

PUBLIC CALL FOR PROJECT TEAM EXPERTS

for the execution of the work called for in the proposed Specific Agreement

SMP-STAND-2026-ESOS-01-IBA

Network Timetable Exchange – European standard (NeTex-EN)

Starting date: 2026-09-30

Deadline for tenders: 2026-11-09

Introduction

Following the acceptance by the European Commission of a proposal from CEN, as prepared by the CEN/TC 278 Secretariat, funding is available for establishing a team of paid experts.

Recruiting these experts has been delegated by the CEN Secretary General to the secretariat of CEN/TC 278/WG 3, held by AFNOR.

Task of the project team

The project team's requirements and main tasks are:

- The project “Network Timetable Exchange – European standard (NeTex-EN)” aims to transform existing technical specifications (TSs) into EU standards (ENs) for multimodal travel information standards. More specifically, it will address the entire series of CEN/TS 16614 which is also known as Public Transport – Network Timetable Exchange (NeTex). NeTex is a CEN Technical Standard for exchanging Public Transport schedules and related data. It provides a means to exchange data for passenger information such as stops, routes timetables and fares, among different computer systems, together with related operational data. It can be used to collect and integrate data from many different stakeholders and to reintegrate it as it evolves through successive versions. Furthermore, NeTex addresses the requirement of the Annual Union Work Programme on European Standardisation for 2026 (Action 29) and will directly support the implementation of Commission Delegated Regulation (EU) 2024/490 of 29 November 2023 and Commission Implementing Regulation (EU) 2026/253 of 6 February 2026.
- Such transformation will ensure high-interoperability, and availability of static data related to multimodal travel information across the European Union via National Access Points. So, transport offers can reliably be made available on trip planning solutions and distribution platforms regardless of their technology and target audience. The transformation will also facilitate better cross-border data exchange for the purpose of planning multimodal transport offers, supporting sustainable and trustworthy transport.

The dedicated project team will draft the standard related to the project description (see above), working as part of CEN TC/278/WG 3.

Details on the rules governing this subcontracting market

The proposed Project plan is attached. The project plan describes in detail what is expected from the project team, the work plan and milestones and the expertise required for the execution of the task(s).

Regarding financial rules :

The European Commission and EFTA have decided to provide financial support to the standardization work. The financial support from the European Commission and EFTA is based on the Regulation (EU) 2021/690, adopted on April 28, 2021 establishing the Single Market Programme Regulation (SMP), including its Financing Decision,

and the Corporate Model Grant Agreement (MGA) in its version 1.0 of the 12 January 2022 (https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/agr-contr/general-mga_en.pdf). Unless specified otherwise, costs of external subcontractors such as 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 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 including those relating to liability, ownership of results, confidentiality, conflict of interests, publicity, evaluation, assignment, checks and audits.

The subcontractors' 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...).

Costs incurred before the start of the project, scheduled for 01/01/2027 will not be considered as eligible for EU financial support.

Applicants should be forewarned that the elapsed time between completion of the deliverables and AFNOR being in a position to issue the payment is at least five months.

The payment will be divided into several steps

- Step 0: Pre-financing (70 % of the total budget) - following signature of the Agreement with AFNOR
- Step 2: Final payment¹(remaining balance) - subject to the final approval of the final report and receipt of the final payment by the European Commission and EFTA

Regarding contractual terms :

AFNOR places great importance on contractual terms. The call for proposals includes, in particular, the standard subcontracting agreement used by AFNOR for the services covered by the contract. The applicant is authorized to raise objections regarding the clauses of the standard agreement. In such cases, these reservations must be clearly and explicitly identified in the table included in the "Contract Form" document, and the bidder must complete the fields provided for this purpose.

However, the bidder is advised that unconditional acceptance of the AFNOR standard contract will result in the highest score on the legal subcriterion. Conversely, any reservation made regarding the clauses of the standard contract will result in a lower score; thus, the more reservations the candidate makes, the lower their legal score will be, and the less favorable their overall ranking will be. AFNOR reserves the right to reject all or part of any reservations made in the Contract Form.

The candidate is clearly informed that no contractual negotiations may take place after notification of the selection.

¹ Up to 100% of the total budget, reflecting the actual number of man-days spent.

Selection procedure

Applicants will be selected by a selection committee, which is composed of:

- the Chair of CEN/TC 278 Intelligent transport systems;
- representative from CEN/TC 278/WG 3 Public Transport;
- a neutral CEN/TC 278 expert;
- the secretary of CEN/TC 278;
- a representative from the CEN -CENELEC Management Centre.

Applications will be reviewed against the criteria found in the project plan (weighting 70%). Experts will be selected ensuring an equal representation of sectors, countries and skills, as well as the expected 'chemistry' within the project team (weighting 10%). 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 (weighting 20%).

The validation and signature of the contracts with the successful applicants is subjected to the signature of the grant agreement between CEN and European Commission and EFTA.

Application procedure

Applications should be submitted using the attached application form by 2026-11-09.

Applications received after the deadline will not be taken into consideration.

Tenders shall be sent to *Jérémie BOSSU, Standards project manager – ITS referent*, as soon as possible, to be received at the latest by 2026/11/09 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;
- **Supplier account creation request**
- **A bank-certified account details for payments via bank transfer**
- 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 tenders, 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.

Candidates may apply for more than one role. In case of multiple applications candidates shall state their priorities.

Tenders 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 CFT (Call for Tender). 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.

It is possible to apply for a work package as a consortium. If a consortium is formed, one institute needs to be identified as the leader of the consortium and the division of labour between the consortium members should be clearly described and justified. In this case, only the leader of the consortium would sign the contract with the contractor and ensure that all tasks are fulfilled and is responsible for the justifications and expenses of the consortium members. It is essential however that all members of the consortium are properly identified within the offer.

Regarding question concerning the information provided in this call for tender or in case of need for clarification or additional information please contact Jérémie BOSSU, Standards project manager – ITS referent, jeremie.bossu@cerema.fr.

If due to queries or other reasons supplementary information to this call for tender is required, this will be published on the website of the **AFNOR**

I'm looking forward to receiving your application.

Yours sincerely,

Jérémie BOSSU,

Standards project manager – ITS referent, BNTRA by delegation from AFNOR

TECHNICAL DESCRIPTION (PART B)

COVER PAGE

Part B of the Application Form must be downloaded from the Portal Submission System, completed and then assembled and re-uploaded as PDF in the system. Page 1 with the grey IMPORTANT NOTICE box should be deleted before uploading.

Note: Please read carefully the conditions set out in the Call document (for open calls: published on the Portal). Pay particular attention to the award criteria; they explain how the application will be evaluated.

PROJECT	
Project name:	[Network Timetable Exchange – European standard]
Project acronym:	[NeTEx-EN]
Project Duration	24 months
Project Start Date	1 st January 2027
Retroactive start date Justification:	
Coordinator contact:	Ioannis Chourmouziadis CEN

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PROJECT SUMMARY

Project summary

The project “Network Timetable Exchange – European standard” aims to transform existing technical specifications (TSS) into EU standards (ENS) for multimodal travel information standards. More specifically, it will address the entire series of CEN/TS 16614 which is also known as Public Transport – Network Timetable Exchange (NeTEx). NeTEx is a CEN Technical Standard for exchanging Public Transport schedules and related data. It provides a means to exchange data for passenger information such as stops, routes timetables and fares, among different computer systems, together with related operational data. It can be used to collect and integrate data from many different stakeholders and to reintegrate it as it evolves through successive versions. Furthermore, NeTEx addresses the requirement of the Annual Union Work Programme on European Standardisation for 2026 (Action 29) and will directly support the implementation of Commission Delegated Regulation (EU) 2024/490 of 29 November 2023 and Commission Implementing Regulation (EU) 2026/253 of 6 February 2026 as seen below.

Such transformation will ensure high-interoperability, and availability of static data related to multimodal travel information across the European Union via National Access Points. So, transport offers can reliably be made available on trip planning solutions and distribution platforms regardless of their technology and target audience. The transformation will also facilitate better cross-border data exchange for the purpose of planning multimodal transport offers, supporting sustainable and trustworthy transport.

The project is directly linked to:

- Commission Delegated Regulation (EU) 2024/490 of 29 November 2023 amending Delegated Regulation (EU) 2017/1926 supplementing Directive 2010/40/EU of the European Parliament and of the Council with regard to the provision of EU-wide multimodal travel information services which requires standardised access to static data via the NAP listed in its Annex. Article 4 of the Delegated Regulation outlines NeTEx CEN/TS 16614 and subsequent versions as one of the technical specifications to be used for static data sharing.
- Commission Implementing Regulation (EU) 2026/253 of 6 February 2026 on a technical specification relating to the telematics subsystem of the rail system in the European Union for interoperability of data sharing in rail transport (TEL TSI) which requires rail ticketing data to be shared via NAPs. The Annex to this Regulation refers to NeTEx CEN/TS 16614 Parts 1 to 4 as specifications to be used for data sharing.

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1. RELEVANCE

1.1 Background and general objectives

Background and general objectives

Describe the background and rationale of the project.

How is the project relevant to the scope of the call? How does the project address the general objectives of the call? What is the project's contribution to the priorities of the call?

In an intensely connected world, passenger information must be digital and reliable as travellers are turning more and more toward their favourite trip planning solution and/or distribution platform to get information before making a trip. More specifically, they are looking to get information on routing, timetables, connections, fares, accessibility, etc. that would cater to their specific travel needs.

To support the uptake of digital passenger information across multimodal mobility (i.e., public transport including rail transport), the European Union relies on 2 sets of regulation:

- Commission Delegated Regulation (EU) 2024/490 of 29 November 2023 amending Delegated Regulation (EU) 2017/1926 supplementing Directive 2010/40/EU of the European Parliament and of the Council with regard to the provision of EU-wide multimodal travel information services which requires standardised access to static data via the NAP listed in its Annex. Article 4 of the Delegated Regulation outlines NeTEx CEN/TS 16614 and subsequent versions as one of the technical specifications to be used for static data sharing. Annex 1 of the Delegated Regulation details the scope of related data categories.
- Commission Implementing Regulation (EU) 2026/253 of 6 February 2026 on a technical specification relating to the telematics subsystem of the rail system in the European Union for

interoperability of data sharing in rail transport (TEL TSI) which requires rail ticketing data to be shared via NAPs. The Annex to this Regulation refers to NeTex CEN/TS 16614 Parts 1 to 4 as specifications to be used for data sharing.

In order to contribute to the roll-out of these above-mentioned regulations, while ensuring that travellers are fed the information they need, there must be an harmonisation at European level of the data exchange format designed for sharing static information: CEN/TS 16614 which is also known as Public Transport – Network Timetable Exchange (NeTex).

More specifically, this need is addressed by transforming then CEN/TS 16614 series into a European standard (EN) to ensure that:

- It takes precedence over national standards and consequently avoids conflicting national standards,
- EU-wide data exchanges are harmonised and interoperable,
- Its functional scope addresses the data categories of both EU regulations but also the needs of all National Access Points, Public Transport Authorities, Transport Operators, and any third parties involved in multimodal travel information data exchange.

With that, the project is actively addressing:

- The need of a stronger sovereignty for the exchange of public transport and railway data with the provision of European norms that benefit from a recognised and sound governance,
- The rise of an innovation ecosystem in Europe for digital tooling and applications built for the aggregation, management, and sharing of public transport and railway data exchange, all relying on European norms.

The “Network Timetable Exchange – European standard” project not only aims to cover all functional scope of the above-mentioned EU regulations but also to support the required data exchanges for the upcoming European regulations on Multimodal booking (RMB) and Rail ticketing (RTR). In the longer term, having a sound and shared European norm to expose all public transport and rail offers will ease a stronger competition amongst distribution platforms at the benefit of travellers. It also supports Single European Transport Area (tie directly to call language) and contributes to Digital Single Market & EU data.

The deliverables' expected content will respond to the requirement of the Annual Union Work Programme on European Standardisation for 2026 (Action 29) and will directly support the implementation of above-mentioned Commission Delegated Regulation (EU) 2024/490 of 29 November 2023 and Commission Implementing Regulation (EU) 2026/253 of 6 February 2026.

It also aims to support the easier implementation of European standards as per the guiding principles of the Standardisation regulations, strengthening EU-wide interoperability in data exchanges.

In the nutshell, the project will contribute to the digital infrastructure backbone that is required for the establishment of the Single European Transport Area in both local and long-distance contexts.

1.2 Needs analysis and specific objectives

Needs analysis and specific objectives

Describe how the objectives of the project are based on a sound needs analysis in line with the specific objectives of the call. What issue/challenge/gap does the project aim to address?

The objectives should be clear, measureable, realistic and achievable within the duration of the project. For each objective, define appropriate indicators for measuring achievement (including a unit of measurement, baseline value and target value).

As of today, based on surveys conducted within CEF-funded Data4PT project, EU-funded projects NAPCORE and NAPCORE-X, the exchange of static information for multimodal mobility offers relies on a mix of:

- European and national profiles of the CEN/TS 16614 series (Network Timetable Exchange, NeTex),
- Non-European specifications (also referred to as industry-led or de facto standards).

More precisely, it has been noted that, if most national profiles of NeTEx are compatible with the European profiles, they create technical burden on both the data producers and consumers side. Such burden has slowed down the uptake of European-based data exchange formats in favour of industry-led specifications. It has also resulted in:

- Datasets from National Access Points not being completely interoperable,
- Difficulties for European trip planning solutions to provide routing options across Europe,
- An investment gap by industry representatives and software providers in the European standards compared to other industry-led specifications,
- Siloes in the application of the European regulations either by type of mobility services or functional domains.

To address these challenges, the “Network Timetable Exchange – European standard” project aims to provide an harmonised European standard and profile covering the scope as follow:

- Domain-specific needs from public transport and railway (i.e., from conventional public transport to alternative modes of operation to long-distance rail),
- The functional needs for data exchange encompassing, but not limited to:
 - o Network topology
 - o Scheduled timetable,
 - o Fares,
 - o Accessibility,
 - o Passenger information on all the above-mentioned functions,
 - o Fleet management, vehicle scheduling, and driver management.

Such work will be translated into the transformation of the entire CEN/TS 16614 series into an European standard (EN) that will be the revision of:

- CEN/TS 16614-1 Public transport - Network and Timetable Exchange (NeTEx) - Part 1: Public transport network topology exchange format,
- CEN/TS 16614-2 Public transport - Network and Timetable Exchange (NeTEx) - Part 2: Public transport scheduled timetables exchange format,
- CEN/TS 16614-3 Public transport - Network and Timetable Exchange (NeTEx) - Part 3: Public transport fares exchange format,
- CEN/TS 16614-4 Public transport - Network and Timetable Exchange (NeTEx) - Part 4: European Passenger Information Profile (EPIP),
- CEN/TS 16614-5 Public transport - Network and timetable exchange (NeTEx) - Part 5: Alternative modes exchange format,
- CEN/TS 16614-6 Public transport - Network and timetable exchange (NeTEx) - Part 6: European Passenger Information Accessibility Profile (EPIAP)

The revision of the entire series will result in the following outcomes:

- A renewed articulation of its parts to strengthen the alignment with the EN 12896 series and the clarity of the documents,
- Updates of the content of the CEN/TS 16614 series and its related technical components for data exchange to strengthen its alignment with
 - o The EN 12896 series (Public transport - Reference data model),
 - o The EN and CEN/TS 15513 series (Public transport - Service interface for real-time information relating to public transport operations),
 - o The CEN/TS 17118 (Public transport - Open API for distributed journey planning),
 - o The upcoming Open API for the distribution of combined transport products.
- The revision of its related technical components for data exchange.

Success of the project will be measured in the delivery of the future EN 16614 series dedicated to Public Transport – Network Timetable Exchange (NeTEx).

As a summary, the main objectives are structured as follows:

Objective 1: Transform CEN/TS 16614 series (6 parts) into EN 16614 series

Indicator: EN approved (Stage 60.60)

Baseline: TS status

Target: EN adopted

Objective 2: Ensure full regulatory coverage.

Indicator: Regulatory coverage matrix validated by EC

Baseline: Partial mapping

Target: 100% coverage confirmed

Objective 3: Increase harmonisation.

Indicator: Reduction of national profile deviations

Baseline: X national profiles identified in NAPCORE

Target: Common European profile adopted

Objective 4: Stakeholder validation.

Indicator: ≥ 3 structured consultations

#SPRJ-OBJ-POS# #@COM-PL-CP@#

1.3 Complementarity with other actions and innovation

Complementarity with other actions and innovation

Explain how the project builds on the results of past activities carried out in the field and describe its innovative aspects. Explain how the activities are complementary to other activities carried out by other organisations.

The project “Network Timetable Exchange – European standard” complements:

- The EU-funded project NAPCORE-X and more specifically the deliverables produced in
 - o Work Package 2 – Multimodal mobility
 - o Work Package 4 – Data standards and architecture
 - o Work Package 5 – Data provision and use
 - o Work Package 6 – Compliance assessment and national bodies
- The CEN projects
 - o EFIP for the European fare information profile, that is based on the CEN/TS 16614 series and more specifically its part 3,
 - o EUDIT for the European digital ticketing interfaces, for which data expressed in NeTEx is part of the input for any distribution platform,
 - o Cyclinfra for the definition on European specifications for Cycling infrastructure data, for which NeTEx is a candidate for non-linear infrastructure.

Furthermore, the project “Network Timetable Exchange – European standard” addresses the requirement of the Annual Union Work Programme on European Standardisation for 2026 (Action 29) and will directly support the implementation of Commission Delegated Regulation (EU) 2024/490 of 29 November 2023

and Commission Implementing Regulation (EU) 2026/253 of 6 February 2026 aiming to harmonise European profile replacing fragmented national profiles.

It will also serve as an input to all future work conducted by the European Commission in the definition of the required technical backbone for Multimodal booking (RMB) and Rail ticketing (RTR) in support of the establishment of the Single European Transport Area in both local and long-distance contexts.

The project “Network Timetable Exchange – European standard” will be synchronised and coordinated with above-mentioned projects to avoid any duplicate work.

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2. QUALITY

2.1 Concept and methodology

Concept and methodology

Outline the approach and methodology behind the project. Explain why they are the most suitable for achieving the project's objectives.

The project scope is defined as:

- The revision of the content of the CEN/TS 16614 series and its articulation,
- The revision of its related technical components for data exchange,
- The drafting of the future EN 16614 series,
- Validating and review of the future EN 16614 series,

The work will be undertaken through formal CEN consultation and approval, supported by the ESO's established expertise and its engagement with relevant actors across the standardization ecosystem. To ensure that the resulting approach is technically robust, sufficiently resourced, and responsive to domain-specific requirements, the work will be carried out through the following complementary activities:

- Online and offline workshops with relevant stakeholders to gather requirements, test emerging proposals, identify potential gaps and risks, and build a shared understanding of the proposed approach.
- Research into domain-specific needs, complemented by active participation in relevant technical discussions, expert groups, conferences and other sectoral forums. This will ensure that the work reflects current developments, practical use cases and evolving requirements across the relevant domains.
- In-depth analysis of the functional requirements for data exchange, including an active and structured outreach to all relevant stakeholders and participation in relevant ecosystem conferences and technical events. The analysis will be used to identify interoperability requirements, technical constraints, dependencies and potential implementation risks.
- Technical validation and iterative review of the emerging requirements and proposed solutions, drawing on relevant subject-matter expertise and stakeholder feedback. Findings will be reviewed and incorporated iteratively to ensure that the outputs are technically sound, feasible and aligned with identified needs.
- Active consensus building within the project team and through the relevant CEN structures, ensuring that divergent views, unresolved issues and potential risks are identified early and addressed through transparent discussion and evidence-based decision-making.
- Adequate allocation of expertise and resources across the different work strands, including stakeholder engagement, domain research, technical analysis and validation. Progress, key dependencies, identified risks and mitigation actions will be monitored throughout the work, with corrective measures introduced where required.

This approach combines formal standardization processes with practical stakeholder engagement, technical validation and continuous risk management, thereby providing a structured basis for achieving broad consensus and securing the necessary CEN approval. The envisaged deliverables will be developed in CEN TC 278 “Intelligent transport systems” within Working Group 3 (WG 3) “Public transport”. National experts and key industry stakeholders will participate via CEN TC 278 WG3 and its

liaisons. CEN TC 278 WG 3 is the main CEN working group involved in this project as it deals with standardisation of data model and data exchange standard in Public Transport:

- Transmodel / EN12896 is the European reference data model for public transport information. provides an abstract model of common public transport concepts and data structures that can be used to build many different kinds of public transport information system, including timetabling, fares, operational management, real time data, journey planning etc
- The EN and CEN/TS 15513 series (Public transport - Service interface for real-time information relating to public transport operations),
- The CEN/TS 17118 (Public transport - Open API for distributed journey planning),
- The upcoming (2026) CEN/TS OpRa (Public transport - Operating raw data and statistics exchange),
- The upcoming (2028) Open API for the distribution of combined transport products.

A dedicated project team of 10 technical experts and 2 project management and editorial experts, as described in §2.3, will be contracted to draft the standard, working under CEN TC278 WG3 supervision. The project team will hold bi-weekly to monthly meetings and produce intermediate drafts for review by the national delegates.

In addition, periodic stakeholder workshops or consultations (beyond the formal CEN enquiries) may be set up to gather input from public transport operators, technology suppliers, MaaS providers, passenger organisations, etc.

For the development of each deliverable, the CEN-CENELEC Internal Regulations – Part 3, which represents the CEN drafting rules shall be followed. More generally, the common rules for standardisation work will apply. These are outlined in the CEN-CENELEC Internal Regulations – Part 2, including the specific voting procedures and requirements for each type of deliverable.

As CEN, CENELEC and ETSI are recognised European Standardization Organisations, as per Regulation (EU) 1025/2012 and as the deliverables that are requested to be revised, are under the responsibility of CEN/TC 278, it is appropriate for the revision to take place within the CEN standardisation system.

The CEN process for development, review and approval of European Standards is divided into 5 phases:

- Phase 1 – Gap & Regulatory Analysis
 - Regulatory mapping
 - Cross-standard alignment matrix
- Phase 2 – Technical consolidation
 - Removal of inconsistencies
 - Schema validation tests
- Phase 3 – Stakeholder validation
 - Operators
 - NAP managers
 - Software vendors
- Phase 4 – Formal CEN stages
 - WD → CIB → ENQ → FV
- Phase 5 – Deployment support (not cover by this technical description proposal)
 - Implementation guide
 - Migration recommendations

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2.2 Consortium set-up

Consortium cooperation and division of roles (if applicable)

Describe the participants (Beneficiaries, Affiliated Entities and Associated Partners, if any) and explain how they will work together to implement the project. How will they bring together the necessary expertise? How will they complement each other?

In what way does each of the participants contribute to the project? Show that each has a valid role and adequate resources to fulfil that role.

Note: When building your consortium you should think of organisations that can help you reach objectives and solve problems.

The proposed project will be implemented through a well-structured and complementary consortium consisting of CEN (Beneficiary) and AFNOR (Affiliated Entity).

CEN, as the European Committee for Standardization, provides the overarching platform for standardization and coordination of technical committees, including CEN TC 278 on Intelligent Transport Systems (ITS). Its role is essential in ensuring that the project outcomes align with existing European standardisation frameworks.

AFNOR, a CEN member and national standardisation body, will lead the project management, coordination, and administrative follow-up. AFNOR ensures the secretariat function for the relevant CEN TC 278 working groups and will act as the operational lead throughout the project.

CEN and AFNOR will establish a Project Team (PT), with members selected through an open call for experts (see Clause 2.3 for details). Candidates are expected to have strong experience in intelligent transport systems for public transport and rail, including open IT architecture and interoperability, with familiarity in standards such as Transmodel, SIRI, OJP, and NeTEx. To achieve successful and lasting impact, the standard series should be underpinned by the knowledge, evidence, and experience generated through the above relevant projects, ensuring that the standards are rigorous, credible, and well-founded. In addition, solid knowledge of or participation in other relevant EU projects, such as NAPCORE-X is highly desirable to ensure harmonised global coordination. Experience in standards mapping and rail-related standardisation is also welcome.

The work of the PT will be closely aligned with the formal CEN standardisation process, particularly with the activities of CEN TC 278 WG 3 (Public Transport).

The work plan of the PT will be synchronized with the meeting schedules and deliverable timelines of WG 3, ensuring that all draft texts and proposed updates are submitted in time for review and consensus-building.

Key stakeholders will be directly represented in the work of CEN TC 278 through National Standard Body Delegations. Liaisons will be established with independent European or international European-based organizations that, through its recognized expertise, can provide relevant inputs to the work of CEN TC 278.

Key stakeholders will be directly involved through National Standardization Body (NSB) delegations in CEN TC 278, ensuring national and sectoral perspectives are integrated. In addition, liaisons will be established with independent European or international organizations, whose recognized expertise will provide valuable input to the deliverables.

This PT will collaborate closely with CEN TC 278 WG 3 and the secretary of CEN TC 278 to ensure that the main milestones outlined in the NWIP are adhered to. At each relevant consultation and voting milestone, WG3 will provide the draft for review and approval by the CEN TC.

Regular status reports will be provided to WG 3 for information and seeking assistance on issues where required. The PT will consider and take due account of inputs from the WG 3 and its members.

2.3 Project team experts

Name and function	Organisation	Role/tasks/professional profile and expertise
Team leader		Tasks include: - Project management, - Organisation and management of the project team and external relations, - Organisation and management of (e-)meetings, workshops, and any other relevant working sessions. Specific capabilities are required for this role: - Project management, - Editorial skills in the context of standardisation, - Communication and dissemination, - Standardisation activities and their processes, - Consensus building
Team leader support		Tasks include: - Support for project management, - Support for the organisation and management of all foreseen (e-)meetings, workshops, and any other relevant working sessions. Specific capabilities are required for this role: - Project management, - Communication, - Agility and reliability.
NeTEx expert – Topology & transport offer		Tasks include: - Participation in the working groups and meetings, - Management of change requests coming from the NeTEx community related to topology and transport offer, - Contribution in the update of NeTEx in its relevant parts. Specific capabilities are required for this role: - In-depth knowledge of NeTEx for the description of the topology and transport offer, - Knowledge of MMTIS regulation, - Knowledge of planning, scheduling and infrastructure management for transport.
NeTEx expert – Fares & accessibility		Tasks include: - Participation in the working groups and meetings, - Management of change requests coming from the NeTEx community related to fares and accessibility, - Contribution in the update of NeTEx in its relevant parts. Specific capabilities are required for this role:

		- In-depth knowledge of NeTEx for the description of fares and accessibility, - Knowledge of MMTIS regulation, - Knowledge of infrastructure management and distribution platforms for transport.
NeTEx data exchange expert – Producer		Tasks include: - Participation in the working groups and meetings, - Management of change requests coming from the NeTEx community related to the production of data, - Contribution in the update of NeTEx technical components for data exchange. Specific capabilities are required for this role: - In-depth knowledge of NeTEx technical components for data exchange, - Knowledge of MMTIS regulation, - Knowledge of all IT solutions that are producing multimodal mobility data (from planning to fleet management systems).
NeTEx data exchange expert – Consumer		Tasks include: - Participation in the working groups and meetings, - Management of change requests coming from the NeTEx community related to the consumption of data, especially NAPs and trip planners, - Contribution in the update of NeTEx technical components for data exchange. Specific capabilities are required for this role: - In-depth knowledge of NeTEx technical components for data exchange, - Knowledge of MMTIS regulation, - Knowledge of all IT solutions that are consuming multimodal mobility data (from NAP data pipelines to trip planners).
Transmodel expert		Tasks include: - Participation in the working groups and meetings, - Management of change requests coming from the Transmodel community, - Ensuring alignment with Transmodel. Specific capabilities are required for this role: - In-depth knowledge of Transmodel - Knowledge of MMTIS and TEL TSI regulations.
SIRI expert		Tasks include: - Participation in the working groups and meetings, - Management of change requests coming from the SIRI community, - Ensuring alignment with SIRI. Specific capabilities are required for this role:

		- In-depth knowledge of SIRI, - Knowledge of MMTIS and TEL TSI regulations.
OJP expert		Tasks include: - Participation in the working groups and meetings, - Management of change requests coming from the OJP community, - Ensuring alignment with OJP. Specific capabilities are required for this role: - In-depth knowledge of OJP, - Knowledge of MMTIS and TEL TSI regulations.
OpRa expert		Tasks include: - Participation in the working groups and meetings, - Management of change requests coming from the OpRa community, - Ensuring alignment with OpRa. Specific capabilities are required for this role: - In-depth knowledge of OpRa, - Knowledge of MMTIS and TEL TSI regulations.
Public transport domain expert (all modes)		Tasks include: - Participation in the working groups and meetings, - Management of change requests coming from the public transport community (all modes), - Contribution in the update of NeTEx in its relevant parts, Specific capabilities are required for this role: - Knowledge of NeTEx, - Knowledge of MMTIS regulation, - Knowledge of IT infrastructure and tools related to data exchange between public transport stakeholders.
Railway domain expert		Tasks include: - Participation in the working groups and meetings, - Management of change requests coming from the railway community, - Contribution in the update of NeTEx in its relevant parts, Specific capabilities are required for this role: - Knowledge of NeTEx, - Knowledge of TEL TSI regulation, - Knowledge of IT infrastructure and tools related to data exchange between railway stakeholders

3. WORKPLAN, WORK PACKAGES, ACTIVITIES, RESOURCES AND TIMING

3.1 Work plan

Work plan

Provide a brief description of the overall structure of the work plan (list of work packages or graphical presentation (Pert chart or similar)).

The project includes 2 Work Packages, to be conducted in parallel:

1. project management and coordination,
2. Technical developments of NeTEx EN series

The relevant activities are listed as follows:

#	Activity	Due date
WP1	Call for experts	S-2
WP1	Selection of the experts for the Project Team (PT)	S-1
WP1	Signature of contract between CEN and EC	Start (S)
WP1	Contracts with subcontractor and Kick-off meeting & Work plan for the Project Team	S+1
WP2	Definition of the deliverable scope (preparation and adoption by CEN members)	S+4
WP2	Working draft EN 16614 series (revision of CEN/TS 16614 series)	S+11
WP2	Interim report to EC	S+12
WP2	Consensus and consolidation – Review of comments from CEN/TC 278 review and EC consultation	S+16
WP2	Preparation of the final draft for Enquiry	S+19
WP2	Skip the formal vote* and finalization of EN *if possible	S+21

WP2	Publication of EN by CEN (stage code 60.60)	S+23	
WP2	Final report to the EC	S+24	
WP2	Dissemination and visibility	S+24	

Application Form

SMP-STAND-2026-ESOS-01-IBA

Network Timetable Exchange – European standard

Instructions

1. Concerning readability please fill in this form **digitally**;
2. return by **2026-11-09**;
3. via email: jeremie.bossu@cerema.fr
4. including **this form**, your **CV**, and **expertise and skills list** relevant to this call.

CONTACT INFORMATION

Contractor

Title	Company	PO Box
Name	Address	PO Box zipcode
Surname	Postal Code	PO Box city
Phone	City	
E-mail	Country	
	VAT number	

Project Team Expert

(only provide if different from contractor)

Title	Company
Name	Address
Surname	Postal Code
Phone	City
E-mail	Country

ROLES

Please select for which role(s) as described in the Project Plan you would like to apply and provide your day-rate and number of days you require to complete the work.

It is possible to apply and to be selected for more than one role.

Role ¹	Description		Your day rate ²	Expected number days required to do the work ³ (The maximum duration for this project is 647,5 days)
Expert 0	Project Team leader	☐		
Expert 1	Team leader support	☐		
Expert 2	NeTEx expert – Topology & transport offer	☐		
Expert 3	NeTEx expert – Fares & accessibility	☐		
Expert 4	NeTEx data exchange expert – Producer	☐		
Expert 5	NeTEx data exchange expert – Consumer	☐		
Expert 6	Transmodel expert	☐		
Expert 7	SIRI expert	☐		
Expert 8	OJP expert	☐		
Expert 9	OpRa expert	☐		
Expert 10	Public transport domain expert (all modes)	☐		
Expert 11	Railway domain expert	☐		

CREDENTIALS

Please provide a Curriculum Vitae and list on a separate sheet (maximum 4 pages) the skills and experience you offer with references to other relevant projects. The provided information should focus on the required expertise and skills listed in the project plan for the role(s) you are applying for.

CONFORMITY STATEMENT

I certify that all documents provided are veracious and in conformity with reality and certify not to be in any situation described below:

1. subject of a non-likely judgment of recourse for a professional infringement
2. to be in an irregular tax situation or in an irregular special taxation situation
3. to provide with incomplete or erroneous information

¹ If you apply for more than one role, please provide a day rate and the required number of man days for each role separately.

² The day rate shall include a travel budget. The expected number of travels can be found in Project plan.

³ The European Commission requires experts to be selected on the basis of best value for money, considering the total costs of an expert and the expertise and skills offered.

I also certify that I had no conflict of interest by submitting the present offer.

completed by

on

Name

Date

**SERVICE CONTRACT
UNDER THE GA
NO. CEN/GA REFERENCE**

BETWEEN, On the one hand,

The French Standards Association (AFNOR), an association governed by the law of 1 July 1901, recognised to be of public utility, with its registered office at 11 rue Francis de Pressensé - La Plaine Saint Denis (93571), duly represented by Mr Franck LEBEUGLE, in their capacity as Deputy Director General

hereinafter referred to as “**AFNOR**”

AND, on the other hand,

COMPANY NAME, **COMPANY FORM** (E.G.: ASSO/SA/SA, etc.) with headquarters at **ADDRESS OF THE CONTRACTOR'S REGISTERED OFFICE**, registered in the Trade and Companies Register **TOWN REGISTERED IN** with the number **REGISTERED NUMBER**, duly represented by **FIRST NAME AND LAST NAME OF THE AUTHORISED REPRESENTATIVE**, in their capacity as **ROLE OF AUTHORISED REPRESENTATIVE**

Hereinafter referred to as the “**CONTRACTOR**”,

Both Parties are hereinafter individually referred to as the "Party" and jointly as the "Parties".

Whereas :

Wishing to continue their partnership, the purpose of which is to contribute to achieving the objective of the Community's policy on standardisation, the European Commission (EC) and the European Committee for Standardisation (CEN) have developed the subsidy scheme for standardisation activities as part of the EC's policy of simplification through harmonisation of custom procedures, in particular contractual processes. For this purpose, a new grant contract model or "Grant Agreement" (GA) was introduced, which constitutes the common base of legal clauses for all directly managed grant programmes. When the European Innovation Council and SME's Executive Agency (EISMEA) of the European Commission decides to award a grant for carrying out a standardisation task, it proposes that CEN and the standardisation office designated by it sign this Grant Agreement.

It is in this context that the European Commission and CEN concluded the Grant Agreement N° CEN/REFERENCE OF GA, attached hereto (hereinafter the "GA") entrusting AFNOR with the performance of the work, for which the technical specifications and the corresponding budget are defined in the annexes to the GA.

Part of this work, the technical specifications of which are more fully defined in the consultation documents of the call for tenders "[*TITLE OF CALL FOR TENDER*]" issued on [*PUBLICATION DATE OF CALL FOR TENDER*] (hereinafter the "Tender"), and to which the CONTRACTOR wished to respond, is the subject of this subcontract.

The CONTRACTOR, selected at the end of the Tender, having read the Tender documents and the GA, had the opportunity to ask any questions he wished and may have commented on the standard subcontracting agreement included in the tender documents. He was fully informed that this contract can no longer be negotiated once he has been officially notified of the award of the contract.

The CONTRACTOR has declared that it has the required skills and experience and that it has the organisation, material and human resources necessary to provide the service requested as defined in the Call for Tender documents. The CONTRACTOR undertakes to comply with all the obligations set out in the GA which concern it in its capacity as a subcontractor, namely [Articles 6 \(eligible and ineligible costs and contributions\), 8 \(affiliated entities\), 11 \(proper implementation\), 12 \(conflict of interest\), 13 \(confidentiality and security\), 14 \(ethics\), 17.2 \(visibility\), 18 \(specific rules for carrying out action\), 19 \(information\), 20 \(record-keeping\) 25 \(Checks, reviews, audits and investigations\), 28 \(Grant reduction\) et 34 \(administrative sanctions\).](#)

The contractual documents governing the relationship between the parties (hereinafter the "Contract") are set out in descending order below:

- [Articles 6, 8, 11, 12, 13, 14, 17.2, 18, 19 and 20 of the GA](#)
- This service contract and any amendments thereto
- The Tender documents

In the event of any discrepancy, the provisions of the GA and its annexes shall prevail over those of this service contract and any amendments thereto.

Now, therefore, the parties hereto agree as follows:

Article 1. Subject matter

AFNOR hereby engages the CONTRACTOR, which accepts, to perform, in accordance with a performance requirement, the project management of all the operations needed to complete the tasks assigned to it and which are set out in annex 1 of the GA and in the Tender documents (hereinafter the "Services").

Article 2. Obligations of the CONTRACTOR

2.1. The CONTRACTOR agrees to use its best efforts in performing the Services in accordance with the contractual documents and the best practices of its profession.

2.2. The CONTRACTOR agrees to:

- comply with a general obligation to provide information and warning concerning the services covered by the Contract, regardless of AFNOR's expertise or level of knowledge;
- assign qualified staff with the time and resources needed to perform the Services as requested;
- comply with the following provisions of the GA : [Articles 11 \(proper implementation\)](#), [12 \(conflict of interest\)](#), [13 \(confidentiality and security\)](#), [14 \(ethics\)](#), [17.2 \(privacy protection\)](#) and [17.3 \(protection of the environment\)](#), [18 \(specific rules for carrying out actions\)](#), [19 \(information\)](#) and [20 \(record keeping\)](#).
- send AFNOR the name and job title of the person directly responsible for the performance of the Services;
- send AFNOR all the deliverables set out in the Contract within the set deadlines; the CONTRACTOR shall comply with this essential contractual obligation; in the event of a delay, the CONTRACTOR anticipating a delay, or any change likely to affect the scheduled deadline, the CONTRACTOR shall notify AFNOR in writing within a maximum of 7 (seven) calendar days of becoming aware of such delay or change; this notification must be accompanied by a justified proposal to revise the deadlines for the delivery of deliverables; AFNOR reserves the right to refuse any request to amend the deadlines for the delivery of deliverables that is not duly justified and reasonable, that would prejudice the proper execution of the GA, or that could not be accommodated by an amendment to the terms of the GA as a result of such delay; any revision of the deadlines for the delivery of deliverables must be the subject of an amendment to this Agreement; unless the Parties specifically agree otherwise in such an amendment, such a delay shall not prejudice AFNOR's right to claim penalties pursuant to Article 5 of this Agreement;
- draw up and send to AFNOR, at the key stages of the project defined in the Proposal, a report specifying the progress of the services carried out, i.e. an interim report and a final report in accordance with the requirements set out in the Proposal and according to the model proposed by CEN;
- draw up and send AFNOR a progress report regarding the Services on 31 December of each year;
- notify AFNOR of any modification pertaining to the organisation and performance of the tasks such as changes to the structure or the people responsible for the performance of the contract.

2.3. The CONTRACTOR agrees, under penalty of Article 5 hereof, to comply with the agreed deadlines in accordance with the calendar set out in the Contract and in the Tender documents.

2.4. Given that this contract forms part of a programme of the European Commission, the CONTRACTOR agrees to be audited regarding the performance of the services and the use of the sums paid by AFNOR, provided that a notice period of 4 weeks is observed. It consequently agrees to allow AFNOR and/or an audit company appointed by AFNOR and/or anybody in accordance with [Article 25 of the GA](#), to access its premises and documents relating to the execution of the contract upon simple request. In any event, the verification procedures associated with this audit are strictly limited to the

scope of the project and are intended to verify the management and billing procedures for the services in question. The audit may take place at any time during the project's implementation and within a maximum of 5 years following the project's completion. Finally, at the CONTRACTOR's request, a confidentiality agreement may be signed by the auditor conducting the audit.

Translated with DeepL.com (free version)

2.5. The CONTRACTOR must maintain and keep, for a period of five (5) years from the last payment received, a file including the reports, minutes of the tasks undertaken within the context hereof, the time sheets of the person/people involved in the performance of the service, the assignment's expenses statement and the payments made to any authorised sub-contractors.

Article 3. Obligations of AFNOR

AFNOR shall give the CONTRACTOR the information needed to effectively fulfil the Services. AFNOR shall appoint a primary point of contact in order to maintain dialogue throughout the different stages of the services entrusted.

Should the conditions defined in the Tender documents or in the GA be modified by a decision of the European Commission or CEN, AFNOR undertakes to inform the CONTRACTOR.

Article 4. Remuneration

The price and payment terms are set out in Annex 2 ("Financial Terms") hereof.

AFNOR reject costs or contributions which are not eligible (in accordance with the provisions [of Article 6 of the GA](#)), in particular as a result of checks, examinations, audits or investigations (which may be carried out as described in [Article 25 of the GA](#)). The rejection may also be based on findings made in the context of other grants paid by the European Commission.

If AFNOR rejects fees or contributions, these will be deducted from the fees or contributions reported.

Article 5. Penalties

If the contractual deadlines are not adhered to or in the event of a serious breach of its obligations, the CONTRACTOR shall be liable, simply by virtue of the fact that a delay or breach is noted, to financial penalties, the amount of which shall be fixed in proportion to the seriousness of the delay or breach concerned pursuant to the provisions of Article 138-2 of the European Regulation 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union.

It is agreed between the parties that the following shall be considered a "material breach": any significant delay (of three months or more beyond the originally scheduled delivery date), any failure in coordination or project management that affects the achievement of milestones, any violation of governance rules, any repeated failure to comply with disclosure and participation obligations, any breach of confidentiality or intellectual property rights, and any unfair conduct in the implementation of the contractual provisions.

In addition, the maximum amount of such penalties shall not exceed 10% of the total value of the remuneration provided for herein.

The penalties shall be applied independently of any other sanctions arising from the lateness or failure, including the possible termination of the contract and the terms set out in article 6 without, where applicable, the exclusion of a claim for damages.

Article 6. Term – Termination

6.1. Term

This contract enters in force from **START DATE** and will terminate on the date on which the GA ends and/or under the provisions of the GA ([Article 32](#)).

6.2. Termination

The Contract may be automatically terminated early by either Party by recorded letter with acknowledgement of receipt, in the following instances:

- in the event of a serious failure of either Party to fulfil its obligations which remains unremedied within fifteen (15) calendar days of the reception of the notification of the failures in question sent by recorded letter with acknowledgement of receipt, the other Party shall automatically be entitled to terminate the contract without prejudice to any claim for damages;
- in the event that the CONTRACTOR entering into receivership without the contract being pursued by the receiver or the termination of its commercial activities, this contract shall automatically be terminated on the date of the adjudication of the receivership of the assets or on the day of the effective termination of the commercial activities if this contract is not pursued by the receiver;
- in the event of the termination of the GA by the CEN or the European Commission.

Article 7. Intellectual Property

7.1. Principle of granting intellectual property rights relating to the Results

The European Commission does not obtain ownership of the results produced under the action.

However, the beneficiaries of the GA must give each other and the other participants access to the tangible or intangible elements of the action, such as data, know-how or information, whatever their form or nature, whether or not they can be protected, as well as to the rights attached thereto, including the intellectual property rights resulting from the Services (hereinafter referred to as the “Results”), which have been identified as being necessary for the implementation of the action, subject to any specific rules set out in [Annex 5](#) to the GA.

Consequently, the CONTRACTOR grants to AFNOR, in the form of a free, non-exclusive and irrevocable licence to use the Results, which AFNOR may sublicense to CEN, which will then grant them to the European Commission:

- a) rights of use for the purposes of the European Commission and in particular making available to persons working for the Commission, other institutions, agencies and bodies of the Union and the institutions of the Member States, as well as copying and reproduction in whole or in part and in an unlimited number of copies;
- b) rights of public dissemination, including publication on paper and in electronic or digital form, publication on the Internet, including the Europa website, in the form of a downloadable or non-downloadable file, dissemination by any kind of public transmission, display or presentation technique, communication through press information services, inclusion in databases or widely accessible indexes;
- c) translation rights;

- d) access rights on individual request without reproduction or exploitation rights of the Council and the Commission;
- e) storage rights in paper, electronic or other form;
- f) archiving rights in accordance with the Commission's document management rules;
- g) the rights to authorise or sub-licence the modes of exploitation referred to in points b) and c) to third parties.

This licence shall be valid worldwide and shall remain in force for the entire duration of the applicable intellectual property rights. The remuneration set out in the Contract includes the grant of the above license.

The CONTRACTOR warrants and represents that AFNOR has free, full and undisturbed use of all easements of the transferred rights against any disturbances, claims and evictions. In particular, the CONTRACTOR warrants and represents that it has obtained the prior transfer of the intellectual property rights regarding the Results from its employee(s) or any authorised agents.

The following information about the CONTRACTOR will be inserted when the Result is disclosed by the European Commission: "© - year - name of the copyright owner All rights reserved. Licensed by the European Union under conditions. "

7.2 Exception for standardisation deliverables

In view of the specific business model of the standards organisations, and in accordance with the provisions of [Annex 5](#) of the GA, the access fees in the European standardisation actions referred to above do not include the following elements:

- the right to make standards and standardisation deliverables available to people working for other EU services (including institutions, bodies, offices, agencies, etc.) other than the EMEAE or to persons working for an institution or body of an EU Member State;
- to copy or reproduce them in whole or in part, in unlimited numbers; and communication through press information services
- the right to distribute standards and standardisation deliverables to the public (in particular, publication on paper and in electronic or digital format, publication on the Internet, in the form of a downloadable or non-downloadable file, dissemination through any channel, public exhibition or presentation, communication through the press information services, etc.) public presentation, communication through press information services, or inclusion in widely accessible databases or indexes)
- the right to edit or redraft standards and standardisation deliverables
- translation of standards and standardisation products
- processing, analysing and aggregating the standards and standardisation deliverables received and producing derived works.

Article 8. Non-disclosure

Each party agrees not to disclose the data, information and various documents sent by the other party or to which it becomes exposed, even by coincidence, in the performance hereof. Each party agrees to enforce these provisions upon its agents and employees.

The data, information and various communicated documents to which the Parties are exposed may not be used for any other purposes than for the due and proper performance hereof.

This clause shall survive the termination or expiration of this contract and shall apply to the parties throughout the term of the contract and for an additional five (5) years.

Article 9. Transferability and sub-contracting

This contract is entered into inconsideration of the other party. The CONTRACTOR shall not, without the prior express written consent of AFNOR, entrust the completion, in whole or in part, of the Services, for which it is responsible, to a third party. In any case, the CONTRACTOR shall be exclusively responsible for paying the sub-contractor and shall assume full responsibility for any failure attributable to such sub-contractor, without AFNOR incurring any liability whatsoever.

Article 10. Liability, Insurance, Compliance with legislation

Each of the Parties shall assume full liability for the performance of all the obligations entrusted to it by this contract and shall indemnify the other Partie for any losses caused by itself, its employees or any of its agents. If the CONTRACTOR fails to comply with any of its obligations under this contract, the amount to be paid to it may be reduced as set out in the “Penalties” section above.

The CONTRACTOR warrants and represents that it has taken out a business liability insurance policy with a reputable insurer, whose certificate valid for the year in which the Contract is signed, shall be sent to AFNOR. AFNOR reserves the right to request a valid insurance certificate for each year during which the contract is performed.

Whatever the circumstances, the CONTRACTOR shall act in accordance with currently applicable laws and regulations.

The CONTRACTOR provides AFNOR, a French client subject to article D 8222-5 of the French Labour Code, with the following information:

- documentary evidence of the company's registration on concluding the Contract: e.g. an extract of the registration with the Trade and Companies Register (K or K bis); an identification card proving registration with the directory of trades; a receipt for the submission of a declaration to a business formalities centre for natural persons or legal entities whose registration is in progress;
- on concluding the Contract and for an additional six (6) months, a certificate from the social welfare authorities for the recovery of contributions declaring that the corporate declarations have been submitted and the Social Security contributions have been paid;
- on concluding the Contract, the list of the names of the foreign employees requiring work permits assigned to carrying out the Services within Europe. This list shall provide the following information for each employee concerned: recruitment date (1st), nationality (2nd), type and order number of the work permit document (3rd).

Article 11. Miscellaneous provisions

11.1. Legal nature of the agreement

The relationship formed between the parties is that of independent and autonomous businesses. None of the clauses in this contract may be construed as granting either party the power to govern the activities of the other party. Nothing in the form or intention of this contract shall imply the constitution of a company de jure or de facto.

11.2. Invalidity

Should any of the causes of this contract be deemed contrary to applicable regulations, that clause shall be deemed invalid, but shall not lead to the invalidity of the rest of the contract. Each party shall strive to replace the clause with a similar provision that does not modify the economic balance of the contract.

11.3. Modification of the contract

This contract may only be modified by a written amendment that is signed by the representatives of the parties who have been duly authorised to this end.

Consequently, if the GA is modified by an amendment, the parties shall agree to sign a corresponding amendment, if and as applicable.

Article 12. Governing law and the settlement of disputes

This contract, along with any acts resulting from it, is governed by French law. In the event of a dispute arising from the interpretation, formation or execution of the contract, the parties undertake to seek an amicable solution. If such a solution cannot be reached, the dispute will be brought before the exclusive jurisdiction of the courts of Bobigny, including in the event of a warranty claim, several defendants or summary proceedings.

Article 13. Signature

The Parties expressly agree that the Contract may be signed electronically and declare that they accept the fact of expressing and materialising their consent by means of a secure authentication system proposed by AFNOR and organised from a platform managed by a specialised service provider in accordance with the provisions of the Regulation (EU) no. 910/2014 of the European Parliament and of the Council of 23 July 2014 on electronic identification and trust services for electronic transactions in the internal market.

The Parties agree not to challenge the content, reliability, integrity or evidential value of a document and the information it contains on the sole ground that the document is drawn up on an electronic medium and not on paper. By express agreement between the Parties, electronic media are deemed, in the absence of proof to the contrary, to have the same degree of reliability and the same legal value as paper media, and an electronic signature is deemed to have the same legal value as a handwritten signature.

The electronic signature of the Parties and the authentication stamp appear on the last page of the Contract

For AFNOR,
Franck LEBEUGLE
Deputy Director General

For the CONTRACTOR
FIRST NAME AND LAST NAME OF AUTHORISED
REPRESENTATIVE
ROLE OF AUTHORISED REPRESENTATIVE

ANNEX 1. – RELEVANT PROVISIONS OF THE GA & TENDER DOCUMENTS

ANNEX 2. FINANCIAL TERMS

1. Eligibility of costs

To be eligible, the costs included in the CONTRACTOR's price must comply with the eligibility conditions defined in [Articles 6 and 8 of the GA](#) and be calculated on the basis of the costs actually incurred.

2. Price

The price is quoted in euros, exclusive of VAT, and shall therefore be increased by the value of the taxes applicable on the invoice date.

In return for the completion of the Services by the CONTRACTOR, AFNOR shall pay the maximum firm all-inclusive and non-revisable price of: **MAXIMUM PRICE (IN NUMBERS AND IN EUROS) PAID BY AFNOR € excl. of VAT**

This price includes the licence of intellectual property rights relating to the Results as well as the mission expenses invoiced in real terms and for which the supporting documents must imperatively be transmitted to AFNOR.

3. Payments

3.1. Invoicing procedure

The CONTRACTOR shall send AFNOR an invoice on the signature hereof and at every key stage of the project, as set out in the appendix of the GA and in the Tender documents.

Each invoice must include the following information, in addition to the legal notices: the references to the GA and those of the purchase order given by AFNOR.

3.2. Declaration of costs

Each invoice must comply with the requirements set out in the appendix of the GA and be accompanied by the following signed declaration:

"I, the undersignedcertify that

- the eligible costs reported result from the resources mobilized that were necessary for the performance of the work specified in the contract,*
- these costs were incurred and fall within the definition of eligible costs specified in the contract,*
- all supporting documents verifying the costs declared herein, including timesheets, are available to AFNOR and its agents for verification by AFNOR and its authorized representatives and reflect the costs actually incurred.*
- all necessary adjustments, for whatever reason, made to the costs reported in previous cost statements have been included in this statement" ;"*

Part E-1
COST STATEMENT SUMMARY (euro/currency)

for the period from _____ to _____

Project Title: _____

Contract No: _____

Name of *principal contractor / member* ⁽¹⁾: _____

Currency (euro/currency) in which account is kept (2): _____

Exchange/conversion rate in euro²: _____

Contact person for this cost statement (3): _____	Telephone: _____
E-mail address: _____	

Categories of eligible costs		Amount for the period (4)	
		Euro	Currency
Direct Costs			
1.	Personnel		
2.	Subcontracting		
3.	Travel and subsistence		
4.	Computing		
5.	Other specific costs		
	Subtotal		
Adjustments			
7.	Adjustments to costs previously reported (5)		
	Total		

Principal 'Contractor/member's certificate

We certify that

- the above costs are derived from the resources employed which were necessary for the work under the contract,
- such costs have been incurred and fall within the definition of eligible costs specified in the contract,
- full supporting documentation to justify the costs hereby declared, including time sheets is available for audit by the AFNOR and its authorised representatives and reflects the costs actually incurred.

We certify that any necessary adjustments, for any reason, to costs reported in previous cost statements have been incorporated in the above statement (5).

Date: _____

Date: _____

Name of person in charge of the work: _____

Name of duly authorised responsible Financial Officer: _____

Signature of person in charge of the work (6) _____

Signature of duly authorised responsible Financial Officer: _____

1. Delete as necessary.
2. The cost statement must be drawn up in euro and in the currency used in the accounting of the principal contractor/member. the exchange/conversion rate is the one of the OJ for the date of signature of the cost statement
3. One of the persons whose signatures must appear on this form.
4. Net amounts only. Do not include amounts of any indirect taxes, sales taxes or customs duties. Separate details are required for some of the categories specified in the pages which follow.
5. Not applicable for the first cost statement. Any necessary adjustments, for example to reflect actual costs instead of budgeted costs, must be made in subsequent statements. Details and reasons for any adjustments must be provided.
6. The person in charge of the work (see Article 1.6 of the contract) and the duly authorised responsible Financial Officer of the *contractor* must sign the certificate.

COST STATEMENT: Details by Category (euro/currency)

(reporting period No ____)

for the period from

Project Title:

Contract No:

0

Name of principal contractor/member¹

Currency (euro/currency) in which account is kept:

PERSONNEL (please fill in by WPI)

Name ²	Title (Mr / Ms)	Category ³	Status ⁴ (P / T / [I])	Occupation ⁵ (FT / PT)	Number ⁶ of person-days	Daily Personnel rate (7)	Personnel Amount
					A	B	Col. A x B
WP0							
						Total	
WP1							
						Total	
WP2							
						Total	
WP3							
						Total	
WP4							
						Total	
WP5							
						Total	
WP6							
						Total	

TRAVEL

Name ²	Destination (City, Country)	Dates	Detail	Amount (8)
				Total

OTHER MEETING COST (subsistence, hotel,)

Name ²	Destination (City, Country)	Dates	Detail	Amount (8)
				Total

1. Delete as necessary

2. Full names of individuals working on the *project* whose costs are declared

3. Clearly identifiable to *participant's* personnel records

4. Insert "P" for permanent employees, "T" for temporary employees and "I" for in house consultants. [Clearly identifiable to *participant's* personal records]

5. Indicate the occupation status of the individuals, by inserting "FT" for full-time and "PT" for part-time occupation. [Clearly identifiable to *participant's* records].

6. Time declared must be clearly identifiable to *participant's* time maintenance [and personnel records]

7. The personnel rate must be consistent with the actual rate used for the proposal

8. Net amount only. Do not include any indirect taxes, sales taxes or customs duties.

OTHER SPECIFIC COSTS

	Description and supplier name if applicable	Amount ⁽⁸⁾

3.3. Conditions for triggering the payment

All the payments, which follow the initial payment are only triggered if all of the following conditions are fulfilled:

- the acceptance by the European Commission of the interim and final reports as set out in the GA;
- if the CONTRACTOR has fulfilled all its contractual obligations on the date when the invoice is presented;
- if all the documentary evidence for the expenses incurred has been sent;
- if the invoice procedure has been followed;
- if the aforementioned cost declaration has been completed and signed;
- if AFNOR has received the funds attributed to the Services from the European Commission, through the CEN.

Consequently, if, for whatever reason, the European Commission does not pay the dedicated funds to AFNOR, the latter shall be unable to pay the CONTRACTOR and shall assume no liability for this situation.

3.4 Payment schedule

- **First payment** in the amount of **AMOUNT OF THE FIRST PAYMENT REPRESENTING XX% (IN EUROS) €** (XX%), upon signing this contract.

- **Second payment** in the maximum amount of **AMOUNT OF THE SECOND PAYMENT (IN EUROS) €** (**PERCENTAGE REPRESENTED BY THE SECOND PAYMENT AMOUNT %**) upon the European Commission's acceptance without comment of the interim report and the financial justifications and provided that the invoicing arrangements have been respected and that the cumulative conditions referred to in Article 3.3 above are met.

- **Payment of the balance**, upon the European Commission's acceptance without comment of the final report and financial statements by the European Commission and provided that the invoicing arrangements have been respected and that the cumulative conditions referred to in Article 3.3 above are met.

3.5 Payment procedure

Subject to the compliance with the aforementioned cumulative conditions, the payments will be made by bank transfer to a euro-denominated bank account within sixty (60) days of the reception date of the correctly presented invoice.

3.6. Retroactive request

If the European Commission should retroactively claim the funds paid to AFNOR for the payment of the CONTRACTOR, which have already been paid by AFNOR to the CONTRACTOR, AFNOR shall have the right to claim the said funds from the CONTRACTOR within the period imposed by the European Commission and will send a request to that end. In this case, the CONTRACTOR agrees to return the said funds to AFNOR within the period imposed by the European Commission without having to provide any grounds other than those invoked by the European Commission.

Fiche Contrat / *Contract form*

Données prestataires / contrat - Observations par rapport au contrat /

Supplier information / Comments in relation to the contract clauses

Date de l'offre / <i>date of commerciale proposal</i> :	
Nom du Candidat (ou sous-traitant) / <i>Name of the Applicant (or subcontractor) :</i>	
Contact / <i>contact</i>	
Téléphone / <i>Phone number</i>	

MERCI DE BIEN VOULOIR COMPLETER L'ENSEMBLE DES ONGLETS !

L'ABSENCE D'OBSERVATION SUR LE CONTRAT VAUT ACCEPTATION DE L'ENSEMBLE DES CONDITIONS DU CONTRAT PROPOSE

PLEASE COMPLETE ALL THE TABS!

THE ABSENCE OF ANY COMMENT ON THE CONTRACT IMPLIES ACCEPTANCE OF ALL THE CONDITIONS OF THE PROPOSED CONTRACT

afnor
NORMALISATION

Fiche contrat | Données prestataire /

Contract form | Supplier information

Les données de la présente fiche permettra d'établir les documents contractuels à AFNOR dans le cas ou votre offre est retenue
The information in this document will be used by AFNOR to prepare the contract documents in case your proposal is accepted.

Intitulé du marché / Title of the contract	
Nom du Candidat (ou sous-traitant) / Name of the Applicant (or subcontractor) :	
Prestation(s) sous-traitées (nature de la prestation) / Subcontracted service(s) (nature of service):	

Coordonnées de l'entreprise (contrat) / Company details (contract)

Dénomination sociale / Company name :	
Adresse / Address :	
Code postal - Ville - Pays / Postal code - City - Country :	
Forme juridique / Legal form :	
Montant du capital en euros / Amount of capital in Euros :	
Siret et ville d'immatriculation / Registration number	
Prénom/Nom/qualité du représentant légal / First name & Last name/job title of the legal representative :	

Interlocuteurs des parties durant la mission / Contact persons for the parties during the contract

Rôle / Role	Gestion du contrat et conditions commerciales / Contract management and commercial conditions	Interlocuteur opérationnel : Déroulement de l'exécution des prestations / Operational contact
Prénom Nom / First name - Last name		
Fonction / Job title		
Téléphone et e-mail / Phone and e-mail		

Fiche contrat | Observations par rapport au contrat (si applicable)

Contract form | Comments in relation to the contract clauses (if applicable)

Intitulé du marché / <i>Title of the contract</i>	
Nom du Candidat (ou sous-traitant) / <i>Name of the Applicant (or subcontractor) :</i>	
Référence Dossier / <i>file reference :</i>	

Dans le cas ou plusieurs contrats sont proposés, par type de prestation (ex. prestations d'intégration, prestations de maintenance,...) faire une section par contrat
If several contracts are being proposed, by type of service (e.g. integration services, maintenance services, etc.) please create separate sections per contract

Titre du contrat

Article / <i>article</i>	Modification proposée / <i>requested modifications</i>

RGDP (si applicable) / *GDPR (General Data Protection Regulation) if applicable*

Les Données à caractère personnel traitées dans le cadre du marché : *Exemples : civilité, adresse postale, adresse mail, centre de préférences, n° de tel fixe, n° tel portable... <i>The personal data processed within the framework of the contract: *Examples: title, postal address, e-mail address, preference centre, fixed telephone number, mobile telephone number...</i>	
Les catégories de personnes concernées : *Exemples : clients, prospects, personnes certifiées, stagiaires (formation), collaborateurs... <i>The categories of persons concerned : *Examples: customers, prospects, certified persons, trainees (training), employees...</i>	

Supplier account creation request

Electronic form to be filled in by the supplier - All fields are mandatory

Supplier Contact Details

Registered name:					
Address:					
Post code:		Town:		Country:	
SIRET [business reg.] number:		Legal status:	Select in the pull-down list	Inclusive sector:	Select in the pull-down list
Intra-community VAT No.:		NAF [trade sector] code:		Currency:	
Last Name & First Name of Legal Representative:		Umbrella company	Select in the pull-down list		
VAT regime:	Select in the pull-down list	Payment terms	Net 45 days from invoice date		
Documents required:	It is essential to provide bank account details for payments via bank transfer. If the annual amount for orders exceeds €5000 excl. taxes, you must provide the following documents when your account is created and then again every 6 months (see point 4): 1. K-bis business registration certificate (issued within the last 3 months) or equivalent 2. URSSAF Vigilance Certificate available online at www.urssaf.fr or equivalent document certifying the declaration and payment of social security contributions (from other social security collection agencies e.g. RSI, AGESSA, MDA, etc.) 3. Nominative list of Non-EU foreign workers, forms available from the platform <i>It is essential to provide bank-certified account details for payments via bank transfer.</i>				

Order destination ¹

Registered name:	0		
Address:	0		
Post code:	00000	Town:	0
Country:	0		
Name:		First name:	
Tel:		Mobile tel.:	
E-mail address:			

¹ Please correct if the company address and/or registered name is (are) different from section 1

Information regarding Payments ¹

Registered name:	0		
Address:	0		
Post code:	00000	Town:	0
Country:	0		
Name:		First name:	
Tel:		Mobile tel.:	
E-mail address:			

¹ Please correct if the company address and/or registered name is (are) different from section 1

Bank details

BANK NAME			
BANK CODE	SORT CODE	BANK ACCOUNT NUMBER	CLE RIB [Control key]
BIC/SWIFT CODE			

² In accordance with articles L8222-1 et seq. of the French Labour Code, the AFNOR Group delegates the collection and verification of suppliers' legal documents to a specialized trusted third party that is a member of the *Fédération Nationale des Tiers de Confiance* (FNTC - French Federation of Trusted Third Parties), and who receives the following data as part of that mission: REGISTERED NAME, SIRET [business reg.] number and contact details for the "DUTY OF VIGILANCE CONTACT" (last name, first name, address, telephone number, title and e-mail address).

The personal data that you send to us, which is required in order to process your request to create a supplier account for one of the AFNOR Group companies (AFNOR, AFNOR COMPETENCES, AFNOR DEVELOPPEMENT, AFNOR CERTIFICATION, AFNOR INTERNATIONAL), will only be used in-house for processing purchase orders and payments for your services, and for any communication purposes that are necessary for the purchasing process to run smoothly in France and/or abroad, including requests for up-to-date mandatory documents required to satisfy the regulatory obligations under the duty of vigilance to which ordering customers are bound. You have a right of access to, rectification and cancellation of this information as provided for in the Act of 6 January 1978. Unless you object, this information may be used within the framework of the AFNOR Group purchasing process, for all the Group's entities.

You can exercise your rights by writing to the following address: dpo@afnor.org



7 - Certification - CSR initiatives

ISO 9001:	Select in the pull-down list	Certification organization:		ISO 45001:	Select in the pull-down list	Certification organization:	
ISO 14001:	Select in the pull-down list	Certification organization:		ISO 27001:		Certification organization:	
CSR initiatives:	Select in the pull-down list	Certification organization:		Others:		Certification organization:	
In-house requesting party		Entity		Observations:			