



## EUROPEAN COMMISSION

EuropeAid Co-operation Office

General Operations Support  
**Director**

Brussels, 19/12/2005  
AIDCO Dir. F/FDA D(2005) 35362

**NOTE FOR THE ATTENTION OF MM. MEGANCK, DIRECTOR ELARG D  
WEBER, DIRECTOR AIDCO A  
CARDESA GARCIA, DIRECTOR AIDCO B  
QUINCE, DIRECTOR AIDCO C  
MULLER, DIRECTOR AIDCO D  
ten BLOEMENDAL, DIRECTOR AIDCO E, f.f.**

**Subject: Framework contract “Beneficiaries“  
Reminder of implementation rules**

A few months after the start of most of the Lots of this Framework contract, I consider as appropriate to confirm the following important aspects.

### Applicable rules

Regardless of the degree of deconcentration and or decentralisation, the terms of the Framework contract established between the Commission and the Framework contractors cannot be changed by any Contracting authority. Any services to be carried out through the FWC must fall under the scope and respect the Global Terms of Reference, integral part of the Framework contract. The fee brackets must be respected by the users when calculating the maximum or estimated budget indicated in the Requests. Users are strongly advised to read carefully the Global Terms of Reference before finalising their Specific Terms of Reference and launching the Request.

### Interpretation

Unit AIDCO F3 role is to ensure a uniform approach with interpretation of the applicable rules. To ensure this, AIDCO F3 developed an information tool: “Important message”, available to both the Framework contractors and to the users on the EuropeAid Internet site. This tool provides regularly clarifications and comments, in English and in French.

### Derogation

Derogation to the FWC rules should be subject to prior approval from unit AIDCO F3 in order to ensure harmonisation and compliance with the contractual provisions. Special attention is drawn to the submission period of 14 days for offers. This period cannot be reduced unilaterally by the Commission (see point 8.1.2 of the Global ToR’s).

### CRIS

The use of CRIS is mandatory for the implementation of the FWC. No request can be sent if not encoded in CRIS. The request must be visaed in CRIS by the Contracting authority before being sent.

### Selection of experts

I remind you that no user may indicate to any of the consulted Framework contractors the name of experts he wants to see contracted. The Framework contractors are informed that they are not allowed to accept any expert whose name has been communicated to them.

### Expertise under lot 5 - Conferences

Users can only contract the logistic support for conferences and not the technical expertise/speaker(s) for it (see point 3.3 of the Global Terms of Reference). They may recruit moderators whose role is limited to guide/moderate the discussion. Should a speaker, expert in the field addressed by the relevant event be required, the users must contract the expert(s) under another lot than lot 5. The same principle governs the use of lot 3 of the Commission FWC.

*(signed)*

Francesco de Angelis

Copie : D. Salord