Open Call for Tender

for 3 Convenors to manage CEN/TC 260/WG 1 “Sampling”, CEN/TC 260/WG 3 “Liming materials” and CEN/TC 260/WG 7 “Inorganic fertilizers and inhibitors” in the frame of the European Commission Standardization Request M/564 and its amendments supporting Regulation (EU) 2019/1009 on fertilizing products

Starting date: *2023-09-22* Deadline for tenders: *2023-10-31*

I Introduction

I.1 General

The position of the convenor for three Working Groups in CEN/TC 260 “Fertilizers and liming materials” is subject to this call for tender. The Working Groups are:
CEN/TC 260/WG 1 “Sampling”;
CEN/TC 260/WG 3 “Liming materials”;
CEN/TC 260/WG 7 “Inorganic fertilizers and inhibitors”.

I.2 Context

With Standardization Request (SReq) M/564 of February 2020, its first amendment of January 2022 and the second amendment (in development), the European Commission (EC) charged the European Committee for Standardization (CEN) to elaborate harmonized European Standards and European standardization deliverables in the framework of the Regulation (EU) 2019/1009 on fertilising products.

The new Regulation creates a level playing field for all fertilizing products. At the same time, new common requirements for quality, safety and labelling will allow European farmers to make informed choices, contributing to making food production more cost and resource effective. The harmonized standards will help economic operators and competent authorities to verify the compliance of CE-marked fertilizing products against the legal requirements.

The aim of the SReq is to develop methods on sampling and analysis of fertilizing products. The establishment of standardized methods of analysis is of utmost importance to guarantee a uniform application and control of the European legislation in all Member States. Standardized methods of analysis are an indispensable element in increasing the quality and safety for fertilizing products for the benefit of farmers. In this perspective, validated modern analytical methods are a prerequisite for reliable analytical results.

In accordance with Article 13(2) of Regulation (EU) 2019/1009, tests for verifying the conformity of EU fertilizing products with the requirements set out in Annexes I, II and III to that Regulation which are in conformity with harmonized standards or parts thereof, the references of which have been published in the Official Journal of the European Union, are to be presumed to be reliable and reproducible to the extent that the tests are covered by those standards or parts thereof.

Harmonized standards help ensuring a high level of protection of human, animal and plant health and of the environment throughout the European Union and contribute to the free movement of quality EU fertilizing products in the Union. Given that such standards are technology-neutral and performance-based, they also contribute to ensuring equal conditions of competition among relevant economic operators dealing with EU fertilizing products, in particular small and medium-sized enterprises. Harmonized standards help manufacturers in proving the conformity of their products with the relevant requirements set out in Union harmonization legislation.

II Objectives

The objective of CEN/TC 260 “Fertilizers and liming materials” is the elaboration of harmonized standardized methods for sampling and analysis of fertilizers and liming materials. The secretariat is held by the German Institute for Standardization (DIN). Since 1995, about 100 European Standards, 8

Technical Specifications and 6 CEN-Reports were adopted by CEN/TC 260 in the frame of three EU Mandates as M/335, M/418 and M/455.

The elaboration of the elements requested in SReq M/564 and its amendments will be realized within CEN/TC 260 and its 5 Working Groups:
CEN/TC 260/WG 1 “Sampling” (Secretariat held by DIN, Germany);
CEN/TC 260/WG 3 “Liming materials” (Secretariat held by DIN, Germany);
CEN/TC 260/WG 5 “Chelating and complexing agents” (Secretariat held by UNE, Spain);
CEN/TC 260/WG 7 “Inorganic fertilizers and inhibitors” (Secretariat held by DIN, Germany);
CEN/TC 260/WG 8 “Organic and organo-mineral fertilizers” (Secretariat held by BN FERTI on behalf of AFNOR, France).

Each Working Group is managed by a convenor according to the rules and internal regulations of the European Committee on Standardization (CEN) (see CEN BOSS and CEN/CENELEC Internal Regulations – Part 2). The convenor is essential in ensuring the development of the deliverables (i.e. CEN Technical Specifications and (harmonized) European Standards) within the specific timeframe and will be appointed by a decision to be taken by CEN/TC 260 “Fertilizers and liming materials”.

According to the Standardization Request M/564 and its amendments in support of Regulation (EU) 2019/1009, the resulting work programme for CEN/TC 260 comprises the drafting of about 78 European Standards of which 45 will be preceded by a CEN Technical Specification published in 2022.

These standardization deliverables will cover fertilizing products under the following Product Function Categories:
PFC 1 Fertilizers
PFC1/A Organic fertilizers
PFC 1/B Organo-mineral fertilizers
PFC 1/C Inorganic fertilizers
PFC 2 Liming materials
PFC 5 Inhibitors
PFC 7 Fertilizing product blends,
and the following Component Material Categories (CMCs):

CMC 1 Virgin material substances and mixtures

CMC 8 Nutrient Polymers.

Furthermore, other CMCs will be addressed in the standardization deliverables if relevant for the fertilizing products of CEN/TC 260.

The work is carefully coordinated together with CEN/TC 223 'Soil improvers and growing media' (internal liaison) and CEN/TC 455 'Plant biostimulants' (internal liaison). Where possible, work will be coordinated with ISO/TC 134 'Fertilizers, growing media and beneficial substances'.

The position of the convenor of CEN/TC 260/WG 1, CEN/TC 260/WG 3 and CEN/TC 260/WG 7 subject to this call will deal with the tasks to ensure the development of the projects listed in Annex B. It is to be noted that dependent on the ongoing consultations with the European Commission, the list is not exhaustive.

III Execution

III.1 General tasks of Convenors

The convenor will be responsible for the following tasks:

- managing the Working Group so that it can undertake the preparation of the deliverables within the specified timeframe;
- promoting consensus on the documents to be developed by the Working Group and proposing solutions and actions to the project leader and Working Group to progress efficiently on the drafts;
- monitoring that the Working Group composition is appropriate for the completion of the required work within the specified timeframe;
- scheduling and convening Working Group meetings including necessary actions prior and after the meeting such as approval of meeting agenda and meeting minutes;
- ensures relevant documents are circulated to Working Group experts;

- reporting on the status of projects to the TC secretary in correspondence or at meetings including proactive early reporting if projects are in danger of not being completed within the specified timeframe;
- ensures that WG experts have appropriate briefing on relevant rules and procedures;
- prepare progress reports to be submitted to CEN/TC 260/WG 3 including interim and final reports, which will be submitted to the European Commission;
- reporting to CEN/TC 260 at the plenary meeting;
- evaluates the status of the preparation of draft standards, including the quality of the technical content and the level of consensus within the working group, before they are submitted to the TC Secretary
- proof of deliverables provided by CEN-CENELEC Management Centre before publication;
- acting according to the CEN-rules;
- facilitates the standardization process considering good practice.

The tasks are not limited to deliverables in the framework of Standardization Request M/564 and its amendments.

The convenor will receive Professional Standardization Support by DIN, which includes a Secretary to the Working Group.

The convenor will attend an estimated number of the following meetings per year:
- three to seven Working Group meetings (including web meetings) – estimation: 6 days per year;
- one plenary meeting of CEN/TC 260 – estimation: 2 days per year;
- four to five meetings of the Chair's Advisory Group (CAG) of CEN/TC 260 (web meetings) – estimation: 2 days per year;
- if necessary, other meetings such as joint meetings with other WGs or TCs (e.g. CEN/TC 223, CEN/TC 455); meetings with the European Commission, meetings of the selection panel or meetings with subcontractors – estimation: 2 to 3 days per year.

III.2 Timeframe

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 leader will be signed following the signature of the contract between CEN and EC/EFTA. The below target dates and timeframe are a realistic estimation but may still change as they have not yet been approved by the EC.

The European Standards corresponding to the projects under responsibility of the convenor shall be finalized by 1 January 2027 or 1 July 2027 at the latest. Maximum target dates for the projects are estimated as follows:

CEN/TC 260/WG 1 (for project with the longest estimated timeframe)

Step 1: Approval of work programme, protocol and draft sampling method by CEN/TC 260/WG 1	1 January 2024
Step 2: Circulation of 1st Working Draft (stage 20.60)	1 August 2024
Step 3: Interim report on the status of the project	1 July 2025
Step 4: prEN Enquiry Draft (stage code 30.99)	1 January 2026
Step 5: FprEN Formal Vote Draft (stage code 45.99)	1 January 2027
Step 6: Final report	1 July 2027

CEN/TC 260/WG 3 (for project with the longest estimated timeframe)

Step 1: Approval of work programme, protocol and draft test method by CEN/TC 260/WG 3	1 January 2024
Step 2: Circulation of 1st Working Draft (stage 20.60)	1 September 2024
Step 3: Start of validation (inter-laboratory study)	1 February 2025
Step 4: Interim report on the status of the project	1 July 2025
Step 5: Report on final results of validation	1 October 2025
Step 6: prEN Enquiry Draft (stage code 30.99)	1 January 2026
Step 7: FprEN Formal Vote Draft (stage code 45.99)	1 January 2027
Step 8: Final report	1 July 2027

CEN/TC 260/WG 7 (for project with the longest estimated timeframe)

Step 1: Approval of work programme, protocol and draft test method by CEN/TC 260/WG 7	1 January 2024
Step 2: Circulation of 1st Working Draft (stage 20.60)	1 September 2024
Step 3: Start of validation (inter-laboratory study)	1 February 2025
Step 4: Interim report on the status of the project	1 July 2025
Step 5: Report on final results of validation	1 October 2025
Step 6: prEN Enquiry Draft (stage code 30.99)	1 January 2026
Step 7: FprEN Formal Vote Draft (stage code 45.99)	1 January 2027
Step 8: Final report	1 July 2027

The Convenor shall respect the deadlines of the deliverables. If deadlines are not kept, EC is entitled to withhold payment. It has to be noted that for specific projects the above-mentioned steps are foreseen to be reached earlier (especially projects where certain steps are already completed). In this case, the convenors are obligated to take earlier actions as well. If documents pass through one or more stages earlier than indicated, the Secretariat of CEN/TC 260 aims to implement subsequent target dates earlier as well. This will involve consultation with the project leader. The minimum intervals between target dates will be respected. After activation of the respective deliverable, the target dates specified in the CEN/CENELEC Internal Regulations must also be respected by the convenor (see https://boss.cen.eu/developingdeliverables/pages/en/pages/). For project 49 in Annex B, target dates might be reached maximum 6 months later.

IV Financial support

The European Commission and EFTA have decided to provide financial support to the test method development, the test method validation and the standardization work. The financial support from the European Commission and EFTA is based on the SMP 'Single Market Programme Regulation' (including its Financing Decision) and the MGA (Multi or mono beneficiary(ies) Grant Agreement). Unless specified otherwise, costs of external subcontractors are generally funded at 100%, with approx. 95% being borne by EC and 5% by EFTA. Costs have to qualify as eligible as defined in MGA N°2021-04 and also in compliance with EC Financial Regulation, and be justified. The payment is usually divided into several instalments after completion of defined milestones and approval of the interim/final reports and the justification of costs. The subcontractors shall fulfil the conditions of the MGA N°2021-04, including those relating to liability, ownership of results, confidentiality, conflict of interests, publicity, evaluation, assignment, checks and audits.

The subcontractors' costs shall be justified with copies of the relevant invoices. All relevant evidence shall be kept in view of future payments (reports, work, drafts and deliverables, contracts & invoices, time sheets, tickets, boarding cards, hotel invoices, attendance lists with signatures, meeting agendas & reports, invoices for any consumables, purchase orders, etc…).

Costs incurred before the Grant Agreement is signed (unless, exceptionally differently agreed with the EC) and before the selection procedure is finalized, will not be considered as eligible for EU financial support.

V Selection criteria

The applicants shall comply with the following requirements:

Technical and professional capacity

- at least 5 years experience in the relevant field, i.e. inorganic fertilizers, inhibitors, liming materials, sampling and /or sample preparation;
- knowledge of the relevant European legislation with respect to the requested field;
- management skills such as coordinating a group of experts and subcontractors (e.g. technical project leaders), promoting consensus, convening meetings, ensuring the circulation of relevant documents, early recognition and solution of problems (e.g. concerning time and content of the deliverables);
- ability to understand and check the deliverables in terms of requested scope, coherence, consistency, and validation (if applicable);
- reporting in correspondence or at meetings by addressing the relevant points;

- ability to supply deliverables at specified target dates;
- at least 5 years of experience in European and/or International Standardization;
- communication skills and proficiency in English.

VI Award criteria

The selection of the most suitable candidate will be made on the basis of the following criteria.

a) Documented experience (maximum ***55 points***):

- number of years performing relevant activity;
- experience with standardization projects;
- industrial and academic background;
- general project management, leadership, communication and negotiating skills, and English proficiency;
- experience in European and/or International standardization work and knowledge of the rules and practices governing CEN-CENELEC technical work and knowledge of EU legislation;
- experience in the management of groups of experts from different countries.

b) Organisation (demonstration of the ability to carry out the project, maximum ***15 points***):

- organisation and chairing of working group meetings;
- ability to submit agreed deliverables at specified dates and detailed cost estimations.

c) Price (maximum ***30 points***)

The candidate who will reach the highest scores according to the below formula will be considered as the best value for money offer and hence should be the candidate selected to perform the expected activities (unless force majeure).

Score for tender X = (points awarded for documented experience) + (points for organisation) + $30(\frac{\text{cheapest price}}{\text{price of tender X}})$

Scores from 0 to x are possible. Tenders scoring less than 65 % of the overall total points or less than 50 % of the points awarded for a single criterion (criterion a) and b), respectively) will be excluded from the remaining assessment procedure.

VII 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.
- Candidates who submit their application after the submission deadline.
- Candidates with any conflict of interest.

VIII Tenders

Tenders shall be sent to Dr. Sophie Dithmer, secretary of CEN/TC 260, as soon as possible, to be received at the latest by 2023-10-31. Tenderers must place a bid inside a sealed envelope clearly marked CONFIDENTIAL, placing the sealed envelope in a second envelope, which is posted to the address indicated.
The tender shall be in English and contain:

- Application form in Annex C;
- Curriculum Vitae of each relevant person participating in the project, demonstrating the necessary expertise for the position as project leader;
- Any required accreditation certificates;
- A schedule and a description of the execution of the tasks which will be carried out in the project as such;
- A table in the format given in Annex A with detailed information on the costs;

- Any further documents to prove the qualification required in the above Clauses on Selection and Award criteria;
- A signed declaration (see 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.

Please note that, to ensure equal treatment of all tenders, it is not possible to modify offers after their submission in relation to the technical and financial proposals. Therefore, incompleteness in this section can only result in negative impact for the evaluation of award criteria. Please note also that proposals deviating from the technical specifications may be rejected for non-conformity.

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

Tenders should be sent by legal representative, i.e. to be considered, any possible association has to be formalized according to the local legislation before submitting the tender. Working teams, partnerships and other groups of people, particularly under the aegis of an institute qualify as contractors for the service contracts awarded in the course of this CfT (Call for Tender). Partnerships or joint ventures and other legally binding co-operations regardless of their organizational form qualify as well, provided they are recognized entities under the applicable national laws. Potential candidates may come from the public sector as well as from the private industry. It is essential however that the qualifications and experience of the individual fulfilling the tasks are properly described.

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

Regarding question concerning the information provided in this call for tender or in case of need for clarification or additional information please contact Dr. Sophie Dithmer (for contact details please see below).

If due to queries or other reasons supplementary information to this call for tender is required, this will be published on the website of DIN: https://www.din.de/de/mitwirken/ausschreibungen.

Your application shall be sent in a sealed envelope clearly marked CONFIDENTIAL, placing the sealed envelope in a second envelope to

DIN Deutsches Institut für Normung e. V.
Frau Dr. Sophie Dithmer
Burggrafenstraße 6
10787 Berlin
Germany

For questions, please use the following email address:
E-Mail: Sophie.Dithmer@din.de

Annex A
Table with detailed information on the costs

The following table shall be used in the tender to give detailed information on the costs regarding the work of 'Advertised position'.

Organisation / Staff level	Daily rate	Number of person-days	**Total**	Travel budget	**Total cost**
	0,00	0	**0,00**	0,00	**0,00**
	0,00	0	**0,00**	0,00	**0,00**
	0,00	0	**0,00**	0,00	**0,00**

Annex B
List of projects (as of July 2023)

Current and planned work programme of CEN/TC 260/WG 1	
1.	**EN 1482-5, WI 00260220 Fertilizing products – Sampling and sample preparation – Part 5: Sampling of organic and organo-mineral fertilizers**
	Scope: This document specifies sampling plans and methods of representative sampling of organic and organo-mineral fertilizers to obtain samples for physical, chemical and microbiological analysis.
2.	**EN 1482-4, WI 00260294 Fertilizers, liming materials and inhibitors - Sampling and sample preparation - Part 4: Sampling for microbial presence in fertilizers**
	Scope: This document specifies the method for taking a sample from both solid and liquid forms of organic fertilizers, organo-mineral fertilizers and inorganic fertilizers containing more than 1 % by mass of organic carbon, when in packages, containers or in bulk, to detect levels of microbial presence. This document does not apply to sampling for microbial presence in growing media and soil improvers or plant biostimulants).
3.	**EN 1482-1rev, WI 00260294 Fertilizers, liming materials and inhibitors – Sampling and sample preparation - Part 1: General sampling provisions**
	Scope: This document specifies sampling plans, methods of sampling and establishes the requirements for sampling reports regarding fertilizers, liming materials and inhibitors.
4.	**EN 1482-2rev, WI 00260295 Fertilizers, liming materials and inhibitors – Sampling and sample preparation - Part 2: General sample preparation provisions**
	Scope: This document specifies methods for the reduction and division and for the preparation before analysis regarding fertilizers, liming materials and inhibitors.
5.	**EN 1482-3rev, WI 00260296 Fertilizers, liming materials and inhibitors - Sampling and sample preparation - Part 3: Sampling of static heaps**
	Scope: This document specifies methods for the sampling of static heaps of fertilizers and liming materials.
6.	**EN 12944-1rev, WI 00260207 Fertilizers, liming materials and inhibitors — Vocabulary — Part 1: General terms**
	Scope: This European Standard defines general terms, relating to fertilizers and liming materials.
7.	**EN 12944-2rev, WI 00260208 Fertilizers, liming materials and inhibitors — Vocabulary — Part 2: Terms relating to fertilizers**
	Scope: This European Standard defines terms relating to fertilizers.
8.	**EN 17836, WI 00260297 Fertilizers - Description of the forms of the physical unit**
	Scope: This document specifies the description of the forms of physical unit in organic, organo-mineral and inorganic fertilizers.
9.	**EN 17817, WI 00260223 Fertilizers, liming materials and inhibitors - Determination of the quantity (declared by mass or volume)**
	Scope: This document specifies methods for the determination of the quantity for organic fertilizers, organo-mineral fertilizers, inorganic fertilizers, liming materials and inhibitors.

Current and planned work programme of CEN/TC 260/WG 3	
10.	**EN 17816rev,, Liming materials - Determination of physical and chemical properties and specific contaminants**
	Scope: This document specifies references to methods for the determination of the following specific parameters in liming materials: --neutralizing value --Reactivity --Grain size --Granulometry --Total calcium oxide content (CaO) --Total magnesium content (MgO) --Cadmium content --Hexavalent chromium content --Mercury content --Nickel and lead content --Arsenic content --Total chromium content.
11.	**EN 16319rev, Fertilizers and liming materials - Determination of cadmium, chromium, lead and nickel by inductively coupled plasma-atomic emission spectrometry (ICP-AES) after aqua regia dissolution**
	Scope: This document specifies a method for the determination of the content of cadmium, chromium, nickel, lead, copper and zinc in inorganic fertilizers and liming materials using inductively coupled plasma-atomic emission spectrometry (ICP-AES) after aqua regia dissolution. Limits of quantification are dependent on the sample matrix as well as on the instrument, but can roughly be expected to be 0,3 mg/kg for Cd and 1 mg/kg for Cr, Ni and Pb. NOTE Due to significant interference from Cu, Fe and Mn, no valid results can be reported using this method for fertilizer matrices containing high concentrations (≥ 10%) of these micro-nutrients.
12.	**WI 00260224 Determination of the phosphonates content in organic, organo-mineral, mineral fertilizers, liming materials and inhibitors**
	Scope: This document specifies methods for the determination of the phosphonates content in organic, organo-mineral and inorganic fertilizers, liming materials and inhibitors.

Current and planned work programme of CEN/TC 260/WG 7	
13.	**Organo-mineral fertilizers - Determination of the urease inhibitor content**
	Scope: This document specifies a method for the determination of the urease inhibitor N-(n-butyl)thiophosphoric triamide (NBPT) in organo-mineral fertilizers.
14.	**Organo-mineral fertilizers – Determination of specific inhibitors**
	Scope: This document specifies references to methods for the determination of the urease inhibitor content in organo-mineral fertilizers. The determination of denitrification inhibitors and nitrification inhibitors in organo-mineral fertilizers will not be part of the scope of the umbrella hEN as there are no products on the market.
15.	**Fertilizing products – Demonstration of efficacy of nitrification inhibitors**
	Scope: This document specifies a method for the demonstration of the efficacy of nitrification inhibitors in fertilizing products.
16.	**Fertilizing products – Demonstration of efficacy of urease inhibitors**
	Scope: This document specifies a method for the demonstration of the efficacy of urease inhibitors in fertilizing products.
17.	**Fertilizing products – Demonstration of efficacy of inhibitors**
	Scope: This document specifies references to methods for the demonstration of efficacy of nitrification and urease inhibitors in fertilizing products. The efficacy testing of denitrification inhibitors, will not be part of the scope of the hEN as there are no products on the market.
18.	**Inorganic fertilizers – Determination of monocarbamide dihydrogen sulphate (MCDHS)**
	Scope: This document specifies a method for the determination of monocarbamide dihydrogen sulphate (MCDHS) in inorganic fertilizers.
19.	**Inorganic fertilizers – Determination of specific contaminants (revision of CEN/TS 17753:2022)**
	Scope: This document specifies references to methods for the determination of the biuret, mercury, cadmium, nickel, arsenic, lead, perchlorate, chromium VI and total chromium content in inorganic fertilizers.
20.	**Inorganic fertilizers – Determination of total nitrogen in methylene urea and urea formaldehyde (revision of EN 15478:2009)**
	Scope: This document specifies a method for the determination of the content of total nitrogen from methylene-urea and urea formaldehyde in their pure form in inorganic fertilizers.
21.	**Inorganic fertilizers – Determination of extracted phosphorus P_2O_5 (revision of EN 15959:2011)**
	Scope: This document specifies a method for the determination of the formic acid soluble P_2O_5 content in inorganic fertilizers.
22.	**Inorganic fertilizers – Determination of specific nutrients (revision of CEN/TS 17757:2022)**
	Scope: This document specifies references to methods for the determination of the content of the following specific nutrients in inorganic fertilizers: – the total nitrogen content, – the ammoniacal nitrogen content, – the nitric nitrogen content, – the urea nitrogen content, – the content of nitrogen from IBDU and CDU, – the cyanamide nitrogen content, – the content of nitrogen from methylene-urea (and urea formaldehyde, if applicable), – the total P_2O_5 content, – the water-soluble P_2O_5 content, – the neutral ammonium citrate soluble P_2O_5 content, – the formic acid soluble P_2O_5 content, – the total K_2O content, – the water-soluble K_2O content, – the total MgO content, – the water-soluble MgO content,

	– the total CaO content, – the water-soluble CaO content, – the total SO_3 content, – the water-soluble SO_3 content, – the total Na_2O content, – the water-soluble Na_2O content.
23.	**Inorganic fertilizers — Determination of nitrogen content in IBDU (isobutylidenediurea) and CDU (crotonylidenediurea)**
	Scope: This document specifies a method for the determination of nitrogen content in IBDU (isobutylidenediurea) and CDU (crotonylidenediurea) using high-performance liquid chromatography (HPLC). The method is applicable to all fertilizers which do not contain interfering organic compounds.
24.	Inorganic fertilizers – Determination of specific parameters in ammonium nitrate fertilizers of high nitrogen content (revision of CEN/TS 17751:2022)
	Scope: This document specifies references to methods for the determination of the following specific parameters in ammonium nitrate fertilizers of high nitrogen content: – the nitrogen content as a result of ammonium nitrate, – the combustible ingredient content, – pH of a solution of ammonium nitrate fertilizers of high nitrogen content, – the particle size of ammonium nitrate fertilizers of high nitrogen content, – the chloride content, – the copper content.
25.	**Fertilizers - Determination of cold water insoluble nitrogen and hot water insoluble nitrogen in solid urea formaldehyde and methylene urea slow-release fertilizers and determination of the solubility of nutrient polymers in phosphate buffer solution with a pH of 7,5 at 100 °C (revision of CEN/TS 17403:2021)**
	Scope: This document specifies a method for the determination of the cold and hot water insoluble nitrogen content in solid urea formaldehyde and methylene urea slow release fertilizers and for the determination of the solubility of nutrient polymers in a phosphate buffer solution with a pH of 7,5 at 100 °C.
26.	**Determination of the final degradation products of nutrient polymers when used in fertilizing products**
	Scope: This document specifies a method for the determination of the final degradation products (ammonia and carbon dioxide) of nutrient polymers when used in fertilizing products.
27.	**Determination of the free formaldehyde content in nutrient polymers when used in fertilizing products**
	Scope: This document specifies methods for the determination of the free formaldehyde content in solid nutrient polymers (method A) and in liquid nutrient polymers (method B).
28.	**Nutrient polymers properties when used in fertilizing products**
	Scope: This document specifies references to methods for the determination of the solubility of nutrient polymers in phosphate buffer solution with pH 7,5 at 100 °C, of the free formaldehyde content in nutrient polymers and the final degradation of nutrient polymers.
29.	**Inorganic fertilizers – Determination of the total K_2O content**
	Scope: This document specifies two different methods (Method A and B) for the determination of the content of potassium (expressed as K2O) in inorganic fertilizers. Method A specifies a gravimetric method. Method B specifies the method using inductively coupled plasma optical emission spectrometry (ICP-OES).
30.	**Inorganic fertilizers - Determination of the combustible ingredient content in ammonium nitrate fertilizers of high nitrogen content**
	Scope: This document specifies a method for the determination of the combustible ingredient content in ammonium nitrate fertilizers of high nitrogen content.
31.	**Inorganic fertilizers - Determination of pH of a solution of ammonium nitrate fertilizer of high nitrogen content (revision of CEN/TS 17759:2022)**

	Scope: This document specifies a method for the determination of pH of a solution of ammonium nitrate fertilizer of high nitrogen content.
32.	**Inorganic fertilizers - Determination of particle size of ammonium nitrate fertilizers of high nitrogen content (revision of CEN/TS 17760:2022)**
	Scope: This document specifies a method for the determination of particle size of ammonium nitrate fertilizers of high nitrogen content.
33.	**Inorganic fertilizers - Determination of the chloride content in ammonium nitrate fertilizers of high nitrogen content (revision of CEN/TS 17761:2022)**
	Scope: This document specifies a method for the determination of the chloride content in ammonium nitrate fertilizers of high nitrogen content.
34.	**Inorganic fertilizers - Determination of the copper content in ammonium nitrate fertilizers of high nitrogen content (revision of CEN/TS 17762:2022)**
	Scope: This document specifies a method for the determination of the copper content in ammonium nitrate fertilizers of high nitrogen content.
35.	**Inorganic fertilizers – Determination of specific micronutrients (revision of CEN/TS 17754:2022)**
	Scope: This document specifies references to methods for the determination of the content of the following specific micronutrients in inorganic fertilizers : – total boron; – total cobalt; – total copper and zinc; – total iron; – total manganese; – total molybdenum; – water-soluble boron; – water-soluble cobalt; – water-soluble copper; – water-soluble iron; – water-soluble manganese; – water-soluble molybdenum; – water-soluble zinc; – sum of declared micronutrients in compound micronutrient fertilizers.
36.	**Inorganic fertilizers - Determination of specific inhibitors (revision of CEN/TS 17752:2022)**
	Scope: This document specifies references to methods for the determination of the nitrification inhibitor content and the urease inhibitor content in inorganic fertilizers. The determination of denitrification inhibitors in inorganic fertilizers will not be part of the scope of the umbrella TS nor the hEN as there are no products on the market.
37.	**Inorganic fertilizers - Determination of the organic carbon content**
	Scope: This document specifies a method for the organic carbon content of inorganic fertilizers.
38.	**Inorganic fertilizers – Determination of specific parameters (revision of CEN/TS 17755:2022)**
	Scope: This document specifies references to methods for the determination of the following specific parameters in inorganic fertilizers: – the granulometry; – the organic carbon content; – the dry matter content.
39.	**Fertilizers and liming materials – Determination of the chloride content by potentiometric titration (revision of CEN/TS 17758:2022)**
	Scope:

	This document specifies a method for the determination of the chloride content in organic fertilizers, organo-mineral fertilizers, inorganic fertilizers and liming materials by potentiometric titration.
40.	**Inhibitors — Determination of the chloride content by ion chromatography**
	Scope: This document specifies a method for the determination of the chloride content in inhibitors by ion chromatography.
41.	**Organic fertilizers, organo-mineral fertilizers, inorganic fertilizers and liming materials and inhibitors– Determination of the chloride content (revision of CEN/TS 17756:2022)**
	Scope: This document specifies references to methods for the determination of the chloride content in organic fertilizers, organo-mineral fertilizers, inorganic fertilizers and liming materials and inhibitors.
42.	**Fertilizers - Extraction of phosphorus soluble in mineral acids (revision of EN 15956:2011)**
	Scope: This document specifies a method for the determination of phosphorus soluble in mineral acids.
43.	**Fertilizers - Extraction of total sulfur present in various forms (revision of EN 15925:2011)**
	Scope:
44.	**Fertilizers - Extraction of phosphorus which is soluble in neutral ammonium citrate (revision of EN 15957:2011)**
	Scope: This document specifies a method for the extraction of the total sulfur contained in fertilizers in elemental form and/or in other chemical combinations. The method is applicable to EC fertilizers for which a declaration of the total sulfur present in various forms (elemental, thiosulfate, sulfite, sulfate) is provide.
45.	**Fertilizers - Extraction of total calcium, total magnesium, total sodium and total sulfur in the forms of sulfates (revision of EN 15960:2011)**
	Scope: This European Standard specifies a method for the extraction of total calcium, total magnesium and total sodium and for the extraction of total sulfur present in the form of sulfates, so that the same extract may be used for the determination of each nutrient required.
46.	**Fertilizers - Extraction of water-soluble calcium, magnesium, sodium and sulfur in the form of sulfates (revision of EN 15961:2017)**
	Scope: This document specifies a method for the extraction of water-soluble calcium, magnesium, sodium and sulfur(in the form of sulfates), so that the same extract can be used for the determination of each nutrient required.
47.	**Inorganic fertilizers – Detection of specific pathogens**
	Scope: This document specifies references to methods for the detection of Salmonella spp, Escherichia coli and Enterococcaceae in inorganic fertilizers.

Annex C

Application to a Call for Tender process in compliance with SMP Single Market Programme Regulation (and its financing decision) & MGA (Mono or Multi beneficiary(ies) Grant Agreement)

A- Contact details of the Expert

Name: **Position:** **Phone:** **Email address:** **Personal website (if any)**

B- Information about the organisation/s the expert is working (name, website, contact person, phone, email)

C- Curriculum Vitae (maximum 4 A4 pages)

D- Please specify for which position you are applying:
(should correspond to one of the call positions)

…….

E- Please describe and show evidence of the required skills and expertise for the role you are applying for (half a page maximum including your proposed approach)

Yes	No	Skills and expertise	Short description of the evidence of the required skills and expertise for the role you are applying for
		at least 5 years experience in the relevant field, i.e. inorganic fertilizers, inhibitors, liming materials, sampling and /or sample preparation	

		knowledge of the relevant European legislation with respect to the requested field	
		management skills such as coordinating a group of experts and subcontractors (e.g. technical project leaders), promoting consensus, convening meetings, ensuring the circulation of relevant documents, early recognition and solution of problems (e.g. concerning time and content of the deliverables)	
		ability to understand and check the deliverables in terms of requested scope, coherence, consistency, and validation (if applicable)	
		reporting in correspondence or at meetings by addressing the relevant points	
		ability to supply deliverables at specified target dates	
		at least 5 years of experience in European and/or International Standardization	
		communication skills and proficiency in English	

F- Information on the costs of the experts

- Daily rates:
- Number of person-days:
- Cost for travels:
- Other costs:

Total costs:

G- Description of the offer (answer to the call for tender)

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

a) subject of a non-likely judgment of recourse for a professional infringement
b) to be in an irregular tax situation or in an irregular special taxation situation
c) to provide with incomplete or erroneous information

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

Signed:

On behalf of :(print name here)

Date:

Annex D

Draft Service Contract

Draft Service contract

Between

DIN Deutsches Institut für Normung e. V.
Am DIN-Platz
Burggrafenstraße 6
10787 Berlin
hereinafter referred to as "DIN"

and

<<Subcontractor>>
<<Address>>
…….
hereinafter referred to as the "CONTRACTOR"

Introduction
The European Commission/EFTA has decided to fund SA/CEN/2021-04 "Fertilizers and liming materials". The projects are dealt with by CEN/TC 260 "Fertilizers and liming materials", the secretariat of which is held by DIN. DIN assures the organizational coordination work on behalf of CEN/TC 260.

1. Object of the Service contract
The CONTRACTOR agrees that it will participate as a convenor in <<CEN/TC 260/WG 1 or CEN/TC 260/WG 3 or CEN/TC 260/WG 7>> for a cumulative amount of <<xx person-days starting from 20xx-xx-xx and finishing by 20xx-xx-xx>> which is tasked to ensure the development of the deliverable listed in Annex 2. It is to be noted that dependent on the consultations with the European Commission, the list is not exhaustive.

2. Duties of the CONTRACTOR
The CONTRACTOR's duties will include:

1. managing the Working Group so that it can undertake the preparation of the deliverables within the specified timeframe;
2. promoting consensus on the documents to be developed by the Working Group and proposing solutions and actions to the project leader and Working Group to progress efficiently on the drafts;
3. monitoring that the Working Group composition is appropriate for the completion of the required work within the specified timeframe;
4. scheduling and convening Working Group meetings including necessary actions prior and after the meeting such as approval of meeting agenda and meeting minutes;
5. ensures relevant documents are circulated to Working Group experts;
6. reporting on the status of projects to the TC secretary in correspondence or at meetings including proactive early reporting if projects are in danger of not being completed within the specified timeframe;
7. ensures that WG experts have appropriate briefing on relevant rules and procedures;

8. prepare progress reports to be submitted to CEN/TC 260/WG 3 including interim and final reports, which will be submitted to the European Commission;
9. reporting to CEN/TC 260 at the plenary meeting;
10. evaluates the status of the preparation of draft standards, including the quality of the technical content and the level of consensus within the working group, before they are submitted to the TC Secretary
11. proof of deliverables provided by CEN-CENELEC Management Centre before publication;
12. acting according to the CEN-rules;
13. facilitates the standardization process considering good practice;
14. The convenor will attend an estimated number of the following meetings per year:

- three to seven Working Group meetings (including web meetings and half-day meetings) – estimation: 6 days per year;
- one plenary meeting of CEN/TC 260 – estimation: 2 days per year;
- four to five meetings of the Chairman's Advisory Group (CAG) of CEN/TC 260 (web meetings) – estimation: 2 days per year;
- if necessary, other meetings such as joint meetings with other WGs or TCs (e.g. CEN/TC 223, CEN/TC 455); meetings with the European Commission, meetings of the selection panel or meetings with subcontractors – estimation: 2 to 3 days per year.

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.

The selection procedure documented in the open call for tender, sections V, VI and VII selected the CONTRACTOR on the basis of its personal qualification and experience. All man days under this Service contract must therefore be performed by the CONTRACTOR in person. Any deviations from this must be justified in writing and authorized by the European Commission before any related funds can be disbursed.

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.

<u>CEN/TC 260/WG 1</u>

Step 1: Approval of work programme, protocol and draft sampling method by CEN/TC 260/WG 1	1 January 2024
Step 2: Circulation of 1st Working Draft (stage 20.60)	1 June 2024
Step 3: Interim report on the status of the project	1 July 2025
Step 4: prEN Enquiry Draft (stage code 30.99)	1 January 2026
Step 5: FprEN Formal Vote Draft (stage code 45.99)	1 January 2027
Step 6: Final report	1 July 2027

CEN/TC 260/WG 3

Step 1: Approval of work programme, protocol and draft test method by CEN/TC 260/WG 3	1 January 2024
Step 2: Circulation of 1st Working Draft (stage 20.60)	1 June 2024
Step 3: Start of validation (inter-laboratory study)	1 March 2025
Step 4: Interim report on the status of the project	1 July 2025
Step 5: Report on final results of validation	1 September 2025
Step 6: prEN Enquiry Draft (stage code 30.99)	1 January 2026
Step 7: FprEN Formal Vote Draft (stage code 45.99)	1 January 2027
Step 8: Final report	1 July 2027

CEN/TC 260/WG 7

Step 1: Approval of work programme, protocol and draft test method by CEN/TC 260/WG 7	1 January 2024
Step 2: Circulation of 1st Working Draft (stage 20.60)	1 March 2024
Step 3: Start of validation (inter-laboratory study)	1 September 2024
Step 4: Report on final results of validation	1 March 2025
Step 5: Interim report on the status of the project	1 July 2025
Step 6: prEN Enquiry Draft (stage code 30.99)	1 January 2026
Step 7: FprEN Formal Vote Draft (stage code 45.99)	1 January 2027
Step 8: Final report	1 July 2027

It has to be noted that for specific projects the above-mentioned steps are foreseen to be reached earlier (especially projects where certain steps are already completed). In that case the convenor is obligated to take earlier actions as well. If documents pass through one or more stages earlier than indicated, the Secretariat of CEN/TC 260 aims to implement subsequent target dates earlier as well. This will involve consultation with the project leader. The minimum intervals between target dates will be respected. After activation of the respective deliverable, the target dates specified in the CEN/CENELEC Internal Regulations must also be respected by the convenor (see https://boss.cen.eu/developingdeliverables/pages/en/pages/). For project 49 in Annex B, target dates might be reached maximum 6 months later.

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.

<<in case the CONTRACTOR is from a non-EEA country, the following paragraph will be included: 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 xxx € per person-day up to a maximum of xx person-days and travel costs totalling a maximum sum of xx € >>>>. Invoicing shall be done as follows:

Step A: on completion of 25 % of person days: up to 25 % of above sum;
Step B: provision of interim report provided acceptance by the Commission of the interim report: up to 50% of above sum;
Step C: provision of final report provided acceptance by the Commission of the final report: the remaining balance of above sum.

The information is subject to changes in the Grant Agreement.

The payment is only applicable for a selected convenor who is appointed according to the rules and internal regulations of the European Committee on Standardization (CEN) (see CEN BOSS and CEN/CENELEC Internal Regulations – Part 2).

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 [from …..to …..] [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:

Dr. Sophie Dithmer, Secretary CEN/TC 260, Phone: +49 30 2601-2647
email: sophie.dithmer@din.de

All invoices to DIN shall be addressed as follows:

DIN Deutsches Institut für Normung e. V.
Buchhaltung
Am DIN-Platz
Burggrafenstraße 6
10787 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.

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	<<Name, Position>>
Chairman of the Executive Board	
(Stamp)	(Stamp)
(Date)	(Date)
……	
i. V. Matthias Kritzler-Picht	

Head of G Food, Packaging, Plastics

(Date)

Annex 1

EC Mandatory Content of an Invoice

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: • **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: • **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
• **Sequential number based on one or more series, which uniquely indentifies 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**	**Where an exemption is involved or where the customer is liable to pay the tax** further information should be given accordingly : • **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** **OR** • **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** **OR** • **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**
	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: **Obligation to mention the amounts on the invoice in the local currency**
	For Bulgaria, Greece, Hungary, Lithuania, Poland, Romania, UK: **Obligation to issue the invoice in one of the official languages**

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

Annex 2
List of projects (as of September 2023)

Current and planned work programme of CEN/TC 260/WG 1	
1.	**EN 1482-5, WI 00260220 Fertilizing products – Sampling and sample preparation – Part 5: Sampling of organic and organo-mineral fertilizers**
	Scope: This document specifies sampling plans and methods of representative sampling of organic and organo-mineral fertilizers to obtain samples for physical, chemical and microbiological analysis.
2.	**EN 1482-4, WI 00260294 Fertilizers, liming materials and inhibitors - Sampling and sample preparation - Part 4: Sampling for microbial presence in fertilizers**
	Scope: This document specifies the method for taking a sample from both solid and liquid forms of organic fertilizers, organo-mineral fertilizers and inorganic fertilizers containing more than 1 % by mass of organic carbon, when in packages, containers or in bulk, to detect levels of microbial presence. This document does not apply to sampling for microbial presence in growing media and soil improvers or plant biostimulants).
3.	**EN 1482-1rev, WI 00260294 Fertilizers, liming materials and inhibitors – Sampling and sample preparation - Part 1: General sampling provisions**
	Scope: This document specifies sampling plans, methods of sampling and establishes the requirements for sampling reports regarding fertilizers, liming materials and inhibitors.
4.	**EN 1482-2rev, WI 00260295 Fertilizers, liming materials and inhibitors – Sampling and sample preparation - Part 2: General sample preparation provisions**
	Scope: This document specifies methods for the reduction and division and for the preparation before analysis regarding fertilizers, liming materials and inhibitors.
5.	**EN 1482-3rev, WI 00260296 Fertilizers, liming materials and inhibitors - Sampling and sample preparation - Part 3: Sampling of static heaps**
	Scope: This document specifies methods for the sampling of static heaps of fertilizers and liming materials.
6.	**EN 12944-1rev, WI 00260207 Fertilizers, liming materials and inhibitors — Vocabulary — Part 1: General terms**
	Scope: This European Standard defines general terms, relating to fertilizers and liming materials.
7.	**EN 12944-2rev, WI 00260208 Fertilizers, liming materials and inhibitors — Vocabulary — Part 2: Terms relating to fertilizers**
	Scope: This European Standard defines terms relating to fertilizers.
8.	**EN 17836, WI 00260297 Fertilizers - Description of the forms of the physical unit**
	Scope: This document specifies the description of the forms of physical unit in organic, organo-mineral and inorganic fertilizers.
9.	**EN 17817, WI 00260223 Fertilizers, liming materials and inhibitors - Determination of the quantity (declared by mass or volume)**
	Scope: This document specifies methods for the determination of the quantity for organic fertilizers, organo-mineral fertilizers, inorganic fertilizers, liming materials and inhibitors.

Current and planned work programme of CEN/TC 260/WG 3	
10.	**EN 17816rev,, Liming materials - Determination of physical and chemical properties and specific contaminants**
	Scope: This document specifies references to methods for the determination of the following specific parameters in liming materials: --neutralizing value --Reactivity --Grain size --Granulometry --Total calcium oxide content (CaO) --Total magnesium content (MgO) --Cadmium content --Hexavalent chromium content --Mercury content --Nickel and lead content --Arsenic content --Total chromium content.
11.	**EN 16319rev, Fertilizers and liming materials - Determination of cadmium, chromium, lead and nickel by inductively coupled plasma-atomic emission spectrometry (ICP-AES) after aqua regia dissolution**
	Scope: This document specifies a method for the determination of the content of cadmium, chromium, nickel, lead, copper and zinc in inorganic fertilizers and liming materials using inductively coupled plasma-atomic emission spectrometry (ICP-AES) after aqua regia dissolution. Limits of quantification are dependent on the sample matrix as well as on the instrument, but can roughly be expected to be 0,3 mg/kg for Cd and 1 mg/kg for Cr, Ni and Pb. NOTE Due to significant interference from Cu, Fe and Mn, no valid results can be reported using this method for fertilizer matrices containing high concentrations (≥ 10%) of these micronutrients.
12.	**WI 00260224 Determination of the phosphonates content in organic, organo-mineral, mineral fertilizers, liming materials and inhibitors**
	Scope: This document specifies methods for the determination of the phosphonates content in organic, organo-mineral and inorganic fertilizers, liming materials and inhibitors.
13.	**EN 12944-3rev, Fertilizers and liming materials - Vocabulary - Part 3: Terms relating to liming materials**
	Scope: This document defines terms relating to liming materials.
14.	**EN 14069rev: Liming materials – Denominations, specifications and labelling**
	Scope: This European Standard describes and specifies the requirements of products of natural origin and products from industrial processes of basic and fine quality to be used as liming materials in agriculture for raising the pH of soil (and water).

Current and planned work programme of CEN/TC 260/WG 7	
15.	**Organo-mineral fertilizers - Determination of the urease inhibitor content**
	Scope: This document specifies a method for the determination of the urease inhibitor N-(n-butyl)thiophosphoric triamide (NBPT) in organo-mineral fertilizers.
16.	**Organo-mineral fertilizers – Determination of specific inhibitors**
	Scope: This document specifies references to methods for the determination of the urease inhibitor content in organo-mineral fertilizers. The determination of denitrification inhibitors and nitrification inhibitors in organo-mineral fertilizers will not be part of the scope of the umbrella hEN as there are no products on the market.
17.	**Fertilizing products – Demonstration of efficacy of nitrification inhibitors**
	Scope: This document specifies a method for the demonstration of the efficacy of nitrification inhibitors in fertilizing products.
18.	**Fertilizing products – Demonstration of efficacy of urease inhibitors**
	Scope: This document specifies a method for the demonstration of the efficacy of urease inhibitors in fertilizing products.
19.	**Fertilizing products – Demonstration of efficacy of inhibitors**
	Scope: This document specifies references to methods for the demonstration of efficacy of nitrification and urease inhibitors in fertilizing products. The efficacy testing of denitrification inhibitors, will not be part of the scope of the hEN as there are no products on the market.
20.	**Inorganic fertilizers – Determination of monocarbamide dihydrogen sulphate (MCDHS)**
	Scope: This document specifies a method for the determination of monocarbamide dihydrogen sulphate (MCDHS) in inorganic fertilizers.
21.	**Inorganic fertilizers – Determination of specific contaminants (revision of CEN/TS 17753:2022)**
	Scope: This document specifies references to methods for the determination of the biuret, mercury, cadmium, nickel, arsenic, lead, perchlorate, chromium VI and total chromium content in inorganic fertilizers.
22.	**Inorganic fertilizers – Determination of total nitrogen in methylene urea and urea formaldehyde (revision of EN 15478:2009)**
	Scope: This document specifies a method for the determination of the content of total nitrogen from methylene-urea and urea formaldehyde in their pure form in inorganic fertilizers.
23.	**Inorganic fertilizers – Determination of extracted phosphorus P2O5 (revision of EN 15959:2011)**
	Scope: This document specifies a method for the determination of the formic acid soluble P_2O_5 content in inorganic fertilizers.
24.	**Inorganic fertilizers – Determination of specific nutrients (revision of CEN/TS 17757:2022)**
	Scope: This document specifies references to methods for the determination of the content of the following specific nutrients in inorganic fertilizers: – the total nitrogen content, – the ammoniacal nitrogen content, – the nitric nitrogen content, – the urea nitrogen content, – the content of nitrogen from IBDU and CDU, – the cyanamide nitrogen content, – the content of nitrogen from methylene-urea (and urea formaldehyde, if applicable), – the total P_2O_5 content, – the water-soluble P_2O_5 content, – the neutral ammonium citrate soluble P_2O_5 content, – the formic acid soluble P_2O_5 content, – the total K_2O content, – the water-soluble K_2O content, – the total MgO content, – the water-soluble MgO content, – the total CaO content,

	– the water-soluble CaO content, – the total SO_3 content, – the water-soluble SO_3 content, – the total Na_2O content, – the water-soluble Na_2O content.
25.	**Inorganic fertilizers — Determination of nitrogen content in IBDU (isobutylidenediurea) and CDU (crotonylidenediurea)**
	Scope: This document specifies a method for the determination of nitrogen content in IBDU (isobutylidenediurea) and CDU (crotonylidenediurea) using high-performance liquid chromatography (HPLC). The method is applicable to all fertilizers which do not contain interfering organic compounds.
26.	Inorganic fertilizers – Determination of specific parameters in ammonium nitrate fertilizers of high nitrogen content (revision of CEN/TS 17751:2022)
	Scope: This document specifies references to methods for the determination of the following specific parameters in ammonium nitrate fertilizers of high nitrogen content: – the nitrogen content as a result of ammonium nitrate, – the combustible ingredient content, – pH of a solution of ammonium nitrate fertilizers of high nitrogen content, – the particle size of ammonium nitrate fertilizers of high nitrogen content, – the chloride content, – the copper content.
27.	**Fertilizers - Determination of cold water insoluble nitrogen and hot water insoluble nitrogen in solid urea formaldehyde and methylene urea slow-release fertilizers and determination of the solubility of nutrient polymers in phosphate buffer solution with a pH of 7,5 at 100 °C (revision of CEN/TS 17403:2021)**
	Scope: This document specifies a method for the determination of the cold and hot water insoluble nitrogen content in solid urea formaldehyde and methylene urea slow release fertilizers and for the determination of the solubility of nutrient polymers in a phosphate buffer solution with a pH of 7,5 at 100 °C.
28.	**Determination of the final degradation products of nutrient polymers when used in fertilizing products**
	Scope: This document specifies a method for the determination of the final degradation products (ammonia and carbon dioxide) of nutrient polymers when used in fertilizing products.
29.	**Determination of the free formaldehyde content in nutrient polymers when used in fertilizing products**
	Scope: This document specifies methods for the determination of the free formaldehyde content in solid nutrient polymers (method A) and in liquid nutrient polymers (method B).
30.	**Nutrient polymers properties when used in fertilizing products**
	Scope: This document specifies references to methods for the determination of the solubility of nutrient polymers in phosphate buffer solution with pH 7,5 at 100 °C, of the free formaldehyde content in nutrient polymers and the final degradation of nutrient polymers.
31.	**Inorganic fertilizers – Determination of the total K_2O content**
	Scope: This document specifies two different methods (Method A and B) for the determination of the content of potassium (expressed as K2O) in inorganic fertilizers. Method A specifies a gravimetric method. Method B specifies the method using inductively coupled plasma optical emission spectrometry (ICP-OES).
32.	**Inorganic fertilizers - Determination of the combustible ingredient content in ammonium nitrate fertilizers of high nitrogen content**
	Scope: This document specifies a method for the determination of the combustible ingredient content in ammonium nitrate fertilizers of high nitrogen content.
33.	**Inorganic fertilizers - Determination of pH of a solution of ammonium nitrate fertilizer of high nitrogen content (revision of CEN/TS 17759:2022)**
	Scope:

	This document specifies a method for the determination of pH of a solution of ammonium nitrate fertilizer of high nitrogen content.
34.	**Inorganic fertilizers - Determination of particle size of ammonium nitrate fertilizers of high nitrogen content (revision of CEN/TS 17760:2022)**
	Scope: This document specifies a method for the determination of particle size of ammonium nitrate fertilizers of high nitrogen content.
35.	**Inorganic fertilizers - Determination of the chloride content in ammonium nitrate fertilizers of high nitrogen content (revision of CEN/TS 17761:2022)**
	Scope: This document specifies a method for the determination of the chloride content in ammonium nitrate fertilizers of high nitrogen content.
36.	**Inorganic fertilizers - Determination of the copper content in ammonium nitrate fertilizers of high nitrogen content (revision of CEN/TS 17762:2022)**
	Scope: This document specifies a method for the determination of the copper content in ammonium nitrate fertilizers of high nitrogen content.
37.	**Inorganic fertilizers – Determination of specific micronutrients (revision of CEN/TS 17754:2022)**
	Scope: This document specifies references to methods for the determination of the content of the following specific micronutrients in inorganic fertilizers : – total boron; – total cobalt; – total copper and zinc; – total iron; – total manganese; – total molybdenum; – water-soluble boron; – water-soluble cobalt; – water-soluble copper; – water-soluble iron; – water-soluble manganese; – water-soluble molybdenum; – water-soluble zinc; – sum of declared micronutrients in compound micronutrient fertilizers.
38.	**Inorganic fertilizers - Determination of specific inhibitors (revision of CEN/TS 17752:2022)**
	Scope: This document specifies references to methods for the determination of the nitrification inhibitor content and the urease inhibitor content in inorganic fertilizers. The determination of denitrification inhibitors in inorganic fertilizers will not be part of the scope of the umbrella TS nor the hEN as there are no products on the market.
39.	**Inorganic fertilizers - Determination of the organic carbon content**
	Scope: This document specifies a method for the organic carbon content of inorganic fertilizers.
40.	**Inorganic fertilizers – Determination of specific parameters (revision of CEN/TS 17755:2022)**
	Scope: This document specifies references to methods for the determination of the following specific parameters in inorganic fertilizers: – the granulometry; – the organic carbon content; – the dry matter content.
41.	**Fertilizers and liming materials – Determination of the chloride content by potentiometric titration (revision of CEN/TS 17758:2022)**
	Scope:

	This document specifies a method for the determination of the chloride content in organic fertilizers, organo-mineral fertilizers, inorganic fertilizers and liming materials by potentiometric titration.
42.	**Inhibitors — Determination of the chloride content by ion chromatography**
	Scope: This document specifies a method for the determination of the chloride content in inhibitors by ion chromatography.
43.	**Organic fertilizers, organo-mineral fertilizers, inorganic fertilizers and liming materials and inhibitors– Determination of the chloride content (revision of CEN/TS 17756:2022)**
	Scope: This document specifies references to methods for the determination of the chloride content in organic fertilizers, organo-mineral fertilizers, inorganic fertilizers and liming materials and inhibitors.
44.	**Fertilizers - Extraction of phosphorus soluble in mineral acids (revision of EN 15956:2011)**
	Scope: This document specifies a method for the determination of phosphorus soluble in mineral acids.
45.	**Fertilizers - Extraction of total sulfur present in various forms (revision of EN 15925:2011)**
	Scope:
46.	**Fertilizers - Extraction of phosphorus which is soluble in neutral ammonium citrate (revision of EN 15957:2011)**
	Scope: This document specifies a method for the extraction of the total sulfur contained in fertilizers in elemental form and/or in other chemical combinations. The method is applicable to EC fertilizers for which a declaration of the total sulfur present in various forms (elemental, thiosulfate, sulfite, sulfate) is provide.
47.	**Fertilizers - Extraction of total calcium, total magnesium, total sodium and total sulfur in the forms of sulfates (revision of EN 15960:2011)**
	Scope: This European Standard specifies a method for the extraction of total calcium, total magnesium and total sodium and for the extraction of total sulfur present in the form of sulfates, so that the same extract may be used for the determination of each nutrient required.
48.	**Fertilizers - Extraction of water-soluble calcium, magnesium, sodium and sulfur in the form of sulfates (revision of EN 15961:2017)**
	Scope: This document specifies a method for the extraction of water-soluble calcium, magnesium, sodium and sulfur(in the form of sulfates), so that the same extract can be used for the determination of each nutrient required.
49.	**Inorganic fertilizers – Detection of specific pathogens**
	Scope: This document specifies references to methods for the detection of Salmonella spp, Escherichia coli and Enterococcaceae in inorganic fertilizers.