

**CLARIFICATION  
to call for tender  
ENV.A.1/SER/2009/0024**

1) Will the fifth special edition of the EFE newsletter require different handling or should it comprise a different kind of content? How is it supposed to differ from the other, regular editions? Is it up to the contractor to develop creative ideas concerning the special status of this fifth edition?

**The special edition traditionally covers Green Week, the annual flagship conference of DG ENV. The contractor is to provide a small team (usually two) journalists to attend the conference and write about interesting sessions, most of which will have been identified beforehand with DG ENV. The form has so far been very similar to the other four editions, but suggestions for changes are welcome.**

2) What obligations – if any - arise for the contractor concerning the detachable insert (talon) of the newsletter's paper edition?

**The talon is an insert with four sides, only one of which changes for each edition. In addition to the three sides that do not change, the contractor is to provide a short text (usually around 50 words) for the one side that does change, advertising an event for example, or a recent development in the implementation of environmental policy, and do the lay out.**

3) The text refers to “updates” to the website: Does this mean that the website has to be updated if any important changes occur in the period between the production of two editions of the EFE newsletters?

**At present, the only updates made to the website are the content of a new issue (i.e. the website is updated by the appearance of the new articles). The principle is that the articles, once finalised, retain their form and content, as though they were printed text. Changes to content (in all languages) would only be required if a serious error in an article was discovered, and the changes would be signalled at the bottom of the article. But contractors are invited to suggest ways of updating the website to make it more dynamic than it is at present, to encourage a shift away from the paper version of EFE towards the electronic version.**