

SUBCONTRACTING

ANDREA LÖSCH (DFKI)

Virtual LRB meeting, 29.04.2020



TASKS COVERED



- Task 1: Setting the local workshop agenda
 - Template is available
 - Changes must be approved by ELRC
- Task 2: Advertising the event through appropriate channels
 - in time...
 - Add activities to workshop report
- Task 3: Identifying participants and speakers
 - Extension: SMEs

- Task 4: Invitation of participants
 - In time... at least 2 months prior to event
- Task 5: Organising and covering travel and accommodation for external trainers/speaker
- Task 6: Providing the venue for the workshop, including technical infrastructure
- Task 7: Providing catering for all workshop attendees

- Task 8: Creating, translating and distributing relevant information material for speakers and participants in the target country's CEF language(s)
 - Press releases, invitations, workshop agenda, brochure (electronic and/or paper-based), Participants Evaluation Forms, Feedback Forms, Certificates of attendance, workshop webpages
 - Workshop presentations!!
- Task 9: Providing simultaneous interpretation service to/from the CEF language(s) of the target country

• Task 10: Preparing Workshop Report

- The final workshop agenda (including speakers)
- The final list of workshop participants
- A short report on each workshop session, including contents presented and Q&A raised during the interactive sessions
- All workshop presentations as delivered
- A section on the updated country profile (including the input from the corresponding workshop session, i.e. S8 Panel discussion on Language data creation, management and sharing: existing practices and challenges, as well as the input collected through the Feedback Forms) (Note: The latest version of the country profile is available to the NAPs through the ELRC Sharepoint: [https://tildesia.sharepoint.com/sites/elrc-
nap/default.aspx](https://tildesia.sharepoint.com/sites/elrc-
nap/default.aspx))
- The evaluation of the workshop based on the Evaluation forms distributed as part of the workshop

FINANCIAL FRAME



- The Contractor shall pay to the Subcontractor the total price of maximum 11.500 EUR net.
- If requested by the Subcontractor, the Contractor may make an advance payment of up to 2.500 EUR net upon signature of the subcontract.
- The payment is foreseen against invoice.
- According to EU tax law, the performance shall be invoiced without VAT.