

1. Tenders are to be submitted by **Monday 28 August 2000**
 - either by registered mail, posted not later than **Monday 28 August 2000** (postmark);
 - or by delivery (in person or by an authorised representative or private courier service) to Ove Caspersen, The European Environment Agency, Kongens Nytorv 6, DK-1050 Copenhagen K **not later than 16.00 on Monday 28 August 2000**, in which case a receipt must be obtained as proof of submission, signed and dated by an EEA official.
2. Tenders must be submitted in **three copies** and placed inside **two** sealed envelopes. The inner envelope, addressed to the person indicated above, should be marked: **“Reply to call to tender No. EEA/TIE/00/005. Not to be opened by the internal mail department”**. If self-adhesive envelopes are used, they must be sealed with tape and the sender must sign across the tape.
3. Submission of a tender implies acceptance of the terms specified in our “General terms and conditions applicable to contracts” in all matters not governed by this invitation to tender and waiver your company’s own terms of business.
4. Period of validity of the tender: nine months from date of submission.
5. You will be informed whether or not your tender has been accepted.
6. Your attention is drawn to the following points regarding the tender price:
 - tenders should be expressed in accordance with the technical specifications in Annex II to this invitation
 - prices must be a fixed rate, including all costs
 - costs incurred during missions effected outside the principal place of performance of the contract at the express request and following prior authorisation of the EEA, will be reimbursed according to EEA standard rates
 - prices should be quoted free of VAT, as the EEA is exempt from such charges under Articles 3 and 4 of the Protocol on the privileges and immunities of the European Communities;
 - prices **must be quoted in EUR.**
 - prices must be firm and not subject to revision for the first year of performance on the contract; as from the second year, prices could be revised on the basis of the index published by the Statistical Office of the European Commission.
7. **VAT number and bank details must** be included in the tender (Annex III).
8. Further information can be obtained from the address indicated in paragraph 2 above.
9. Criteria for the award of the contract: The contract will be awarded on the basis of the criteria specified in the task descriptions.
10. Curriculum vitae of the proposed consultant candidate(s) should be added

Technical specifications for framework agreement for dissemination work for the European Environment Agency: Call for Tender EEA/TIE/00/005

1. Objective

An important part of the EEA's activities is to *“ensure that the public is properly informed about the state of the environment”*. One of the measures carried out to ensure that the Agency fulfils its obligations in this respect, is a regular dissemination of its products to key users in all member countries.

The aim is to ensure that all relevant target groups receive the information that is useful to them, as quickly and efficiently as possible. It supplements the “passive” dissemination of EEA output that consists of end users themselves downloading material from the Agency website.

To achieve this objective it is necessary to:

- **Ensure proper coverage.** Continuously analyse existing dissemination in relation to EEA's mandate, establish where improvements in the target group coverage ought to be made and trace and include additional addressees where needed
- **Streamline operations.** Analyse the logistical and resource aspects of mailing, continuously seeking to improve cost efficiency. Facilitate and encourage additions of new, relevant groups and individuals. Enable fine-tuning of dissemination along relevant parameters. Ensure that information is disseminated in the most appropriate format.
- **Go electronic.** Develop and facilitate the use of the Internet as a channel for dissemination. In order to make use of this dissemination channel, it is necessary to develop and implement a number of tools, and to supplement all existing mailing addresses with e-mail coordinates.

The Agency aims at ensuring a high quality of all its products and services. To achieve this, the Agency needs to engage outside contractors possessing specialised competence in number of areas, including those covered by this call for tender. As this is an area under constant development, the work areas and tasks listed below are not exhaustive, but subject to change.

2. Task description

2.1 Ensure proper coverage

Although the Agency is, in broad terms, already reaching the key target groups with its routine mailing and the add-on mailing for individual products, a systematic analysis of the coverage is yet to be carried out.

There is a need to analyse properly whether the Agency is missing out on groups/ individuals that belong to its pre-defined target groups and that could make use of the Agency's output. How complete is the coverage within each of the existing groups? What additional groups need to be included with the coming enlargement of the Agency?

Where shortcomings are detected, missing addressees need to be identified and their coordinates added to the database to improve coverage.

Likely tasks for the contractor:

- ✓ Analyse and evaluate contents of existing address groups used for regular dissemination in view of the Agency's mandate. Undertake necessary updating of the contents of present address groups. Rearrange present groupings if necessary.
- ✓ Identify relevant groups and players on the European environmental arena who are currently missing from the regular dissemination list. Obtain coordinates and add these additional addresses to the database.
- ✓ Identify relevant additional groups that are potential recipients of free of charge material and buyers of EEA sales products. Give priority to finding multipliers and European level networks. Add these addresses to the database.

2.2 Streamline operations

a. State of play – regular mailings

Most EEA products are today mailed directly from the EU publications office - OPOCE - to key EEA clients and EU information relays. The address list for regular mailing is maintained in two versions, one at the Agency and one in Luxembourg. The addressees are end users so closely affiliated with the work of the Agency that they are deemed to **have a use for all EEA products, regardless of topic.**

b. Introducing areas of interest as selection criteria

By grouping the addressees on the regular mailing list according to their areas of interest one would be able to undertake a much more fine-tuned mailing, ensuring that recipients only get the products that are of direct relevance to them. Addressees could well belong to more than one group. This diversification of the regular mailing would have to be reflected in the EEA lists that OPOCE maintain a copy of for mailings from Luxembourg.

Another development being considered is creating new “layers” of recipients consisting of those who are not deemed to merit a place on the regular mailing list but who the Agency would like to provide with paper copies of free of charge material or just inform of new products. These address lists, if established, are to be added to those EEA lists that OPOCE maintain a copy of for mailings from Luxembourg.

c. One-off addresses

Every new product also needs to be sent to addressees who have an interest in this particular report, but where it is not really justified to add the addressee to the regular mailing list. It would be desirable to introduce a system whereby such one-off recipients are added to the central address database, together with information of what reports they have received to prevent overlaps.

d. Improving functionalities of the in-house address database

The existing database enables searches on the basis of, for instance, nationality. It is desirable to extend these functionalities to enable searches on the basis of, for example, area of interest and level of importance of addressee. It would also be desirable to be able to do multiple-criteria searches in the database.

Finally, as pointed out under the next heading, it is desirable to have correspondence between the address database and the Outlook mail client used by the Agency.

e. Maintenance of the ADK002/004 and other OPOCE databases

As mailing operations to key clients are carried out both from the Agency and from OPOCE, whose address databases are incompatible, one is stuck with maintaining a double set of mailing groups. At regular intervals, a crosscheck must be carried out between the mailing lists to ensure that they are identical.

f. Likely tasks for the contractor

- ✓ Analyse how dissemination could be fine-tuned, taking into account the subject matter of the product and whether the addressee should be provided with the full report, free of charge information and sales material, or just e-mail notifications. Devise ways of achieving this and implement the necessary changes in the address database.
- ✓ Devise system for keeping track of who receives what products on a one-off basis
- ✓ Devise ways to code new additions to the address database with their areas of interest and level of importance.
- ✓ Devise technical and logistical solutions to the need to ensure continuous reciprocal updating of EEA and OPOCE versions of address groups for regular mailing

3. Go electronic

The Agency wishes to develop electronic dissemination of information as an alternative and supplement to regular mailing of products in hardcopy. In this connection it is desirable to ensure a connection between the address database and Outlook to enable e-mailing to entire address groups in the address database.

The electronic information disseminated would in most cases be in the form of a short notification and a link to the relevant page on the EEA website. One could imagine posting an order form on the Agency website, enabling visitors to subscribe to these electronic notifications, specifying here too what theme/s they were particularly interested in.

Likely tasks for the contractor:

- ✓ Clarify the organisational and technical requirements for sending out e-mail based notifications from the Agency on a regular basis. Design and set up “subscribe” function on the website for this.
- ✓ Enable easy e-mailing to whole groups from the address database. Obtain e-mail addresses where this is missing from addressees in the address groups used for information and marketing purposes.

4. Duration

The contract will be valid for a period of three years from the date of signature, extendible for another two years.

5. Place of work

The work may take place at the EEA premises in Copenhagen, at the contractor's premises or at other European locations defined by the requirements of the individual tasks.

6. Selection criteria

Tenderers must provide evidence of their professional and technical qualifications by means of the following documentation:

- an identification sheet (name or business name, legal status, contact person, etc.)
- where applicable, references of inscription in the VAT-register
- where applicable, references of inscription in the trade register
- CVs of key personnel
- record of similar work
- clarity of documentation and presentation

7. Awarding criteria

- experience in working in an international-context
- contractor's experience in address database development and management
- contractor's experience with dissemination tasks
- cost per day for consultant work during periods of *intra muros* work in Copenhagen
- cost per day for consultant work carried out at the contractor's premises

IDENTIFICATION SHEET

Company name: _____

Address: _____

Director: _____

Consultant(s): _____

VAT No: _____

Bank details:

Address: _____

Account No: _____

BIC code: _____

Signed by: _____

Company stamp:
(must be added)

(Call for Tender EEA/TIE/00/005)

CONTRACT REF Nos. 3252/B.2000/EEA.xxxxxx

The European Environment Agency, hereinafter called “the Agency”, Kongens Nytorv 6, 1050 Copenhagen K, represented by Domingo Jimenez Beltran, Executive Director

on the one part and xxxxxxxxxxxxxx

hereinafter referred to as “the contractor”,

whose official address is:

xxxxxxxxxxxxxxxxxxx

VAT Nr : (DK: SE-nr.)

represented by xxxxxxxxxxxx, as authorized signatory of the other part

of the other part have agreed as follows:

Article 1 - Subject

In the framework of this contract, the contractor hereby undertakes, subject to the conditions laid down in this contract and the annexes thereto, which form an integral part thereof, to perform the following tasks :

- To provide consultancy services for dissemination work for the European Environment Agency

Article 2 - Duration

This contract is concluded for a period of three years from XXXX to XXXX, both dates inclusive, with possible renewal twice, each renewal being for a period of one year. Once that period has elapsed:

- no new Specific Agreements (or order forms) may be concluded;
- the provisions of the present Framework contract shall continue to apply to any Specific Agreements (or order forms) still in force until the date of their expiry.

Specific Agreements (or order forms) shall enter into force no earlier than the date on which they are signed. Their validity shall not extend beyond one year from the date of expiry of this Framework Contract.

Article 3 - Payment conditions

Payments shall be made within 60 days of receipt of the invoice and shall be deemed to have been made on the date on which they are debited to the Agency's account. All payments will be done upon presentation of an invoice.

The Agency may, however, after giving notice to the Contractor, defer payment if the services covered by the request for payment are contested by the Agency or if the vouchers in support of the invoice are incomplete. Where payment is so deferred, the Agency shall not be liable to pay interest or indemnities of any kind.

All requests for payment shall be sent to the following address:

The European Environment Agency
To the attention of: The finance department
Kongens Nytorv 6
DK - 1050 Copenhagen

The Agency shall be bound to comply with payment periods only if requests for payment are presented at the above addresses.

The payments shall be made to

account no.
account holder
with
bank identification code (BIC code):

Article 4 - General conditions and applicable law

1. This contract shall be governed by the General terms and conditions applicable to contracts awarded by the European Environment Agency as laid down in Annex II to this contract, which the contractor hereby declares to have read and agreed to.
2. This contract shall be subject to Danish law.
3. The Agency and such persons whom are authorised for this purpose by the Executive Director shall be entitled to carry out audits and controls, have access to all books, documents, papers, records and files kept by the Contractor relating to expenditure incurred in performing the contract during the contractual period and for a period of five years after such period.

Article 5 - Non-performance or delayed performance

1. Of any of the obligations arising from this contract, and regardless of the consequences provided for under the law applicable thereto, the beneficiary shall forthwith inform the Agency, with the relevant details, of any event that is liable to prejudice or delay the performance of this contract. The parties concerned shall agree together on the measures to be taken.
2. If no agreement can be reached concerning the delayed performance or/and the non-performance by the beneficiary the Agency may automatically terminate the contract without recourse to any legal proceedings, where no action is taken by the beneficiary within one month of receiving formal notice by registered letter.
3. Furthermore, without prejudice to such termination, the Agency may require reimbursement of all or a part of the amounts paid, having regard to the nature and the scale of the work carried out, before the date of termination of the contract, as well as the interest incurred on overdue payments at the rate in force on the exchange market in the country of the beneficiary or failing that, in Denmark, for three month's deposits in euros, starting the day when the amounts to be reimbursed were received by the beneficiary. The amount due shall be notified to the contractor by registered mail and reimbursed to the Agency within two months of the notification, failing which the rate of interest on the amounts to be reimbursed shall be raised by 2 % points.

Article 6 - Jurisdiction

Any dispute between the Agency and the contractor or any claim by one party against the other under this contract that cannot be settled by the contracting parties out of court, shall be brought before the Copenhagen courts.

Article 7 - Administrative provisions

1. Any amendment to this contract, the annexes thereto or the general terms and conditions applicable to contracts awarded by the European Environment Agency shall be the subject to a supplementary written agreement on the same terms as the contract; a verbal agreement shall not be binding on the contracting parties.
2. The reference number indicated on the first page of this contract as well as the subject of the contract mentioned in article 1 must be mentioned in all relevant reports. For all letters and financial documents with reference to the performance of this contract, only the reference number is compulsory.
3. Any communication with reference to the performance of this contract shall be in written form and shall be sent to the following address :

For the Agency:

EUROPEAN ENVIRONMENT AGENCY
Kongens Nytorv 6
DK - 1050 Copenhagen K

- For administrative and financial matters to the attention of:
Jef Maes
- For technical aspects only, to the attention of: Ove Caspersen

For the contractor, to the attention of :

Article 8 - Tax

1. The Agency shall, in respect of its financial interest in the contract, be exempt from duties, levies and taxes, including value added tax, pursuant to Article 3 and 4 of the Protocol on the Privileges and Immunities of the European Communities and to the Headquarters Agreement between the European Environment Agency and the Government of Denmark of 17 August 1995.
2. The contractor *is* subject to VAT.
3. The VAT number of the European Environment Agency is: DK 18 13 98 39.

For the purposes of the application of Article 3 and 4 of the said Protocol, the Contractor shall comply with instructions of the Agency.

Article 9 - Annexes

1. The following are annexes to this contract:

Annex I	Technical annex
Annex II	General terms and conditions applicable to contracts awarded by the European Environment Agency
Annex III	Reimbursement of travel expenses

2. In case of conflict between dispositions of the annexes and those of the contract, dispositions of the contract will prevail.

Done at Copenhagen on XXXX in three copies, in the English language.

For the contractor:

For the Agency:

D. JIMENEZ-BELTRAN
Executive Director

**GENERAL TERMS & CONDITIONS APPLICABLE TO CONTRACTS AWARDED
BY THE EUROPEAN ENVIRONMENT AGENCY**

Article 1 - Performance of the contract

- (1) The contract shall be performed in such a way as to exclude the possibility of the Contractor or his staff supplying services under conditions identical to those governing the supply of services by a member of the European Environment Agency's staff. The Contractor and his staff may not be members of the European Environment Agency's staff.

Article 2 - Secondary obligations of the Contractors

- (1) The Contractor to the European Environment Agency undertakes to perform the tasks assigned to him according to the highest professional standards. In performance of the contract, the Contractor is required, depending on the circumstances, to use only his own highly qualified, professional staff.
- (2) The Contractor to the European Environment Agency undertakes to provide the Agency with any information it may request for the management of the contract. If the Contractor is a natural person, he shall be required to provide proof of his status either as a self-employed person or an employee for the duration of the contract. To this end, he shall provide the Agency with information about his occupation.
- (3) In the event of termination of the contract for one of the reasons referred to in Article 7 of these terms and conditions, the Contractor to the European Environment Agency shall undertake to send the Agency all information and documents in his possession on the tasks assigned to him.

Article 3 - Confidentiality

- (1) The Contractor undertakes not to make use of and not to divulge to third parties any facts, information, knowledge, documents or other matters communicated to him or brought to his attention during the performance of the contract or any matter arising therefrom. He shall continue to be bound by this undertaking after the expiry of the contract.
- (2) If the Contractor uses his own staff in the performance of the contract, he shall obtain from each staff member a written undertaking that they will respect the confidentiality of any information brought to their attention during the performance of the work and that they will not divulge to third parties or use for their own benefit or that of any third party any document or information not available publicly, even after completion of their assignment. A copy of the undertaking shall be sent to the European Environment Agency.

Article 4 - Permits and licences

- (1) The Contractor shall be solely responsible for taking the necessary steps to obtain any permit or licence required for the performance of the contract under the laws and regulations in force at the place where the tasks assigned to the Contractor are to be performed.
- (2) The European Environment Agency may terminate the contract without notice if the Contractor is unable, through his own fault, to obtain any permit or licence required for the performance of the contract.

Article 5 - Spread of risk

- (1) The Contractor shall not be entitled to payment if he is prevented by force majeure from performing the tasks assigned to him. Part performance only of any such task shall result in part payment. Provided it is specified in the contract, the above provisions shall not affect the Contractor's entitlement to reimbursement of travel and subsistence expenses and of costs for the shipment of equipment incurred in the performance of the contract.

Article 6 - Liability of the contracting parties

- (1) The European Environment Agency may not under any circumstances or for any reason whatsoever be held liable for damage sustained by the Contractor himself or by his staff during the performance of the contract. The European Environment Agency shall not accept any claim for compensation or repairs in respect of such damage.
- (2) Except in case of force majeure, the Contractor shall be required to indemnify the European Environment Agency for any damage they may sustain during the performance, poor or otherwise, of the contract.

Article 7 - Termination of contract

- (1) Each contracting party may, of his own volition and without being required to pay compensation, terminate the contract by serving formal notice two months in advance. If the contract is terminated by the European Environment Agency, the Contractor shall be entitled to payment for the part performance of the contract only.
- (2) In the event of a serious failure by the Contractor to the European Environment Agency, duly noted by the European Environment Agency, to fulfil his obligations under the contract, the contract may be terminated at any time by registered letter without formal notice or payment of any compensation whatsoever by the European Environment Agency. This provision shall not affect the application of Article 6(2) of these General Terms & Conditions.

Article 8 - Termination of the contract and services to third parties

- (1) The Contractor to the European Environment Agency shall not, without the prior and explicit approval of the European Environment Agency, assign the rights and obligations arising out of the contract in whole or in part or sub-contract any part of the contract to third parties.
- (2) Even where the European Environment Agency authorises the Contractor to sub-contract part or all of the work to third parties, he shall nonetheless remain bound by his obligations to the European Environment Agency under the contract.
- (3) Save where the European Environment Agency expressly authorises an exception, the Contractor shall be required to include in any sub-contracts for all or part of the work such provisions as enable the European Environment Agency to enjoy the same rights and guarantees in relation to the sub-contractors as it enjoys in relation to the Contractor himself.

Article 9 - Ownership

- (1) Any result or patent obtained by the Contractor in the performance of the contract shall belong to the European Environment Agency which may use them as it sees fit.
- (2) Copyright and any other rights of ownership in respect of manuscripts or parts thereof shall belong exclusively to the European Environment Agency except where copyright or other property rights already exist.
- (3) On the date of acceptance of the manuscripts and subject solely to the exception referred to in paragraph (2) above, all rights in respect of manuscripts, including amongst others the right to use, print, publish and sell all or part thereof in any manner and in any language whatsoever, shall be acquired by the European Environment Agency which may transfer all or part of such rights to third parties on its own terms.
- (4) The Contractor shall specify any parts of manuscripts, including illustrations, maps and graphs, in which copyright or any other right of ownership already exists and hereby affirms that he has obtained permission to use such parts from the titular holder(s) of such rights or from his or their legal representatives. Any cost for which the Contractor may become liable for such permission shall be paid by him. Save as otherwise provided for in paragraph (2), the Contractor hereby affirms that he is entitled to transfer the copyright or other rights of ownership in respect of the subject matter of the manuscript.
- (5) The European Environment Agency shall not be required to publish manuscripts or documents supplied in the performance of the contract. If it is decided not to publish the manuscripts or documents supplied, the Contractor shall not have them published elsewhere without the written approval of the European Environment Agency.

Article 10 - Methods of payment

- (1) Payments shall be made in euro (€).
- (2) At the request of the Contractor, the Agency may pay him an advance equal to 30% of the amount due on completion of the contract. In addition to the requirement of the second paragraph of Article 45 of the Financial Regulation applicable to the Budget of the European Environment Agency, payment of the advance may be made conditional upon the furnishing by the Contractor of proof that he has lodged a deposit equal to the amount of the advance. The advance shall be deducted from subsequent payments in such a manner that it is fully recovered on exhaustion of the funds provided for such payments.
- (3) In the event of termination of the contract under Article 7 of these General Terms & Conditions, no payment shall be due except for services actually rendered up to the date of termination. In such an event, the amount due shall be calculated after deducting any payments already made. If the payments made prior to termination exceed the sum finally due, the additional amount shall be repaid by the Contractor to the European Environment Agency within 60 days of receipt of a request for repayment. If payment is not made within this period, the sum owed by the Contractor shall start to bear interest at the euro rate applied by the European Central Bank on the last day of the period allowed for repayment, as published in the C series of the Official Journal.
- (4) Reimbursable travel and subsistence expenses shall be paid, where appropriate, on production of supporting documents including receipts, used tickets and boarding pass.
- (5) Payments shall be made within 60 days of the due date.
- (6) The Contractor, whose registered office or place of abode shall be situated within the territory of one of the Member States of the European Environment Agency, shall be required to name a bank within the territory of his country of domicile for the payment of the sums due to him under the contract.

Article 11 - Provisions relating to taxation

- (1) If the tax laws to which he is subject require the Contractor to pay VAT on fees received under the contract, the amount of VAT shall be included in the sums paid by the Environment Agency in return for services rendered.
- (2) The Contractor shall be responsible for complying with the national tax laws applicable to him in respect of revenue received under the contract with the European Environment Agency.

(3) Tax laws:

For Belgium

Direct exemption for transactions of 5.000 Bfr or more. The invoices shall be marked "*Exemption from VAT, Article 42, Paragraph 3.3 of the Code, Circular No. 2/1978*".

For the Grand Duchy of Luxembourg

Services rendered in the Grand Duchy of Luxembourg for 10.000 Flux or more for official purposes of the European Environment Agency shall be granted exemption from Value Added Tax. The invoices shall be marked "*Articles 8 and 9 of the Regulation of the Grand Duchy of 19 December 1969, Article 47 of the law of 5 August 1969 (Recueil de Législation A - No. 66 of 24 December 1969)*".

For the Netherlands

Services rendered in the Netherlands for official purposes of the European Environment Agency shall be zero rated (cf. *Resolution of 14 March 1969 No. 69/1649 - Wet op de Omzetbelasting 1968*).

For Italy

Services rendered in Italy for 100.000 Lires or more inclusive of tax for official purposes of the European Environment Agency shall benefit from direct exemption. The invoices shall be marked "*Decrees of the President of the Republic No. 687 of 23 December 1974 - Italian Official Journal No. 338 of 28 December 1974 - and No. 288 of 2 July 1975 - Italian Official Journal No. 183 of 11 July 1975*".

For France

Services as referred to in Article 259B of the "Code général des Impôts" rendered outside France for official purposes of the European Environment Agency shall be granted exemption from Value Added Tax (note of the "*Ministère de l'Economie et des Finances of 29 July 1980, Official Bulletin - Direction Générale des Impôts, note No. 201 of 18 November 1980*").

For the other Member States

If the Contractor is required, under the fiscal laws to which he is subject, to pay VAT on the sums paid under this contract, the amount of the tax shall be included in the sum referred to in Article 4 of the contract.

The contractor shall, at the request of the European Environment Agency, make available to the latter all vouchers which it might require in order, where necessary, to apply for reimbursement by the fiscal authorities of levies and taxes which have been paid in execution of this contract, pursuant to Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Communities.

Article 12 - Amendments or additions to the contract

- (1) The provisions of the contract and the annexes thereto may be amended or supplemented only by means of an additional agreement signed by each of the parties or their authorised representatives.
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REIMBURSEMENT OF TRAVEL EXPENSES

The reimbursement of travel & 'per diem' expenses occasioned by a convocation of a Contractor to the European Environment Agency is paid in euro (EUR) at the rate of exchange in force against the euro (EUR) for the month in which the liquidation is effected (rate applied by the European Central Bank). All accounts must be in the currency in which they were paid.

a) Travel expenses

by train: First class fare (used ticket with claim),
 by air: Economy class where available (used ticket with claim),
 by car: The equivalent of first class rail fare.

b) Transfer of professional materials or non-accompanied luggage

Subject to prior approval by the Agency.

c) Daily allowance

The daily allowance is to include **all** expenses relating to:

- accommodation;
- meals;
- local transport including taxis.

NOTES:

Taxis are not chargeable.

For information only:

The current daily allowances are as follows (*)

Austria	:	EUR	89,42	Belgium	:	EUR	149,63
Denmark	:	EUR	179,28	Finland	:	EUR	158,97
France	:	EUR	130,29	Germany	:	EUR	127,10
Greece	:	EUR	113,19	Ireland	:	EUR	165,20
Italy	:	EUR	129,82	Luxembourg	:	EUR	143,48
Netherlands	:	EUR	147,69	Portugal	:	EUR	142,98
Spain	:	EUR	141,30	Sweden	:	EUR	158,97
United Kingdom:		EUR	199,21				

(*) Rates are decreased with 25% when the mission exceeds 4 weeks.