Requirements

4.1. Key expert in IP

The assignment of the IP Expert is of maximum 128 working days.

The Key expert has a crucial role in implementing the contract.

Key expert in IP (Max 40 points)	
<u>Qualifications and skills</u>	5
University type degree in law, engineering, economics, business, public administration or equivalent.	
3 points for qualifications implying 4 years or more of post-secondary studies or equivalent, 2 points for qualifications implying 3 years of post-secondary studies or equivalent, 1 points for qualifications implying 2 years of post-secondary studies or equivalent	3
Excellent oral, writing and communication skills in English.	
2 points will be awarded for level 1 proficiency, 1 point for level 2. Please note that having at least level 2 proficiency in written and spoken English represents a minimum requirement: the offers of tenderers proposing experts that do not meet this requirement will be automatically rejected	2
<u>General professional experience</u>	15
3 years of professional experience in the field of intellectual property (trademarks, designs, patents, GIs, copyright and related rights).	8
2 years of professional experience in the implementation of international cooperation projects	3
1 year of experience in the implementation of international cooperation projects funded by the EU	4
<u>Specific professional experience</u>	20
3 years of professional experience in the field of IPR in India.	8
1 year of professional experience in working in or with the Indian public administration	5
1 year of specific professional experience working with Indian IPR stakeholders (CGPDTM, DIPP, other relevant government services, business associations, academia, etc.)	3
1 year of professional experience in the design/planning/coordination and/or implementation of visibility activities.	2
1 year of specific professional or academic experience in the development/implementation of the India's National IPR Policy and other IPR related guidelines.	2
Total score for key expert	40

For a full list of the evaluation criteria please see the evaluation grid attached to the tender dossier.

4.2. Support staff & backstopping

Support and backstopping services will be provided by the project management team in Alicante, the work of the IP Expert will also be supported by, tentatively, 1 administrative assistant based also in New Delhi.

Should the consultant require further support or backstopping services, the related costs must be included in the fee rates.

4.3. Office accommodation

Office accommodation of a reasonable standard and basic technical equipment is to be provided by the project.

4.4. Equipment

No equipment is to be purchased on behalf of the Contracting Authority / partner country as part of this service contract or transferred to the Contracting Authority / partner country at the end of this contract. Any equipment related to this contract that is to be acquired by the partner country must be purchased by means of a separate supply tender procedure.

4.5. Incidental expenditures

The contract does not foresee any provision for incidental expenditures.

4.6. Lump sums

No lump sums are foreseen in this contract.

4.7. Expenditure verification

No expenditure verification is required within this contract

4.8. Management of project expenditures

The IP Expert is expected to manage up to 6 000 EUR as advance payment on project expenditures.

The initial amount to be advanced by the EUIPO is based on estimates made by the PMT in Alicante and approved by the Sub Delegated Authorizing Officer to be able to cover 6 months of implementation. The amount will be replenish on a monthly basis after the reconciliations provided by the IP Expert.

All expenditure incurred must be previously approved by the Sub Delegated Authorizing Officer.

This advance is only intended to cover for expenditures which make more financial sense to be managed locally in order to maximize the best value for money such as, but not limited to:

- Payment of office running costs (electricity, office consumables, local post, bank charges)
- Courier services
- Local transport in the context of the project activities
- Local logistics necessary to carry out local event

- Payment of Per Diems⁸ to external experts and/or participants to the project's activities

The advance will be reconciled monthly and supporting documents of each individual expenditure plus a reconciliation sheet will be sent to Alicante, Spain.

The PMT will replenish the EUR amount spent based on the reconciliation sheets provided. Payments will be in EUR.

The IP Expert will be responsible for the advanced amount. Only eligible expenditures are to be covered in the context of this advance. The IP Expert will return the advanced funds at the end of project.

Mismanagement of the advance will result in a proportional reduction of the monthly payment fees to be paid to the IP expert.

5. Reports

The IP Expert will prepare and present to the PMT for approval monthly reports on the work done, in writing.

These will have to include:

- the activities carried out during the month indicating per the main information for each activity such as purpose, date, venue, number of participants, outcome, main follow up strategies necessary and relevant observations to be taken into account for the organisation of future activities;
- the steps taken for the preparation of the future activities such as meetings held and their outcomes, information collected, logistics arrangements established, etc.
- the implementation of the follow up strategies of past activities;
- additional information if requested by the PMT.

Moreover, *ad hoc* reports shall be presented to the PMT on demand within a reasonable time frame.

6. Invoicing

The contract is fee based.

The daily fee rates must cover the remuneration paid per working day and all administrative costs related to employment such as relocation and expatriation expenses (including flights to and from the beneficiary country upon mobilisation and demobilisation), equipment (computer), accommodation, leave, medical insurance and other employment benefits. It shall also include any security arrangement. Any other expenditure not explicitly mentioned here should be included in the fee rates

The daily fees for the expert are payable monthly:

⁸ Per diem calculations are based on the external action rules and the PRAG, following European Commission thresholds and will need to be preapproved by the Sub Delegated Authorizing Officer.

- Upon presentation of a monthly invoice and monthly timesheets duly signed and dated by the PMT and/or a delegated officer. The monthly timesheet must state the date of arrival at and departure from the place of implementation of the contract, the days worked on site and on mission and days spent on holiday or sick leave.
- For days actually worked on the contract, plus travel time for missions outside the normal place of posting (New Delhi), when included in its invoice by the IP Expert.
- Upon a copy of the monthly reports (and any other *ad hoc* report agreed) which took place during the month being invoiced.