

REVISED Call for Tender
for
one Technical Project Leader
responsible for anthropometric and strength surveys and acquiring data
and for
one Technical Project Leader
for the development of the guidelines for the correct application of anthropometric and strength data

Launch: 2020-02-17

~~Original Offer period/Deadline for tenders: 2020-03-25~~

Revised Offer period/Deadline for tenders: 2020-04-01, 10:00 (GMT+1)

Tender validity period: 2020-09-25

NOTE: In this revised call for tender only the offer period/deadline for tenders has been extended.

I Introduction

I.1 General

The following projects require technical work and research and are subject to this call for tender:

1. Development of a new CEN Technical Report on anthropometric and strength data of children in Europe;
2. Development of a new CEN Technical Report on the application of anthropometric and strength data

For the first project a Technical Project Leader will be contracted who will be responsible for anthropometric and strength surveys and acquiring data (forming the basis for a new CEN technical report). In addition, an Anthropometric Survey Participant will be contracted (subject to a future call for tender) who will support the Technical Project Leader.

For the second project a Technical Project Leader will be contracted who will develop guidelines on the application of anthropometric and strength data. These guidelines will form the basis for drafting a new CEN technical report.

As DIN does not have the necessary expertise the involvement of subcontractors for fulfilling the respective work packages is necessary. For the projects, two Technical Project Leaders (subject to this call for tender) and one Anthropometric Survey Participant (subject to a future call for tender) will be contracted.

I.2 Context

The European Committee for Standardization (CEN) is a business facilitator in Europe, removing trade barriers for European industry and consumers. Its mission is to foster the European economy in global trading, the welfare of European citizens and the environment. Through its services it provides a

platform for the development of European Standards and other technical specifications. CEN's National Members are the National Standardization Bodies (NSBs), which work together to develop voluntary European Standards (ENs), together with the CEN CENELEC Management Centre (CCMC). For an overview of the CEN members see the [CEN website](#).

In the past several years, CEN received from the European Commission a number of Mandates for standardisation projects related to childcare articles, toys and other products destined for or used by children. Experts involved in the works of several CEN Technical Committees (CEN/TC) related to children have identified and emphasised the need of having precise and relevant requirements corresponding to the real use of the products that they are standardizing. For this purpose, the use of correct and up-to-date anthropometric data is of great importance.

Availability of correct anthropometric data is essential to define appropriate (safety) requirements such as probes, openings, loads, accessibility etc. in order to avoid/reduce entrapment, strangulation risks etc. The use of incorrect or out-of-date data may cause the (safety) requirements not to cover all children to whom they are destined. Furthermore, experience and knowledge of the anthropometric experts and manufacturers show that values for body measures and physical strength of children have remarkably changed in the past 30 years and no European-wide collection of data has been recently conducted to fill this gap. Additionally, due to lack of a single source of up-to-date and confirmed data, different technical bodies in the European Standardization system have been developing their own approaches to defining the safety requirements to address risks posed to children. This has led to a fragmentation of the requirements which might cause confusion to consumers, manufacturers and market surveillance authorities.

The existing horizontal CEN/ISO technical report CEN ISO/TR 7250-2 provides "Statistical summaries of body measurements from individual ISO populations". The technical report, however, only covers four European countries (Austria, Germany, Italy and The Netherlands) and as the body dimensions of people have been increasing in many countries over the last decades some of the information contained might already be outdated. Furthermore, it only contains information for working age people and for children there is no such document available. For this reason it is necessary to acquire anthropometric data of children and to provide the stakeholders, in particular the industry, with this information, e.g. in a CEN technical report.

For this reason, the European Committee for Standardization (CEN) will carry out, within CEN/TC 122 "Ergonomics" and in particular CEN/TC 122/WG 1 "Anthropometry", a project to acquire anthropometric data of children and to provide the stakeholders, in particular the industry and CEN technical committees, with this information, i.e. in a CEN technical report. In addition, a CEN technical report on the correct application of anthropometric and strength data will be developed. DIN, the national standards body for Germany, provides the secretariat of both, CEN/TC 122 and CEN/TC 122/WG 1, and will perform the administrative management of the standardization work.

As the knowledge about existing anthropometric data and its availability (e.g. commercially available data from private providers or scientific publications) and on the specific demand of data from the relevant stakeholders, e.g. standards writers, industry etc. was limited and in order to avoid unnecessary work, the project was subdivided into two project phases:

Project phase 1:

- research on the existence, quality and availability of anthropometric data of children in Europe resulting in collection of state of art of the data;
- evaluation of databases with respect of suitability for standardization;
- research on the demands from relevant stakeholders on anthropometric data of children, e.g. standards writers and industry, with regard to the application of anthropometric data;
- comparison of the existence/availability of, and the demands for anthropometric data in order to identify the gap between available data and demands concerning their application;
- definition of detailed work plan comprising of objectives and actions to be taken to address these gaps and demands in the second project phase;
- elaboration of a rough planning for project phase 2 including estimations on time schedule and budget.

Project phase 2:

- acquisition of necessary available anthropometric and strength data of children in Europe;
- development of programme for the measurement of anthropometric and strength data of children in Europe in consultation with the stakeholders;
- supplementary measurement of required anthropometric and strength data to complement the existing data;
- practical evaluation of existing and actualized databases;
- elaboration of guidelines on how to correctly apply anthropometric and strength data of children, e.g. when writing a standard or designing a product;
- publication of CEN technical report(s) on anthropometric and strength data of children in Europe and on the correct application of this data.

The first project phase was finalized by the end of 2016. The results of the first project phase (see summary of Project Phase 1 on demands and availability of anthropometric data of children in Europe which is published together with the call for tender) formed the basis for the planning of the second project phase which is subject to this call for tender.

II Objectives

The objectives of the project are to identify, acquire and measure the anthropometric and strength data of children required by the relevant stakeholders and to develop guidance for them and for standards writers on the correct application of anthropometric data (body measures and physical strength) and to publish this information in CEN Technical Reports.

In a first phase of the project (SA 2014-09) available databases of anthropometric and strength data and the stakeholder needs for such data have already been identified and a gap analysis has been performed.

The objectives of the second phase which is subject to this call for tender are:

- acquisition of relevant existing available anthropometric and strength data of children in Europe;
- development of programme for the measurement for obtaining anthropometric and strength data of children in Europe to complement existing data (based on the needs identified in project phase 1 (see summary of Project Phase 1 on demands and availability of anthropometric data of children in Europe which is published together with the call for tender) and in consultation with the stakeholders);
- measurement of required anthropometric data to complement the existing data;
- practical evaluation of existing and actualized databases and processing and harmonization of data coming from both, acquired databases and the measuring campaign;
- estimation of measures in order to complement acquired and measured data to fill identified gaps;
- development of statistical anthropometric and strength tables;
- elaboration of guidelines on how to correctly apply anthropometric and strength data of children, e.g. when writing a standard or designing a product;
- publication of 2 CEN technical report on anthropometric and strength data of children in Europe and on the correct application of such data.

III Execution

III.1 General

The main tasks of the project will be subcontracted to two Technical Project Leaders and an Anthropometric Survey Participant. DIN will carry out the procedural work and sign the contracts with the selected subcontractors following the approval of the selection by EC.

The Technical Project Leader 1 will be responsible for the anthropometric and strength surveys and for acquiring existing data. He will be supported by the Anthropometric Survey Participant. The Technical Project Leader 2 will develop guidelines on the application of anthropometric and strength data. CEN/TC 122/WG 1 will monitor, supervise, guide and support the work of the subcontractors.

In collaboration with the subcontractors and based on the results of their work, CEN/TC 122/WG 1 will develop two CEN technical reports: one on anthropometric and strength data of children in Europe and one on how to correctly apply anthropometric data of children.

More detailed information on the tasks of the project is given in Annex B.

III.4 Time frame

The service contract shall enter into force on the date on which it is signed by the last contracting party. The contracts with the selected Technical Project Leaders will be signed following the signature of the contract between CEN and EC/EFTA and the approval of the selection by EC.

The execution of the tasks may not start before the contract has been signed.

The subprojects shall be finalized until 2024-06-30. Detailed time frames for the respective projects are given in Annex B.

The Technical Project Leaders shall respect the deadlines of the deliverables. If deadlines are not kept, EC is entitled to withhold payment.

IV Financial support

The European Commission and EFTA have decided to provide financial support to technical work and research on anthropometric and strength data of children and the standardization work. The financial support from the European Commission and EFTA is based on the Framework Partnership Agreement (FPA) 2014. Unless specified otherwise, and on condition of approval by EC and EFTA, costs of external subcontractors such as laboratories 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 FPA 2014, be justified and accepted by EC/EFTA. 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 FPA 2014, including those relating to liability, ownership of results, confidentiality, conflict of interests, publicity, evaluation, assignment, checks and audits.

The Technical Project Leader's 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.).

All work to be done under the service contract is based on a pre-financing basis by the applicant.

Payments shall be made in accordance with article 4 of the draft service contract (Annex F).

Costs incurred before the Specific Grant Agreement is signed and the selection procedure is finalized and approved by EC will not be covered by financial support.

V Eligibility criteria

The following candidates will be excluded:

- Candidates who were the subject of a non-likely judgment of recourse for a professional infringement;
- Candidates who are in an irregular tax situation or in an irregular special taxation situation;
- Candidates who provide incomplete or erroneous information.

VI Selection criteria

VI.1 Selection criteria for the Technical Project Leader 1

The applicants shall comply with the following requirements:

1. Financial and economic capacity to execute the project
 - Sufficient economic and financial capacity to guarantee continuous and satisfactory performance throughout the envisaged lifetime of the contract;
 - Sufficient financial capacity in relation to the pre-financing foreseen under the contract.
2. Technical and professional capacity
 - experience in European and/or International standardization for at least 3 years;
 - experience in the field of anthropometry for at least 10 years (body measures; body strengths);
 - experience in planning and performing anthropometric and strength surveys using both traditional and 3D scanning methods;
 - experience with comparable projects on anthropometric surveys on body measures, physical strength, and data aggregation for industrial application, product development and comparative product evaluation;
 - experience as an evaluator of anthropometric data in the sense of EN ISO 7250-1, EN ISO 15535 and EN ISO 20685.

VI.2 Selection criteria for the Technical Project Leader 2

The applicants shall comply with the following requirements:

1. Financial and economic capacity to execute the project
 - Sufficient economic and financial capacity to guarantee continuous and satisfactory performance throughout the envisaged lifetime of the contract;
 - Sufficient financial capacity in relation to the pre-financing foreseen under the contract.
2. Technical and professional capacity
 - experience in European and/or International standardization for at least 3 years;
 - experience in the field of anthropometry for at least 10 years (body measures; body strengths);
 - experience with the application of anthropometric/strength data in industrial application, product development and comparative product evaluation;
 - experience with the assessment of the usability of guidelines;
 - experience as an evaluator of anthropometric data in the sense of EN ISO 7250-1, EN ISO 15535 and EN ISO 20685.

VII Award criteria

VII.1 Award criteria for the Technical Project Leader 1

The selection of the Technical Project Leader 1 will be made on the basis of the following criteria:

1. Price award criterion
 - Price (30 %)
2. Qualitative award criteria
 - Quality of the proposed methodology (25 %)
 - Organization of the work and allocation of resources (20 %)
 - Quality control measures (10 %)
 - Ability to submit agreed deliverables at specified dates and detailed cost estimations (15 %)

Tenders scoring less than 70 % of the overall total points of the qualitative award criteria or less than 50 % of the points awarded for a single criterion of the qualitative award criteria will be excluded from the remaining assessment procedure.

The selection panel shall select the candidate with the highest score. In the case of two or more candidates of equal qualification, the tender providing the best value for money shall be taken into consideration by the selection panel.

VII.2 Award criteria for the Technical Project Leader 2

The selection of the Technical Project Leader 2 will be made on the basis of the following criteria:

1. Price award criterion

- Price (30 %)

2. Qualitative award criteria

- Quality of the proposed methodology (30 %)
- Organization of the work and allocation of resources (25 %)
- Ability to submit agreed deliverables at specified dates and detailed cost estimations (15 %)

Tenders scoring less than 70 % of the overall total points of the qualitative award criteria or less than 50 % of the points awarded for a single criterion of the qualitative award criteria will be excluded from the remaining assessment procedure.

The selection panel shall select the candidate with the highest score. In the case of two or more candidates of equal qualification, the tender providing the best value for money shall be taken into consideration by the selection panel.

VIII Tenders

VIII.1 Form of the tender

Tenders shall be sent by postal mail to the secretary of CEN/TC 122 "Ergonomics" Mr Sebastian Lentz, as soon as possible, to be received at the latest by 2020-03-25 (offer period).

Tenderers must place each bid for each role inside a sealed envelope clearly marked CONFIDENTIAL, placing the sealed envelope(s) in an envelope which is posted to the address indicated.

Late delivery will lead to the non-admissibility of the tender and its exclusion from the award procedure for this contract. Offers sent by email or by fax will also be non-admissible. Envelopes found open at the opening session will also lead to non-admissibility of the tender.

Tenders must be signed by the tenderer or his duly authorised representative.

Submission of a tender implies acceptance of the terms and conditions set out in this call for tender and its annexes. It is binding on the tenderer to whom the contract is awarded for the duration of the contract.

VIII.2 Content of the tender

The tender shall be in English and contain:

- Information about the organisation/s of the tenderer (name, website, contact person(s), phone, email).
- Curriculum Vitae of each relevant person participating in the project, demonstrating the necessary expertise.

- Appropriate documentation to prove the economic and financial capacities.
- A time schedule and a detailed description of the execution of the tasks which will be carried out in the project such as acquisition of relevant data, pilot phase, measuring protocols, anthropometric and strength surveys etc. (Technical Project Leader 1) or consultation with relevant stakeholders, elaboration of guidelines etc. (Technical Project Leader 2).
- Any further documents to prove the qualification required in the above clauses on Selection and Award criteria.
- A table in the format given in **Annex A** with detailed information on the costs of e.g. data acquisition, pilot phase, anthropometric and strength surveys, elaboration of guidelines, participation in meetings, travel expenses etc. (some of these examples are only applicable to Technical Project Leader 1 or Technical Project Leader 2).
- A signed declaration of veracity conforming to **Annex C**, 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.
- A declaration of complete documentation containing all information about the documents necessary to be submitted with a tender in the format given in **Annex D**.

Candidates shall indicate for which of the roles (Technical Project Leader 1 or Technical Project Leader 2) they apply for.

Candidates may apply for Technical Project Leader 1 and Technical Project Leader 2. They will, however, not be chosen for both roles. In case of multiple applications candidates shall state their priorities.

Variants are not allowed.

Please note that, to grant equal treatment of all tenders, it is not possible to modify offers after their submission in relation to the technical and financial proposals. Please note also, that proposals deviating from the technical specifications may be rejected for non-conformity.

VIII.3 Period of validity of the tender

The offer must remain valid for a period of 6 months following the final date for submitting tenders (tender validity period).

VIII.4 Contact between the contracting authority and the tenderer

Contacts between the contracting authority and tenderers are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:

- Before the final date for submission of tenders:
 - At the request of the tenderer, the contracting authority may provide additional information solely for the purpose of clarifying the nature of the contract.
 - The contracting authority may, on its own initiative, inform interested parties of any error, inaccuracy, omission or other clerical error in the text of the call for tenders.
- After opening for tenders:
 - If clarification is requested or if obvious clerical errors in the tender need to be corrected, the contracting authority may contact the tenderer provided the terms of the tender are not modified as a result.

The requests for additional information may be made to the address below by email:
Secretary of CEN/TC 122, Mr Sebastian Lentz, e-mail: sebastian.lentz@din.de.

If due to requests or other reasons supplementary information to this call for tender is required, this will be published on the website of the DIN Standards Committee Ergonomics (www.din.de/go/naerg).

VIII.5 Assessment and award of contract

The selection and appointment of the Technical Project Leaders will be conducted by a selection panel composed of the chairman and the secretary of CEN/TC 122, the convenor of CEN/TC 122/WG 1 and a representative of the CEN CENELEC Management Centre (CCMC).

The contracts with the selected Technical Project Leaders will be signed following the approval of the selection by EC.

Please send your application to

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www.din.de/go/naerg

Annex A

The following table shall be used in the tender to give detailed information on the costs.

Organisation / Staff level	Daily rate	Number of man-days	Total	Travel budget	Others (Supplies, Consumables, data acquisition)	Total cost
	0,00	0	0,00	0,00	0,00	0,00
	0,00	0	0,00	0,00	0,00	0,00
	0,00	0	0,00	0,00	0,00	0,00

Annex B

Description of tasks

B.1 Technical Project Leader 1

B.1.1 Tasks

Technical Project Leader 1 will be responsible for acquisition of existing data and the anthropometric and strength surveys (including pilot study, data processing, statistical evaluation etc.) and in particular for the following tasks:

- Acquisition of relevant data: Negotiation with data owners of relevant databases and acquisition of relevant data, in particular those identified in project phase 1. The databases
 - o must comply with the minimum quality requirements according to ISO 20685 and ISO 15535 and
 - o should preferably be
 - anthropometric/strength databases with high number of measures, preferably generated with scanning technology or
 - growth or obesity monitoring databases.

The acquired data have to be from European countries (including the western European part of Russia).

- conduction of a pilot phase with the objective to reduce the scope of the subsequent anthropometric/strength surveys by obtaining relations between highly correlated measures:
 - o anthropometric measures: Pilot measuring survey addressed to obtain the complete set of required anthropometric measures from a sample of children aged from 0 years to 16 years.
 - o strength measures: Pilot measuring survey addressed to obtain the complete set of required strength measures from a sample of children aged from 3 years to 14 years.
 - o Minimum sample of children required for the development of the Pilot Phase according to Table 1:

Table 1 – Minimum sample size for pilot phase

Age range	Sample size	
	Boys	Girls
0 years to 3 years (≤ 4 years)	40	40
4 years to 16 years	180	180

- investigation of correlations between body measures in order to determine possible correlations between anthropometric/strength measures (based on results from pilot phase and available data) with the objective of optimising the measurement programme by reducing the number of measures to acquire (by identifying correlations, e.g. between reach measures and specific anthropometric/strength measures or between strength measures and body measures).
- provision of an optimized list of measures indicating which measures will be obtained in the survey and which will be estimated (including equations on how to estimate the set of required anthropometric/strength data which are not acquired by measurements).
- definition of the measuring protocols and planning the survey: Definition based on standards and previous studies, including: measuring equipment, posture, clothing, measures definition, logistics, rewards, etc.
- Preparation of informative documentation, including ethical approval, informed consent of parents or guardians and management of personal information according to the General Data Protection Regulation (GDPR).
- participate in the selection panel of the second call for tender in which the Anthropometric Survey Participant will be selected;
- training the Anthropometric Survey Participant on measuring protocols for anthropometric data, transferring the necessary information and documentation.
- in cooperation with the Anthropometric Survey Participant, conduction of the anthropometric survey:

- the survey shall cover a minimum of 2 non-neighbouring countries corresponding to different European Regions, see Figure for European regions);



Figure – European Regions for anthropometric survey

- the minimum sample size and sampling groups required for the different measures are indicated in Table 2 (each cell indicates the minimum number of children required):

Table 2 – Sample size for anthropometric measures

		Sample size of anthropometric measures							
		BODY MEASURES		HEAD MEASURES		FOOT MEASURES		HAND MEASURES	
		BOYS	GIRLS	BOYS	GIRLS	BOYS	GIRLS	BOYS	GIRLS
Sampling groups	≥ 3 months to < 6 months	60	60	40	40	40	40	45	45
	≥ 6 months to < 9 months	60	60	40	40	40	40	45	45
	≥ 9 months to < 12 months	60	60	40	40	40	40	45	45
	≥ 1 year to < 2 years	60	60	40	40	40	40	45	45
	≥ 3 year to < 4 years	75	75	40	40	40	40	45	45
	≥ 5 year to < 6 years	75	75	40	40	40	40	45	45
	≥ 7 year to < 8 years	75	75	40	40	40	40	45	45
	≥ 9 year to < 10 years	105	105	40	40	40	40	60	60
	≥ 11 year to < 12 years	105	105	40	40	40	40	60	60
	≥ 13 year to < 14 years	105	105	40	40	40	40	60	60
	≥ 15 year to < 16 years	105	105	40	40	40	40	60	60

- implementing the measuring programme to complete acquired data, preferably using scanning technology to facilitate the subsequent harmonisation of data from different studies and countries.

- conduction of the strength survey:
 - o the survey shall cover at least one European country.
 - o the minimum sample size and sampling groups required for the different measures are indicated in Table 3 (each cell indicates the minimum number of children required):

Table 3 – Sample size for strength measures

		Sample size of strength measures	
		BOYS	GIRLS
Sampling groups	≥ 2 year to < 3 years	60	60
	≥ 7 year to < 8 years	70	70
	≥ 11 year to < 12 years	70	70
	≥ 13 year to < 14 years	70	70

- o implementing the measuring programme to complete acquired data combining strength measures with relevant anthropometric data.
- extraction and processing of measures for both, acquired data and data generated through the survey, and review of the extraction of all measures to assure data quality.
- in cooperation with Technical Project Leader 2, generation of statistical tables of anthropometric and strength data: Analysis of the data to obtain statistical parameters of the set of measures for all the sampling groups in consultation with relevant stakeholders (anthropometric data are usually presented in form of percentiles but, in principle, also other forms of presentation are permissible if approved by CEN/TC 122/WG 1).
Data have to be provided according to the needs from stakeholders and the prioritization resulting from project phase 1 of the project, see Table 4 for an overview and Annex E for a detailed list:

Table 4 – Overview on list of measures

Age range <i>years</i>	Standing /supine <i>amount</i>	Sitting <i>amount</i>	Reaches <i>amount</i>	Head <i>Amount</i>	Hand <i>amount</i>	Foot <i>amount</i>	Strengths <i>amount</i>
0-3	13	11*	4	17	26	22	6
4-16	88	16	14	17	29	22	14

- in cooperation with CEN/TC 122/WG 1 and Technical Project Leader 2, elaboration of a draft CEN technical report on anthropometric and strength data of children in Europe.
- elaboration of regular progress reports on the project including two interim and a final report for submission to the European Commission.

B.1.2 Time schedule

The following time schedule applies:

I	Anthropometric and strength data acquisition, surveys etc.	
I.1	Acquisition of relevant data of existing databases	2020-09-30
I.2	Pilot phase	2020-11-30
I.3	Call for tender for selection of survey participant	2021-01-31
I.4	Deadline of call for tender	2021-03-15
I.5	Measuring protocols and planning surveys	2021-03-31
I.6	Evaluation of applications received in call for tender and selection of survey participant	2021-04-30
I.7	Anthropometric and strength surveys	2023-03-31
I.8	Generation of statistical tables of anthropometric	

	strength data	2023-07-31
II	Standardisation process (Technical Report on data)	
II.1	WI 00122XXX stage code 20.60 (1st Working Draft)	2023-08-31
II.2	WI 00122XXX stage code 30.99 (draft TR to CCMC)	2023-12-31
II.3	Publication of Technical Report (data)	2024-06-30
III	Reporting	
III.1	1 st interim report (for submission to European Commission)	2021-03-31
III.2	2 nd interim report (for submission to European Commission)	2022-03-31
III.3	Final report (for submission to European Commission)	2024-06-30

B.2 Technical Project Leader 2

B.2.1 Tasks

Technical Project Leader 2 will be responsible for the development of the guidelines for the correct application of anthropometric and strength data and in particular for the following tasks:

- in consultation with CEN/TC 122/WG 1 and with relevant CEN/TCs and stakeholders, elaboration of guidelines for the application of anthropometric and strength data of children which in particular address the following aspects/contents:
 - o guidance for choosing anthropometric/strength data (e.g. which value to choose if the CEN/TR resulting from this project contains not one European value but several values of different European regions or if data from other sources is available which is not in line with the data of the CEN/TR);
 - o general guidance applicable for both data, anthropometric and strength data combined;
 - o general guidance for applying anthropometric data (e.g. how to consider body postures, movement, clothing etc., typological differences/different body types, what to consider when using percentiles, summation of body measures: why summation is not possible when using percentile values etc.);
 - o general guidance for applying strength data (e.g. how to consider body postures, movement, clothing etc., typological differences/different body types, relevance of maximum/minimum values);
 - o specific guidance on the selection and application of anthropometric and strength data for standard writers and for product designers;
 - o specific guidance for applying anthropometric/strength data of children (e.g. how can typical risks for children be addressed, i.e. which body measure/strength is relevant for which risk);
 - o examples for illustrating the application of anthropometric/strength data.
- support Technical Project Leader 1 in the generation of statistical tables of anthropometric and strength data: Analysis of the data to obtain statistical parameters of the set of measures for all the sampling groups in consultation with relevant stakeholders (anthropometric data are usually presented in form of percentiles but, in principle, also other forms of presentation are permissible if approved by CEN/TC 122/WG 1).
- support Technical Project Leader 1 in the elaboration of a draft CEN technical report on anthropometric and strength data of children in Europe.
- in cooperation with CEN/TC 122/WG 1, elaboration of a draft CEN technical report with guidelines for the correct application of anthropometric and strength data.
- elaboration of regular progress reports on the project including two interim and a final report for submission to the European Commission.

B.2.2 Time schedule

The following time schedule applies:

I	Elaboration of guidelines	
I.1	Draft concept for contents of guidelines	2021-02-28
I.2	Draft guidelines on application of anthropometric/strength data	2022-02-28

I.3	Evaluation of draft guidelines on application of anthropometric/strength data with stakeholders	2022-12-31
II Standardisation process II (Technical Report on guidelines)		
II.1	WI 00122XXX stage code 20.60 (1st Working Draft)	2023-08-31
II.2	WI 00122XXX stage code 30.99 (draft TR to CCMC)	2023-12-13
II.3	Publication of Technical Report (guidelines)	2024-06-30
III Reporting		
III.1	1 st interim report (for submission to European Commission)	2021-03-31
III.2	2 nd interim report (for submission to European Commission)	2022-03-31
III.3	Final report (for submission to European Commission)	2024-06-30

Annex C

Declaration of Veracity

I, the undersigned, acting as duly authorized representative of

<<*name of the Organisation*>>

hereby declare that none of the exclusion criteria as stated under section V of the Call for Tender apply.

In particular, I certify that

<<*name of the Organisation*>>

is

- not the subject of a non-likely judgement of recourse for a professional infringement,
- not in an irregular tax situation or in an irregular special taxation situation.

On behalf of

<<*name of the Organisation*>>

I certify that any and all information provided in the tender documents submitted is complete and correct.

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

(Date, Signature of authorized representative)

Annex D

Declaration of Complete Documentation

The following documents were submitted with the tender:

- Curriculum Vitae of each relevant person participating in the project, demonstrating the necessary expertise
- A time schedule and a detailed description of the execution of the tasks which will be carried out in the project
- A table in the format given in **Annex A** with detailed information on the costs of e.g. travel expenses etc
- Appropriate documentation to prove the economic and financial capacities
- Any further documents to prove the qualification required in the above clauses on selection and award criteria
- A signed Declaration of Veracity in the form of **Annex C**
- This present Declaration of Complete Documentation enumerating all documents necessary to be submitted with a tender

(Date, Signature of authorized representative)

Annex E

List of measures to be obtained

From 0 to 1-year-old:

Group of measurement	Measurement
SUPINE	Weight
	Stature / Body height
	Cervicale height
	Arm length to acromion
	Crotch height
	Waist circumference (natural)
	Chest circumference at nipples (Bust girth)
	Hip circumference (buttock)
	Upper arm circumference
	Knee height (midpatella), standing
	Knee circumference
	Shoulder breadth (bideltoid)
	Neck circumference / Neck girth
	Neck breadth
	Shoulder height, sitting
	Hip breadth, sitting (malncludedimum when seated)
	Sitting height, erect
	Eye height, sitting
	Buttock - abdomen depth, sitting
	Buttock to popliteal length, sitting (seat depth)
	Buttock to knee length, sitting
	Thigh clearance, (depth) sitting
	Knee height, sitting
Popliteal height, sitting	
Elbow height, sitting	
HEAD	Head breadth
	Bitragion arc of the head
	Head length
	Head circumference / Head girth
	Maximum head diameter (chin to back of head)
	Sagittal arc of the head
HAND	Hand breadth at metacarpals
	Hand circumference at palm
	Hand length (stylion, to wrist crease)
	Hand clearance (maximum aperture)
	Fist depth
	Maximum grip diameter (between thumb and index finger)
FOOT	Foot breadth
	Ball girth
	Ankle circumference
	Foot height
	Foot length
	Forefoot length
	Height of 1st toe
	Heel to instep girth
	Height of lateral malleolus

STRENGTHS	No strengths are measured in this age group
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From 1 to 3-year-old:

Group of measurement	Measurement
STANDING	Weight
	Stature / Body height
	Cervicale height
	Arm length to acromion
	Crotch height
	Waist circumference (natural)
	Chest circumference at nipples (Bust girth)
	Hip circumference (buttock)
	Upper arm circumference
	Knee height (midpatella), standing
	Knee circumference
	Shoulder breadth (bideltoid)
	Neck circumference / Neck girth
	Neck breadth
SITTING	Shoulder height, sitting
	Hip breadth, sitting (malncludedimim when seated)
	Sitting height, erect
	Eye height, sitting
	Buttock - abdomen depth, sitting
	Buttock to popliteal length, sitting (seat depth)
	Buttock to knee length, sitting
	Thigh clearance, (depth) sitting
	Knee height, sitting
	Popliteal height, sitting
	Elbow height, sitting
REACH	Span
	Forward reach to grip (standing)
	Elbow height (from floor)
	Elbow to elbow breadth
HEAD	Head breadth
	Ear to ear (bitragion) breadth
	Face breadth (bizygomatic or cheekbones)
	Face breadth (brow ridges)
	Eye separation (Interpupilar distance)
	Bitragion arc of the head
	Jaw breadth
	Head length
	Head circumference / Head girth
	Malncludedimim head diameter (chin to back of head)
	Head height (chin to vertelIncluded)
	Face height
	Face length (menton - sellion)
	Sagittal arc of the head
	Mouth breadth
	Mouth opening (between incisors)
Mouth breadth when the mouth is fully open	
HAND	Hand breadth at metacarpals
	Hand circumference at palm

	Thumb breadth at distal joint
	Index finger breadth, distal
	Index finger breadth, proximal
	Middle finger breadth at distal joint
	Middle finger breadth at middle joint
	Third finger breadth at distal joint
	Third finger breadth at middle joint
	Little finger breadth at distal joint
	Little finger breadth at middle joint
	Middle finger length (distal joint to tip)
	Middle finger length (middle joint to distal joint)
	Hand length (to thumb crotch)
	Thumb length
	Index finger length
	Middle finger length
	Third finger length
	Little finger length
	Hand length (styloid, to wrist crease)
	Palm length perpendicular
	Hand breadth at thumb
	Hand clearance (minimum aperture)
	Minimum grip diameter (adapted)
	Thumb diameter (minimum aperture)
	Little finger diameter (minimum aperture)
FOOT	Foot breadth
	Distance heel - 1st metatarsal
	Distance heel - 5th metatarsal
	Toes width
	Toes girth
	Ball girth
	Instep girth
	Ankle height
	Ankle breadth
	Ankle circumference
	Heel breadth
	Foot height
	Foot length
	Forefoot length
	Height of 1st toe
	Height of 1st metatarsal
	Instep height
	Heel height
	Heel to instep girth
	Height of lateral malleolus
	Height of 5th metatarsal
Height of 5th toe	
STRENGTHS	Biting
	Twisting (With hand) – from 30 months
	Press with the foot – from 30 months
	Pushing Forwards – from 30 months
	Pulling – from 30 months
	Hand Grip

From 4 to 16-year-old:

Group of measurement	Measurement
STANDING	Weight
	Stature / Body height
	Diagonal trunk girth / Trunk circumference
	Cervicale height
	Trunk length / Torso height
	Chin height
	Eye height (from floor)
	Upper arm length (shoulder to elbow)
	Centre trunk length
	Arm length to acromion
	Cervical height (contour)
	Cervical to knee hollow
	Arm length to neck back (7th Cervicale)
	Back waist length (Cervicale to waist)
	Buttock height at gluteal furrow
	Shoulder height from floor
	Bust points around neck
	Bust width / Bi-nipple distance
	Waist breadth (at navel)
	Crotch height
	Chest height at armpit
	Front waist length (neck shoulder point to waist)
	Chest breadth at nipples
	Waist circumference (natural)
	Iliac spine height, standing
	Waist height
	Neck shoulder point to breast point
	Chest circumference at nipples (Bust girth)
	Mid-riff girth
	Waist to hip (trochanter)
	Hip circumference (trochanter)
	Chest girth (at alIncludedilla)
	Underbust girth
	Hip breadth at trochanter, standing
	Hip height at trochanter
	Hip circumference (buttock)
	Waist to hips (buttock)
	Top hip height
	Buttock height at malncludedimum depth
	Upper hip height
	Front width (armpit level)
	Chest breadth at armpit
	Chest breadth, standing (mesosternal level)
	Upper arm depth
	Armscye girth
	Lower arm breadth
	Wrist breadth
	Upper arm circumference at armpit
Upper arm circumference	
Elbow girth	
Lower arm circumference	

	Wrist circumference
	Under-arm length
	Wrist depth
	Outside leg length
	Thigh length
	Knee height (midpatella), standing
	Upper thigh circumference
	Tibiale height
	Malncludedimum depth of the body, standing (bust or abdomen)
	Abdomen/seat depth
	ThoraIncluded depth at nipple/Bust depth (nipples level)
	Cervical to breast point
	Cervical to waist
	Body rise
	Total crotch length
	Crotch length (back)
	Crotch length (front)
	Upper thigh depth
	Calf height (at malncludedimum circumference)
	Calf depth
	Calf circumference
	Knee circumference
	Lower knee circumference
	Shoulder breadth (bideltoid)
	Shoulder breadth (biacromial)
	Shoulder slope
	Shoulder width
	Shoulder length
	Back width (armpit level)
	Back width
	Scye depth
	Chest depth, standing
	Mid-thigh girth
	Neck circumference / Neck girth
	Neck-base girth
	Neck breadth
	Head height (7th cervicale to verteIncluded)
	Minimum leg girth
SITTING	Shoulder height, sitting
	Hip breadth, sitting (malncludedimum when seated)
	Thigh breadth (malncludedimum when seated)
	Knee breadth, sitting
	Sitting height, erect
	Eye height, sitting
	Cervical height, sitting
	Abdominal depth, sitting
	Buttock - abdomen depth, sitting
	Buttock to popliteal length, sitting (seat depth)
	Buttock to knee length, sitting
	Thigh clearance, (depth) sitting
	Knee height, sitting
	Popliteal height, sitting

	Shoulder - elbow length
	Elbow height, sitting
REACH	Span
	Knuckle height (from floor)
	Middle finger tip height (from floor)
	Wall-acromion distance
	Fist (grip alncludedis) height
	Arm length to grip
	Forward reach to grip (standing)
	Elbow height (from floor)
	Elbow - grip length
	Overhead reach to grip (standing)
	Leg length, buttock to sole (sitting)
	Overhead reach to fingertip (on tiptoes)
	Elbow to elbow breadth
	Elbow - wrist length
	HEAD
Ear to ear (bitracion) breadth	
Face breadth (bi-zygomatic or cheekbones)	
Face breadth (brow ridges)	
Eye separation (Interpupilar distance)	
Bitracion arc of the head	
Jaw breadth	
Head length	
Head circumference / Head girth	
MaIncludedimum head diameter (chin to back of head)	
Head height (chin to verteIncluded)	
Face height	
Face length (menton-sellion)	
Sagittal arc of the head	
Mouth breadth	
Mouth opening (between incisors)	
Mouth breadth when the mouth is fully open	
HAND	
	Hand circumference at palm
	Thumb breadth at distal joint
	IndeIncluded finger breadth, distal
	IndeIncluded finger breadth, proIncludedimal
	Middle finger breadth at distal joint
	Middle finger breadth at middle joint
	Third finger breadth at distal joint
	Third finger breadth at middle joint
	Little finger breadth at distal joint
	Little finger breadth at middle joint
	Middle finger length (distal joint to tip)
	Middle finger length (middle joint to distal joint)
	Hand length (to thumb crotch)
	Thumb length
	IndeIncluded finger length
	Middle finger length
	Third finger length
Little finger length	
Hand length (stylium, to wrist crease)	

	Palm length perpendicular
	Hand breadth at thumb
	Hand depth
	Hand clearance (maximum aperture)
	Middle finger depth at distal joint
	Middle finger depth at middle joint
	Maximum grip diameter (between thumb and index finger)
	Thumb diameter (minimum aperture)
	Little finger diameter (minimum aperture)
FOOT	Foot breadth
	Distance heel - 1st metatarsal
	Distance heel - 5th metatarsal
	Toes width
	Toes girth
	Ball girth
	Instep girth
	Ankle height
	Ankle breadth
	Ankle circumference
	Heel breadth
	Foot height
	Foot length
	Forefoot length
	Height of 1st toe
	Height of 1st metatarsal
	Instep height
	Heel height
	Heel to instep girth
	Height of lateral malleolus
Height of 5th metatarsal	
Height of 5th toe	
STRENGTHS	Finger Push
	Pinch (finger tips)
	Pinch-Pull
	Hand Grip
	Hand pushing
	Hand Pulling
	Twisting (With hand)
	Press with the foot
	Biting
	Pushing Forwards
	Pushing downwards
	Pulling
	Lifting
	Pushing with the shoulder

Annex F

Draft Service Contract

DRAFT Service contract

Between

DIN Deutsches Institut für Normung e. V.
Saatwinkler Damm 42/43
13627 Berlin
hereinafter referred to as "DIN"

and

[Details of subcontractor]

hereinafter referred to as the "CONTRACTOR"

Introduction

The European Commission/EFTA has decided to fund SA/CEN/2019-07 "Anthropometric Data of children". This project is dealt with by CEN/TC 122 "Ergonomics" and in particular CEN/TC 122/WG 1 "Anthropometry", the secretariats of which are held by DIN. DIN assures the organizational coordination work on behalf of CEN/TC 122 and CEN/TC 122/WG 1, respectively.

1. Object of the Service contract

The CONTRACTOR agrees that it will participate as Technical Project Leader 1 for the duration of the project starting from the conclusion of this contract and finishing by 2024-06-30. It is tasked to produce the following deliverable:

- Statistical tables of anthropometric and strength data of children;
- Draft CEN Technical Report on "Ergonomics – Anthropometric and strength data of children";
- Final report on the project.

2. Duties of the CONTRACTOR

The CONTRACTOR will be responsible for acquisition of existing data and the anthropometric and strength surveys (including pilot study, data processing, statistical evaluation etc.). Its duties in particular include:

- Acquisition of relevant data: Negotiation with data owners of relevant databases and acquisition of relevant data, in particular those identified in project phase 1. The databases
 - o must comply with the minimum quality requirements according to ISO 20685 and ISO 15535 and
 - o should preferably be
 - anthropometric/strength databases with high number of measures, preferably generated with scanning technology or
 - growth or obesity monitoring databases.

The acquired data have to be from European countries (including the western European part of Russia).

- conduction of a pilot phase with the objective to reduce the scope of the subsequent anthropometric/strength surveys by obtaining relations between highly correlated measures:
 - o anthropometric measures: Pilot measuring survey addressed to obtain the complete set of required anthropometric measures from a sample of children aged from 0 years to 16 years.
 - o strength measures: Pilot measuring survey addressed to obtain the complete set of required strength measures from a sample of children aged from 3 years to 14 years.
 - o Minimum sample of children required for the development of the Pilot Phase according to Table 1:

Table 1 – Minimum sample size for pilot phase

Age range	Sample size	
	Boys	Girls
0 years to 3 years (\leq 4 years)	40	40
4 years to 16 years	180	180

- investigation of correlations between body measures in order to determine possible correlations between anthropometric/strength measures (based on results from pilot phase and available data) with the objective of optimising the measurement programme by reducing the number of measures to acquire (by identifying correlations, e.g. between reach measures and specific anthropometric/strength measures or between strength measures and body measures).
- provision of an optimized list of measures indicating which measures will be obtained in the survey and which will be estimated (including equations on how to estimate the set of required anthropometric/strength data which are not acquired by measurements).
- definition of the measuring protocols and planning the survey: Definition based on standards and previous studies, including: measuring equipment, posture, clothing, measures definition, logistics, rewards, etc.
- Preparation of informative documentation, including ethical approval, informed consent of parents or guardians and management of personal information according to the General Data Protection Regulation (GDPR).
- participate in the selection panel of the second call for tender in which the Anthropometric Survey Participant will be selected;
- training the Anthropometric Survey Participant on measuring protocols for anthropometric data, transferring the necessary information and documentation.
- in cooperation with the Anthropometric Survey Participant, conduction of the anthropometric survey:
 - o the survey shall cover a minimum of 2 non-neighbouring countries corresponding to different European Regions, see Figure for European regions);



Figure – European Regions for anthropometric survey

- the minimum sample size and sampling groups required for the different measures are indicated in Table 2 (each cell indicates the minimum number of children required):

Table 2 – Sample size for anthropometric measures

		Sample size of anthropometric measures							
		BODY MEASURES		HEAD MEASURES		FOOT MEASURES		HAND MEASURES	
		BOYS	GIRLS	BOYS	GIRLS	BOYS	GIRLS	BOYS	GIRLS
Sampling groups	≥ 3 months to < 6 months	60	60	40	40	40	40	45	45
	≥ 6 months to < 9 months	60	60	40	40	40	40	45	45
	≥ 9 months to < 12 months	60	60	40	40	40	40	45	45
	≥ 1 year to < 2 years	60	60	40	40	40	40	45	45
	≥ 3 year to < 4 years	75	75	40	40	40	40	45	45
	≥ 5 year to < 6 years	75	75	40	40	40	40	45	45
	≥ 7 year to < 8 years	75	75	40	40	40	40	45	45
	≥ 9 year to < 10 years	105	105	40	40	40	40	60	60
	≥ 11 year to < 12 years	105	105	40	40	40	40	60	60
	≥ 13 year to < 14 years	105	105	40	40	40	40	60	60
	≥ 15 year to < 16 years	105	105	40	40	40	40	60	60

- implementing the measuring programme to complete acquired data, preferably using scanning technology to facilitate the subsequent harmonisation of data from different studies and countries.
- conduction of the strength survey:
 - the survey shall cover at least one European country.
 - the minimum sample size and sampling groups required for the different measures are indicated in Table 3 (each cell indicates the minimum number of children required):

Table 3 – Sample size for strength measures

		Sample size of strength measures	
		BOYS	GIRLS
Sampling groups	≥ 2 year to < 3 years	60	60
	≥ 7 year to < 8 years	70	70
	≥ 11 year to < 12 years	70	70
	≥ 13 year to < 14 years	70	70

- implementing the measuring programme to complete acquired data combining strength measures with relevant anthropometric data.
- extraction and processing of measures for both, acquired data and data generated through the survey, and review of the extraction of all measures to assure data quality.
- in cooperation with Technical Project Leader 2, generation of statistical tables of anthropometric and strength data: Analysis of the data to obtain statistical parameters of the set of measures for all the sampling groups in consultation with relevant stakeholders (anthropometric data are usually presented in form of percentiles but, in principle, also other forms of presentation are permissible if approved by CEN/TC 122/WG 1).
Data have to be provided according the needs from stakeholders and the prioritization resulting from project phase 1 of the project, see Table 4 for an overview and Annex 1 for a detailed list:

Table 4 – Overview on list of measures

Age range <i>years</i>	Standing /supine <i>amount</i>	Sitting <i>amount</i>	Reaches <i>amount</i>	Head <i>amount</i>	Hand <i>amount</i>	Foot <i>amount</i>	Strengths <i>amount</i>
0-3	13	11*	4	17	26	22	6
4-16	88	16	14	17	29	22	14

- in cooperation with CEN/TC 122/WG 1 and Technical Project Leader 2, elaboration of a draft CEN technical report on anthropometric and strength data of children in Europe;
- elaboration of regular progress reports on the project including two interim and a final report for submission to the European Commission.

The CONTRACTOR undertakes to perform its duties with reasonable care and skill applying recognized practices. The CONTRACTOR is not entitled to subcontract any rights and obligations of this Service contract without the prior written consent of DIN.

In particular, the following target dates for each step shall be adhered to. In case of non-adherence to the target dates, the Commission/EFTA is entitled to cancel the funding.

I Anthropometric and strength data acquisition, surveys etc.

I.1	Acquisition of relevant data of existing databases	2020-09-30
I.2	Pilot phase	2020-11-30
I.3	Call for tender for selection of survey participant	2021-01-31
I.4	Deadline of call for tender	2021-03-15
I.5	Measuring protocols and planning surveys	2021-03-31
I.6	Evaluation of applications received in call for tender and selection of survey participant	2021-04-30
I.7	Anthropometric and strength surveys	2023-03-31
I.8	Generation of statistical tables of anthropometric strength data	2023-07-31

II Standardisation process (Technical Report on data)

II.1	WI 00122XXX stage code 20.60 (1st Working Draft)	2023-08-31
II.2	WI 00122XXX stage code 30.99 (draft TR to CCMC)	2023-12-31
II.3	Publication of Technical Report (data)	2024-06-30

III Reporting

III.1	1 st interim report (for submission to EC)	2021-03-31
III.2	2 nd interim report (for submission to EC)	2022-03-31
III.3	Final report (for submission to EC)	2024-06-30

The 1st interim report should include the results of the pilot study, the measuring protocols and the planning of the survey. The 2nd interim report should include first results from the anthropometric and strength surveys.

The CONTRACTOR has to record the expenses for material and human resources (including exact date and hours). These records have to be kept for 10 years for possible inspection by DIN or a charged legal institution. Upon request, DIN or a charged legal institution shall have unhindered access to the accounts and documents which may be required for auditing purposes.

<< The following paragraph applies only to subcontractors not established in the EEA >>DIN and the CONTRACTOR aim to fulfil their duties in a way that takes into account their social and environmental responsibilities, including the delivery of sustainable livelihoods and development opportunities to people. The CONTRACTOR undertakes to meet the relevant social and environmental standards. In particular, the CONTRACTOR commits itself not to use child labour and adheres to the UN Convention on the Rights of the Child, and national / local law on the employment of children. The CONTRACTOR ensures that there is no forced labour in its workforce. The CONTRACTOR provides a safe and healthy working environment for employees. It complies, at a minimum, with national and local laws

and ILO conventions on health and safety. Working hours and conditions for employees comply with conditions established by national and local laws and ILO conventions. If the CONTRACTOR is engaged in production, it undertakes to maximize the use of raw materials from sustainably managed sources in their ranges, buying locally when possible. It uses production technologies that seek to reduce energy consumption and where possible use renewable energy technologies that minimize greenhouse gas emissions. It seeks to minimize the impact of its waste stream on the environment.

3. Obligations of DIN

DIN will send the CONTRACTOR on its request the final report of the project the CONTRACTOR participated in.

4. Invoicing and Payment

In consideration of the work carried out according to this Service contract, the CONTRACTOR shall invoice to DIN a maximum daily rate of ... € per man-day up to a maximum of ... man-days totalling a maximum sum of ... € and a maximum sum of ... for travel and other costs (e.g. consumables, data acquisition). Invoicing shall be done as follows:

Step 1: Pilot phase (I.2)	up to 25% of above sum;
Step 2: 1 st interim report (III.1)	up to 25% of above sum;
Step 3: 2 nd interim report (III.2)	up to 25% of above sum;
Step 4: Final report (III.3) and acceptance of Final Draft Technical Report	the remaining balance.

The invoice shall state the following VAT numbers:

DIN: UST-ID-Nr: DE 136 622 143

DIN: UST-Nr: 27/640/50470

CONTRACTOR VAT identification number:

The aforesaid sum shall be understood to cover all expenditure incurred by the CONTRACTOR in the performance of this contract.

The payments are due only if the CONTRACTOR has fulfilled the tasks within the given time schedule, DIN has approved the results and the CONTRACTOR has sent a detailed invoice (material, cost for staff, travel etc.) that fulfils the requirements described below. All items shall be based on real costs as actually incurred. Estimated costs shall not be invoiced.

DIN has the right to demand invoices and documentation of work done before paying.

Payments will be made to the CONTRACTOR with the following Bank details:

[Name of the Bank]

[Full address of Bank]

€ (EUR) Account No ...

IBAN (International Bank Account Number): ...

BIC or SWIFT CODE (Business Identifier Code): ...

Each invoice shall comply with the requirements listed in the annexed document from EC, and be accompanied by a declaration of the real costs incurred, clearly stating the number of days worked and the period within which the days were worked.

The declaration:

- must be signed;
- must specify that 'working days' means 'full working days'
- must specify the period within which the tasks were performed.

The signed declaration shall be in the following format:

"I the undersigned declare that I worked the following number of days (full working days) within the framework of my Service contract with DIN [reference of this Service contract]:

- in the reporting period [fromto] [number] days."

The total amount that the CONTRACTOR will in fact receive depends on whether the defined tasks of the CONTRACTOR have been completed (the number of days actually spent by the CONTRACTOR in the context of this service contract, or the extent of tasks fulfilled if the number of man days was not specified).

Payment by DIN does not constitute acceptance of performance and is subject to the complete and due performance of the contract.

5. Provisions relating to fiscal charges

The CONTRACTOR will remain responsible for all taxes imposed on it and other related obligations that arise as a result of this Service contract.

6. Responsibility and Liability

DIN shall in no case, and under no circumstances, be held responsible for claims arising out of the present Service contract and relating to damages caused by the CONTRACTOR, its employees or a third party. No request of indemnity or re-instatement relating to such claims may be addressed to DIN.

The CONTRACTOR shall, in respect of the staff designated for the performance of this Service contract, observe all regulations of labour law, in particular the regulations of social security and fiscal law.

7. Confidentiality

The CONTRACTOR undertakes to maintain confidentiality as regards all actions necessary to fulfil the contracted duties. Both parties commit themselves to mutual loyalty.

8. Copyright

The CONTRACTOR undertakes to assign to DIN (or as DIN may direct) its patrimonial rights of exploitation and all and any intellectual property rights in the works developed by it under the scope of this Service contract.

Such assigned rights include reproduction rights including the publication, distribution, adjustment, translation, renting, loan, the remuneration rights for duplication and loan, as well as the rights of communication to the public of the works, in total or in part, in summary or with comments, and including the right to transfer all exploitation licences and to authorise all sub-licences.

The transfer of rights covers all languages and covers all forms of exploitation known at present and non-restrictively; publication by all means and via all graphical support systems, by print, press, photocopy, microfilms and via all magnetic, computerised and numerical support systems, memory cards, CD-ROMs, films, photographs, slides, teledistribution, cable, satellite, disks and online document servers.

For all and each of the assigned exploitation modes, the transfer is granted free of charge, for all countries and for the total duration of the intellectual property rights.

9. Termination

Regardless of other claims, in the case of serious disrespect of the terms of the Service contract by the CONTRACTOR (inter alia where the work is not provided in accordance with the terms of this Service contract, or not completed within the time limits according to this Service contract), DIN may cancel the contract at any time without notice.

Should the performance of the project as a whole be obstructed or jeopardized by circumstances beyond the control of the parties, DIN may cancel the Service contract giving six weeks' notice.

10. Withdrawal

DIN is entitled to withdraw from this Service contract if the European Commission/EFTA does not pay the funds to DIN or retroactively reclaims funds already paid to DIN under the Specific Grant Agreement, as any such payment is dependent on EC's acceptance of the interim and final reports defined in the Specific Grant Agreement.

11. Administrative provisions

With the exception of invoices, all correspondence with DIN concerning the performance of this Service contract shall be addressed as follows:

Mr Sebastian Lentz, Secretary of CEN/TC 122, Phone: +49 30 2601-2715
e-mail: sebastian.lentz@din.de

All invoices to DIN shall be addressed as follows:

DIN Deutsches Institut für Normung e. V.
Buchhaltung
Saatwinkler Damm 42/43
13627 Berlin

All correspondence with the CONTRACTOR shall be addressed as follows:
<<Mr/Ms NN Phone: , email>>

12. Assignment

The CONTRACTOR shall not assign, transfer, subcontract or in any other manner make over to any third party the benefit and/or burden of this Service contract without the prior written consent of DIN. If DIN gives such written consent, the CONTRACTOR shall ensure that any such subcontractor is aware of its duties and adheres to all requirements of this Service contract.

13. Alterations to the Service contract

Subsidiary agreements and modifications to this Service contract are only legally binding when in written form and signed by both parties. This applies also to any agreement by which such written form requirement is to be contracted out.

14. Validity

If any of the provisions of this Service contract shall become or be held invalid or unenforceable, this shall not affect any part of the remaining contract.

15. Place of jurisdiction

Place of jurisdiction for all disputes arising out of or in connection with this Service contract shall be Berlin.

16. Applicable Law

This Service contract shall be governed by and interpreted in accordance with German Law.

For DIN Deutsches Institut für Normung e. V.

For the CONTRACTOR

.....
Christoph Winterhalter
Chairman of the Executive Board
(Stamp)

.....
<<Name, Position>>
(Stamp)

(Date)

(Date)

.....
i. V. Reiner Hager
Head of Group "Sustainability and
Management Systems"

Annex 1
List of measures to be obtained

Annex 2
EC Mandatory Content of an Invoice

Annex 1

List of measures to be obtained

From 0 to 1-year-old:

Group of measurement	Measurement
SUPINE	Weight
	Stature / Body height
	Cervicale height
	Arm length to acromion
	Crotch height
	Waist circumference (natural)
	Chest circumference at nipples (Bust girth)
	Hip circumference (buttock)
	Upper arm circumference
	Knee height (midpatella), standing
	Knee circumference
	Shoulder breadth (bideltoid)
	Neck circumference / Neck girth
	Neck breadth
	Shoulder height, sitting
	Hip breadth, sitting (maIncludedimum when seated)
	Sitting height, erect
	Eye height, sitting
	Buttock - abdomen depth, sitting
	Buttock to popliteal length, sitting (seat depth)
	Buttock to knee length, sitting
	Thigh clearance, (depth) sitting
	Knee height, sitting
Popliteal height, sitting	
Elbow height, sitting	
HEAD	Head breadth
	Bitragion arc of the head
	Head length
	Head circumference / Head girth
	Maximum head diameter (chin to back of head)
	Sagittal arc of the head
HAND	Hand breadth at metacarpals
	Hand circumference at palm
	Hand length (stylion, to wrist crease)
	Hand clearance (maximum aperture)
	Fist depth
	Maximum grip diameter (between thumb and index finger)
FOOT	Foot breadth
	Ball girth
	Ankle circumference
	Foot height

	Foot length
	Forefoot length
	Height of 1st toe
	Heel to instep girth
	Height of lateral malleolus
STRENGTHS	No strengths are measured in this age group

From 1 to 3-year-old:

Group of measurement	Measurement
STANDING	Weight
	Stature / Body height
	Cervicale height
	Arm length to acromion
	Crotch height
	Waist circumference (natural)
	Chest circumference at nipples (Bust girth)
	Hip circumference (buttock)
	Upper arm circumference
	Knee height (midpatella), standing
	Knee circumference
	Shoulder breadth (bideltoid)
	Neck circumference / Neck girth
	Neck breadth
SITTING	Shoulder height, sitting
	Hip breadth, sitting (maIncludedimum when seated)
	Sitting height, erect
	Eye height, sitting
	Buttock - abdomen depth, sitting
	Buttock to popliteal length, sitting (seat depth)
	Buttock to knee length, sitting
	Thigh clearance, (depth) sitting
	Knee height, sitting
	Popliteal height, sitting
	Elbow height, sitting
REACH	Span
	Forward reach to grip (standing)
	Elbow height (from floor)
	Elbow to elbow breadth
HEAD	Head breadth
	Ear to ear (bitragion) breadth
	Face breadth (bizygomatic or cheekbones)
	Face breadth (brow ridges)
	Eye separation (Interpupilar distance)
	Bitragion arc of the head
	Jaw breadth
	Head length
	Head circumference / Head girth
MaIncludedimum head diameter (chin to back)	

	of head)
	Head height (chin to vertelIncluded)
	Face height
	Face length (menton - sellion)
	Sagittal arc of the head
	Mouth breadth
	Mouth opening (between incisors)
	Mouth breadth when the mouth is fully open
HAND	Hand breadth at metacarpals
	Hand circumference at palm
	Thumb breadth at distal joint
	IndelIncluded finger breadth, distal
	IndelIncluded finger breadth, proIncludedimal
	Middle finger breadth at distal joint
	Middle finger breadth at middle joint
	Third finger breadth at distal joint
	Third finger breadth at middle joint
	Little finger breadth at distal joint
	Little finger breadth at middle joint
	Middle finger length (distal joint to tip)
	Middle finger length (middle joint to distal joint)
	Hand length (to thumb crotch)
	Thumb length
	IndelIncluded finger length
	Middle finger length
	Third finger length
	Little finger length
	Hand length (stylion, to wrist crease)
	Palm length perpendicular
	Hand breadth at thumb
	Hand clearance (malIncludedimum aperture)
	MalIncludedimum grip diameter (adapted)
	Thumb diameter (minimum aperture)
	Little finger diameter (minimum aperture)
FOOT	Foot breadth
	Distance heel - 1st metatarsal
	Distance heel - 5th metatarsal
	Toes width
	Toes girth
	Ball girth
	Instep girth
	Ankle height
	Ankle breadth
	Ankle circumference
	Heel breadth
	Foot height
	Foot length
	Forefoot length
	Height of 1st toe

	Height of 1st metatarsal
	Instep height
	Heel height
	Heel to instep girth
	Height of lateral malleolus
	Height of 5th metatarsal
	Height of 5th toe
STRENGTHS	Biting
	Twisting (With hand) – from 30 months
	Press with the foot – from 30 months
	Pushing Forwards – from 30 months
	Pulling – from 30 months
	Hand Grip

From 4 to 16-year-old:

Group of measurement	Measurement
STANDING	Weight
	Stature / Body height
	Diagonal trunk girth / Trunk circumference
	Cervicale height
	Trunk length / Torso height
	Chin height
	Eye height (from floor)
	Upper arm length (shoulder to elbow)
	Centre trunk length
	Arm length to acromion
	Cervical height (contour)
	Cervical to knee hollow
	Arm length to neck back (7th Cervicale)
	Back waist length (Cervicale to waist)
	Buttock height at gluteal furrow
	Shoulder height from floor
	Bust points around neck
	Bust width / Bi-nipple distance
	Waist breadth (at navel)
	Crotch height
	Chest height at armpit
	Front waist length (neck shoulder point to waist)
	Chest breadth at nipples
	Waist circumference (natural)
	Iliac spine height, standing
	Waist height
	Neck shoulder point to breast point
	Chest circumference at nipples (Bust girth)
	Mid-riff girth
	Waist to hip (trochanter)
	Hip circumference (trochanter)
	Chest girth (at alncludedilla)

Underbust girth
Hip breadth at trochanter, standing
Hip height at trochanter
Hip circumference (buttock)
Waist to hips (buttock)
Top hip height
Buttock height at malncludedimum depth
Upper hip height
Front width (armpit level)
Chest breadth at armpit
Chest breadth, standing (mesosternal level)
Upper arm depth
Armscye girth
Lower arm breadth
Wrist breadth
Upper arm circumference at armpit
Upper arm circumference
Elbow girth
Lower arm circumference
Wrist circumference
Under-arm length
Wrist depth
Outside leg length
Thigh length
Knee height (midpatella), standing
Upper thigh circumference
Tibiale height
Malncludedimum depth of the body, standing (bust or abdomen)
Abdomen/seat depth
Thoralncluded depth at nipple/Bust depth (nipples level)
Cervical to breast point
Cervical to waist
Body rise
Total crotch length
Crotch length (back)
Crotch length (front)
Upper thigh depth
Calf height (at malncludedimum circumference)
Calf depth
Calf circumference
Knee circumference
Lower knee circumference
Shoulder breadth (bideltoid)
Shoulder breadth (biacromial)
Shoulder slope
Shoulder width
Shoulder length

	Back width (armpit level)
	Back width
	Scye depth
	Chest depth, standing
	Mid-thigh girth
	Neck circumference / Neck girth
	Neck-base girth
	Neck breadth
	Head height (7th cervicale to vertelIncluded)
	Minimum leg girth
SITTING	Shoulder height, sitting
	Hip breadth, sitting (maIncludedimum when seated)
	Thigh breadth (maIncludedimum when seated)
	Knee breadth, sitting
	Sitting height, erect
	Eye height, sitting
	Cervical height, sitting
	Abdominal depth, sitting
	Buttock - abdomen depth, sitting
	Buttock to popliteal length, sitting (seat depth)
	Buttock to knee length, sitting
	Thigh clearance, (depth) sitting
	Knee height, sitting
	Popliteal height, sitting
	Shoulder - elbow length
	Elbow height, sitting
REACH	Span
	Knuckle height (from floor)
	Middle finger tip height (from floor)
	Wall-acromion distance
	Fist (grip aIncludedis) height
	Arm length to grip
	Forward reach to grip (standing)
	Elbow height (from floor)
	Elbow - grip length
	Overhead reach to grip (standing)
	Leg length, buttock to sole (sitting)
	Overhead reach to fingertip (on tiptoes)
	Elbow to elbow breadth
	Elbow - wrist length
HEAD	Head breadth
	Ear to ear (bitragion) breadth
	Face breadth (bi-zygomatic or cheekbones)
	Face breadth (brow ridges)
	Eye separation (Interpupilar distance)
	Bitragion arc of the head
	Jaw breadth
Head length	

	Head circumference / Head girth
	Minimum head diameter (chin to back of head)
	Head height (chin to vertex)
	Face height
	Face length (menton-sellion)
	Sagittal arc of the head
	Mouth breadth
	Mouth opening (between incisors)
	Mouth breadth when the mouth is fully open
HAND	Hand breadth at metacarpals
	Hand circumference at palm
	Thumb breadth at distal joint
	Index finger breadth, distal
	Index finger breadth, proximal
	Middle finger breadth at distal joint
	Middle finger breadth at middle joint
	Third finger breadth at distal joint
	Third finger breadth at middle joint
	Little finger breadth at distal joint
	Little finger breadth at middle joint
	Middle finger length (distal joint to tip)
	Middle finger length (middle joint to distal joint)
	Hand length (to thumb crotch)
	Thumb length
	Index finger length
	Middle finger length
	Third finger length
	Little finger length
	Hand length (styloid, to wrist crease)
	Palm length perpendicular
	Hand breadth at thumb
	Hand depth
	Hand clearance (minimum aperture)
	Middle finger depth at distal joint
	Middle finger depth at middle joint
	Minimum grip diameter (between thumb and index finger)
Thumb diameter (minimum aperture)	
Little finger diameter (minimum aperture)	
FOOT	Foot breadth
	Distance heel - 1st metatarsal
	Distance heel - 5th metatarsal
	Toes width
	Toes girth
	Ball girth
	Instep girth
	Ankle height
	Ankle breadth

	Ankle circumference
	Heel breadth
	Foot height
	Foot length
	Forefoot length
	Height of 1st toe
	Height of 1st metatarsal
	Instep height
	Heel height
	Heel to instep girth
	Height of lateral malleolus
	Height of 5th metatarsal
	Height of 5th toe
STRENGTHS	Finger Push
	Pinch (finger tips)
	Pinch-Pull
	Hand Grip
	Hand pushing
	Hand Pulling
	Twisting (With hand)
	Press with the foot
	Biting
	Pushing Forwards
	Pushing downwards
	Pulling
	Lifting
	Pushing with the shoulder

Content of an invoice – 2016-03-14 – EC DG GROW

Supplier information

Compulsory information for an invoice for all or majority of member states	Compulsory information for an invoice for certain member states only
Full name of the supplier	
Full address of the supplier	
The VAT identification number of the supplier in accordance with ISO Standard under which he supplied the goods and services (for all member states except Bulgaria)	For Bulgaria, Cyprus, Germany, Greece, Romania, Slovakia: Tax reference number of the supplier , in other cases, where your country refrains from allocating a VAT identification number in accordance with ISO Standard for certain cases
	For Belgium, Cyprus, Denmark, Estonia, France, Germany, Greece, Hungary, Italy, Latvia, Lithuania, Netherlands, Poland Portugal, Romania, Slovenia: <ul style="list-style-type: none"> • Full name of tax representative (if any) of the supplier where the person liable to pay VAT is the tax representative, • Full address of the tax representative (if any) of the supplier where the person liable to pay VAT is the tax representative, • VAT identification number of the fiscal representative in accordance with ISO Standard (if any) of the supplier where the person liable to pay the VAT is the tax representative.

Customer information

Compulsory information for an invoice for all or majority of member states	Compulsory information for an invoice for certain member states only
Full name of the customer	
Full address of the customer	
The VAT identification number of the customer in accordance with ISO Standard where the customer is liable to pay the VAT or in case of intra-Community supplies (except for Bulgaria)	For Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Germany, Greece, Latvia, Lithuania, Malta, Poland, Portugal, Romania, Slovak Republic, Spain: The VAT identification number of the customer in other cases than general rule.
	For Belgium, Cyprus, Estonia, Greece, Hungary, Italy, Latvia, Lithuania, Netherlands, Poland, Portugal, Romania, Slovenia: <ul style="list-style-type: none"> • Full name of the tax representative (if any) of the customer where the person liable to pay VAT is the tax representative • Full address of the tax representative (if any) of the customer where the person liable to pay VAT is the tax representative • VAT identification number of the fiscal representative (if any) the customer where the person liable to pay the VAT is the tax representative

Content information

Compulsory information for an invoice for all or majority of member states	Compulsory information for an invoice for certain member states only
<ul style="list-style-type: none"> • Sequential number based on one or more series, which uniquely identifies the invoice • Date of issue of the invoice • Date on which the supply of goods or services was made or completed or the date on which the payment on account was made before any supply, insofar as that a date can be determined and differs from the date of issue of the invoice (except for Bulgaria) • Description/nature of the goods or services • Quantity of the goods supplied or the extent and nature of the services rendered • Price per unit (excluding VAT) (except for Germany) • Any discounts or rebates, not included in the unit price (except for Austria) • Taxable amount per VAT rate or exemption • VAT rate(s) applied • Total VAT amount 	<p>Where an exemption is involved or where the customer is liable to pay the tax further information should be given accordingly :</p> <ul style="list-style-type: none"> • Reference to the appropriate provision of the Sixth directive for: Austria, Belgium, Cyprus, Denmark, Estonia, Finland, France Germany, Ireland Lithuania Luxembourg, Netherlands, Poland, Portugal, Sweden, Spain, UK <p>OR</p> <ul style="list-style-type: none"> • Reference to the corresponding national provision for: Czech Republic, Greece, Hungary, Italy, Latvia, Malta, Slovak Republic, Slovenia, Austria, Belgium, Cyprus, Denmark, Estonia, Finland, France Germany, Ireland Lithuania Luxembourg, Netherlands, Poland, Portugal, Sweden, Spain, UK <p>OR</p> <ul style="list-style-type: none"> • Any indication that the supply is exempt or subject to the reverse charge procedure for: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Finland, France Germany, Greece, Hungary, Ireland, Luxembourg, Malta, Portugal, Romania, Netherlands, Poland, Sweden, Spain, UK
	<p>For Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France Greece, Hungary, Ireland, Italy, Malta, Netherlands, Latvia, Lithuania, Luxembourg, Poland, Portugal, Romania, Slovak Republic, Slovenia, Sweden, Spain, UK:</p> <p>Obligation to mention the amounts on the invoice in the local currency</p>
	<p>For Bulgaria, Greece, Hungary, Lithuania, Poland, Romania, UK:</p> <p>Obligation to issue the invoice in one of the official languages</p>

WARNING: *the issuer of the invoice should follow the VAT legislation in force at the time the invoice is issued*

DRAFT Service contract

Between

DIN Deutsches Institut für Normung e. V.
Saatwinkler Damm 42/43
13627 Berlin
hereinafter referred to as "DIN"

and

[Details of subcontractor]

hereinafter referred to as the "CONTRACTOR"

Introduction

The European Commission/EFTA has decided to fund SA/CEN/2019-07 "Anthropometric Data of children". This project is dealt with by CEN/TC 122 "Ergonomics" and in particular CEN/TC 122/WG 1 "Anthropometry", the secretariats of which are held by DIN. DIN assures the organizational coordination work on behalf of CEN/TC 122 and CEN/TC 122/WG 1, respectively.

1. Object of the Service contract

The CONTRACTOR agrees that it will participate as Technical Project Leader 2 for the duration of the project starting from the conclusion of this contract and finishing by 2024-06-30. It is tasked to produce the following deliverable:

- Draft CEN Technical Report on "Ergonomics – Guidelines for the application of anthropometric and strength data";
- Final report on the project.

2. Duties of the CONTRACTOR

The CONTRACTOR will be responsible for the development of the guidelines for the correct application of anthropometric and strength data. Its duties in particular include:

- in consultation with CEN/TC 122/WG 1 and with relevant CEN/TCs and stakeholders, elaboration of guidelines for the application of anthropometric and strength data of children which in particular address the following aspects/contents:
 - o guidance for choosing anthropometric/strength data (e.g. which value to choose if the CEN/TR resulting from this project contains not one European value but several values of different European regions or if data from other sources is available which is not in line with the data of the CEN/TR);
 - o general guidance applicable for both data, anthropometric and strength data combined;
 - o general guidance for applying anthropometric data (e.g. how to consider body postures, movement, clothing etc., typological differences/different body types, what to consider when using percentiles, summation of

- body measures: why summation is not possible when using percentile values etc.);
- o general guidance for applying strength data (e.g. how to consider body postures, movement, clothing etc., typological differences/different body types, relevance of maximum/minimum values);
- o specific guidance on the selection and application of anthropometric and strength data for standard writers and for product designers;
- o specific guidance for applying anthropometric/strength data of children (e.g. how can typical risks for children be addressed, i.e. which body measure/strength is relevant for which risk);
- o examples for illustrating the application of anthropometric/strength data.
- support Technical Project Leader 1 in the generation of statistical tables of anthropometric and strength data: Analysis of the data to obtain statistical parameters of the set of measures for all the sampling groups in consultation with relevant stakeholders (anthropometric data are usually presented in form of percentiles but, in principle, also other forms of presentation are permissible if approved by CEN/TC 122/WG 1).
- support Technical Project Leader 1 in the elaboration of a draft CEN technical report on anthropometric and strength data of children in Europe.
- in cooperation with CEN/TC 122/WG 1, elaboration of a draft CEN technical report with guidelines for the correct application of anthropometric and strength data.
- elaboration of regular progress reports on the project including two interim and a final report for submission to the European Commission.

The CONTRACTOR undertakes to perform its duties with reasonable care and skill applying recognized practices. The CONTRACTOR is not entitled to subcontract any rights and obligations of this Service contract without the prior written consent of DIN.

In particular, the following target dates for each step shall be adhered to. In case of non-adherence to the target dates, the Commission/EFTA is entitled to cancel the funding.

I Elaboration of guidelines

I.1 Draft concept for contents of guidelines	2021-02-28
I.2 Draft guidelines on application of anthropometric/strength data	2022-02-28
I.3 Evaluation of draft guidelines on application of anthropometric/strength data with stakeholders	2022-12-31

II Standardisation process II (Technical Report on guidelines)

II.1 WI 00122XXX stage code 20.60 (1st Working Draft)	2023-08-31
II.2 WI 00122XXX stage code 30.99 (draft TR to CCMC)	2023-12-13
II.3 Publication of Technical Report (guidelines)	2024-06-30

III Reporting

III.1 1 st interim report (for submission to EC)	2021-03-31
III.2 2 nd interim report (for submission to EC)	2022-03-31
III.3 Final report (for submission to EC)	2024-06-30

The 1st interim report should include a draft concept for contents of guidelines on application of anthropometric/strength data. The 2nd interim report should include draft guidelines on application of anthropometric/strength data.

The CONTRACTOR has to record the expenses for material and human resources (including exact date and hours). These records have to be kept for 10 years for possible inspection by DIN or a charged legal institution. Upon request, DIN or a charged legal institution shall have unhindered access to the accounts and documents which may be required for auditing purposes.

<< The following paragraph applies only to subcontractors not established in the EEA >>DIN and the CONTRACTOR aim to fulfil their duties in a way that takes into account their social and environmental responsibilities, including the delivery of sustainable livelihoods and development opportunities to people. The CONTRACTOR undertakes to meet the relevant social and environmental standards. In particular, the CONTRACTOR commits itself not to use child labour and adheres to the UN Convention on the Rights of the Child, and national / local law on the employment of children. The CONTRACTOR ensures that there is no forced labour in its workforce. The CONTRACTOR provides a safe and healthy working environment for employees. It complies, at a minimum, with national and local laws and ILO conventions on health and safety. Working hours and conditions for employees comply with conditions established by national and local laws and ILO conventions. If the CONTRACTOR is engaged in production, it undertakes to maximize the use of raw materials from sustainably managed sources in their ranges, buying locally when possible. It uses production technologies that seek to reduce energy consumption and where possible use renewable energy technologies that minimize greenhouse gas emissions. It seeks to minimize the impact of its waste stream on the environment.

3. Obligations of DIN

DIN will send the CONTRACTOR on its request the final report of the project the CONTRACTOR participated in.

4. Invoicing and Payment

In consideration of the work carried out according to this Service contract, the CONTRACTOR shall invoice to DIN a maximum daily rate of ... € per man-day up to a maximum of ... man-days totalling a maximum sum of ... € and a maximum sum of ... for travel and other costs (e.g. consumables). Invoicing shall be done as follows:

- Step 1: Draft concept for contents of guidelines (I.1) up to 25% of above sum;
- Step 2: 1st interim report (III.1) up to 25% of above sum;
- Step 3: 2nd interim report (III.2) up to 25% of above sum;
- Step 4: Final report (III.3) and acceptance of Final Draft Technical Report the remaining balance.

The invoice shall state the following VAT numbers:

DIN: UST-ID-Nr: DE 136 622 143

DIN: UST-Nr: 27/640/50470

CONTRACTOR VAT identification number:

The aforesaid sum shall be understood to cover all expenditure incurred by the CONTRACTOR in the performance of this contract.

The payments are due only if the CONTRACTOR has fulfilled the tasks within the given time schedule, DIN has approved the results and the CONTRACTOR has sent a detailed invoice (material, cost for staff, travel etc.) that fulfils the requirements described below. All items shall be based on real costs as actually incurred. Estimated costs shall not be invoiced.

DIN has the right to demand invoices and documentation of work done before paying.

Payments will be made to the CONTRACTOR with the following Bank details:

[Name of the Bank]

[Full address of Bank]

€ (EUR) Account No ...

IBAN (International Bank Account Number): ...

BIC or SWIFT CODE (Business Identifier Code): ...

Each invoice shall comply with the requirements listed in the annexed document from EC, and be accompanied by a declaration of the real costs incurred, clearly stating the number of days worked and the period within which the days were worked.

The declaration:

- must be signed;
- must specify that 'working days' means 'full working days'
- must specify the period within which the tasks were performed.

The signed declaration shall be in the following format:

"I the undersigned declare that I worked the following number of days (full working days) within the framework of my Service contract with DIN [reference of this Service contract]:

- in the reporting period [fromto] [number] days."

The total amount that the CONTRACTOR will in fact receive depends on whether the defined tasks of the CONTRACTOR have been completed (the number of days actually spent by the CONTRACTOR in the context of this service contract, or the extent of tasks fulfilled if the number of man days was not specified).

Payment by DIN does not constitute acceptance of performance and is subject to the complete and due performance of the contract.

5. Provisions relating to fiscal charges

The CONTRACTOR will remain responsible for all taxes imposed on it and other related obligations that arise as a result of this Service contract.

6. Responsibility and Liability

DIN shall in no case, and under no circumstances, be held responsible for claims arising out of the present Service contract and relating to damages caused by the CONTRACTOR, its employees or a third party. No request of indemnity or reinstatement relating to such claims may be addressed to DIN.

The CONTRACTOR shall, in respect of the staff designated for the performance of this Service contract, observe all regulations of labour law, in particular the regulations of social security and fiscal law.

7. Confidentiality

The CONTRACTOR undertakes to maintain confidentiality as regards all actions necessary to fulfil the contracted duties. Both parties commit themselves to mutual loyalty.

8. Copyright

The CONTRACTOR undertakes to assign to DIN (or as DIN may direct) its patrimonial rights of exploitation and all and any intellectual property rights in the works developed by it under the scope of this Service contract.

Such assigned rights include reproduction rights including the publication, distribution, adjustment, translation, renting, loan, the remuneration rights for duplication and loan, as well as the rights of communication to the public of the works, in total or in part, in summary or with comments, and including the right to transfer all exploitation licences and to authorise all sub-licences.

The transfer of rights covers all languages and covers all forms of exploitation known at present and non-restrictively; publication by all means and via all graphical support systems, by print, press, photocopy, microfilms and via all magnetic, computerised and numerical support systems, memory cards, CD-ROMs, films, photographs, slides, teledistribution, cable, satellite, disks and online document servers.

For all and each of the assigned exploitation modes, the transfer is granted free of charge, for all countries and for the total duration of the intellectual property rights.

9. Termination

Regardless of other claims, in the case of serious disrespect of the terms of the Service contract by the CONTRACTOR (inter alia where the work is not provided in accordance with the terms of this Service contract, or not completed within the time limits according to this Service contract), DIN may cancel the contract at any time without notice.

Should the performance of the project as a whole be obstructed or jeopardized by circumstances beyond the control of the parties, DIN may cancel the Service contract giving six weeks' notice.

10. Withdrawal

DIN is entitled to withdraw from this Service contract if the European Commission/EFTA does not pay the funds to DIN or retroactively reclaims funds already paid to DIN under the Specific Grant Agreement, as any such payment is dependent on EC's acceptance of the interim and final reports defined in the Specific Grant Agreement.

11. Administrative provisions

With the exception of invoices, all correspondence with DIN concerning the performance of this Service contract shall be addressed as follows:

Mr Sebastian Lentz, Secretary of CEN/TC 122, Phone: +49 30 2601-2715
e-mail: sebastian.lentz@din.de

All invoices to DIN shall be addressed as follows:

DIN Deutsches Institut für Normung e. V.
Buchhaltung
Saatwinkler Damm 42/43
13627 Berlin

All correspondence with the CONTRACTOR shall be addressed as follows:

<<Mr/Ms NN Phone: , email>>

12. Assignment

The CONTRACTOR shall not assign, transfer, subcontract or in any other manner make over to any third party the benefit and/or burden of this Service contract without the prior written consent of DIN. If DIN gives such written consent, the CONTRACTOR shall ensure that any such subcontractor is aware of its duties and adheres to all requirements of this Service contract.

13. Alterations to the Service contract

Subsidiary agreements and modifications to this Service contract are only legally binding when in written form and signed by both parties. This applies also to any agreement by which such written form requirement is to be contracted out.

14. Validity

If any of the provisions of this Service contract shall become or be held invalid or unenforceable, this shall not affect any part of the remaining contract.

15. Place of jurisdiction

Place of jurisdiction for all disputes arising out of or in connection with this Service contract shall be Berlin.

16. Applicable Law

This Service contract shall be governed by and interpreted in accordance with German Law.

For DIN Deutsches Institut für Normung e. V.

For the CONTRACTOR

.....
Christoph Winterhalter
Chairman of the Executive Board
(Stamp)

.....
<<Name, Position>>
(Stamp)

(Date)

(Date)

.....
i. V. Reiner Hager
Head of Group Sustainability and
Management Systems

Annex 1
EC Mandatory Content of an Invoice

Content of an invoice – 2016-03-14 – EC DG GROW

Supplier information

Compulsory information for an invoice for all or majority of member states	Compulsory information for an invoice for certain member states only
Full name of the supplier	
Full address of the supplier	
The VAT identification number of the supplier in accordance with ISO Standard under which he supplied the goods and services (for all member states except Bulgaria)	For Bulgaria, Cyprus, Germany, Greece, Romania, Slovakia: Tax reference number of the supplier , in other cases, where your country refrains from allocating a VAT identification number in accordance with ISO Standard for certain cases
	For Belgium, Cyprus, Denmark, Estonia, France, Germany, Greece, Hungary, Italy, Latvia, Lithuania, Netherlands, Poland Portugal, Romania, Slovenia: <ul style="list-style-type: none"> • Full name of tax representative (if any) of the supplier where the person liable to pay VAT is the tax representative, • Full address of the tax representative (if any) of the supplier where the person liable to pay VAT is the tax representative, • VAT identification number of the fiscal representative in accordance with ISO Standard (if any) of the supplier where the person liable to pay the VAT is the tax representative.

Customer information

Compulsory information for an invoice for all or majority of member states	Compulsory information for an invoice for certain member states only
Full name of the customer	
Full address of the customer	
The VAT identification number of the customer in accordance with ISO Standard where the customer is liable to pay the VAT or in case of intra-Community supplies (except for Bulgaria)	For Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Germany, Greece, Latvia, Lithuania, Malta, Poland, Portugal, Romania, Slovak Republic, Spain: The VAT identification number of the customer in other cases than general rule.
	For Belgium, Cyprus, Estonia, Greece, Hungary, Italy, Latvia, Lithuania, Netherlands, Poland, Portugal, Romania, Slovenia: <ul style="list-style-type: none"> • Full name of the tax representative (if any) of the customer where the person liable to pay VAT is the tax representative • Full address of the tax representative (if any) of the customer where the person liable to pay VAT is the tax representative • VAT identification number of the fiscal representative (if any) the customer where the person liable to pay the VAT is the tax representative

Content information

Compulsory information for an invoice for all or majority of member states	Compulsory information for an invoice for certain member states only
<ul style="list-style-type: none"> • Sequential number based on one or more series, which uniquely identifies the invoice • Date of issue of the invoice • Date on which the supply of goods or services was made or completed or the date on which the payment on account was made before any supply, insofar as that a date can be determined and differs from the date of issue of the invoice (except for Bulgaria) • Description/nature of the goods or services • Quantity of the goods supplied or the extent and nature of the services rendered • Price per unit (excluding VAT) (except for Germany) • Any discounts or rebates, not included in the unit price (except for Austria) • Taxable amount per VAT rate or exemption • VAT rate(s) applied • Total VAT amount 	<p>Where an exemption is involved or where the customer is liable to pay the tax further information should be given accordingly :</p> <ul style="list-style-type: none"> • Reference to the appropriate provision of the Sixth directive for: Austria, Belgium, Cyprus, Denmark, Estonia, Finland, France Germany, Ireland Lithuania Luxembourg, Netherlands, Poland, Portugal, Sweden, Spain, UK <p>OR</p> <ul style="list-style-type: none"> • Reference to the corresponding national provision for: Czech Republic, Greece, Hungary, Italy, Latvia, Malta, Slovak Republic, Slovenia, Austria, Belgium, Cyprus, Denmark, Estonia, Finland, France Germany, Ireland Lithuania Luxembourg, Netherlands, Poland, Portugal, Sweden, Spain, UK <p>OR</p> <ul style="list-style-type: none"> • Any indication that the supply is exempt or subject to the reverse charge procedure for: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Finland, France Germany, Greece, Hungary, Ireland, Luxembourg, Malta, Portugal, Romania, Netherlands, Poland, Sweden, Spain, UK
	<p>For Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France Greece, Hungary, Ireland, Italy, Malta, Netherlands, Latvia, Lithuania, Luxembourg, Poland, Portugal, Romania, Slovak Republic, Slovenia, Sweden, Spain, UK:</p> <p>Obligation to mention the amounts on the invoice in the local currency</p>
	<p>For Bulgaria, Greece, Hungary, Lithuania, Poland, Romania, UK:</p> <p>Obligation to issue the invoice in one of the official languages</p>

WARNING: *the issuer of the invoice should follow the VAT legislation in force at the time the invoice is issued*