

**CLARIFICATION (3)
to call for tender
ENV.C.2/SER/2009/0014**

- 1. With regard to translation and interpretation (your answer to Q3 on 22nd April) simultaneous translation services are expensive. Translating written materials into local languages also takes time and money. How is “where necessary” defined and who determines when such services will be required?**

As regards the need for interpretation, "where necessary" means in one of the following situations:

- when the speaker does not present in the language of the country
- when there is more than one official language in the country

- 2. Are seminars really required in each Member state? Would it be appropriate to organise some seminars on a regional basis. This would make the seminars larger and more fulfilling for participants, and more cost effective.**

If the contractor can agree with two or more Member States to have a regional seminar, then that is also acceptable to the Commission.

- 3. How would the seminars be branded? Would the contractor be able to brand the seminars in their own name, would it be in Commission format or a mixture of both?**

The seminars should be branded both in the name of the contractor and in the name of the Commission.

- 4. In terms of advertising the events would the Commission provide any web presence or would this be up to the contractor?**

The Commission can have a web page describing the project, containing the schedule of the tour and a link to a contact person at the lead contractor where more information would be available.

- 5. Is the concept of two day seminars fixed? Would the Commission be willing to look at one day seminars? In our experience this would be better for attendance rates and cost effectiveness.**

The Commission can be flexible as regards one-day or two-day seminars on condition that the specific needs of the different stakeholder groups are still sufficiently catered for, e.g. via parallel sessions.

6. The number attendees expected for each seminar affects the costs. How many would you want to target on average?

The number of attendees at each seminar will depend on the size of the country. The contractor should discuss the suitable number of attendees with the contact person in each Member State. However, the contractor should invite individual companies from the different sectors, and not only central organisations