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C.4. Monitoring and Evaluation

CALL FOR TENDERS

"Pilot Project — Developing a farmers' toolbox for integrated pest management practices from across the Union"

AGRI/2020/OP/0003

Open Procedure

TENDER SPECIFICATIONS

Part 2: Technical specifications

Table of Contents

TABLE OF CONTENTS	2
PART 2: TECHNICAL SPECIFICATIONS.....	4
1.1. Purpose of the contract	4
1.1.1. Context of the pilot project.....	4
1.1.2. Objectives of the pilot project	6
1.1.3. Minimum requirements	7
1.2. Previous relevant works	7
1.3. Tasks to be performed by the contractor	8
1.3.1. Scope of the pilot project.....	9
1.3.1.1. Geographical coverage	9
1.3.1.2. Sectoral coverage.....	9
1.3.1.3. Examination period	9
1.3.2. Approach to the study.....	9
1.3.3. Case studies	10
1.3.4. Database	11
1.3.5. Study themes.....	11
1.3.5.1. Theme 1: Identification and assessment of effective practices and technologies to reduce dependency on the use of pesticides in the European Union	11
1.3.5.2. Theme 2: Estimation of the potential to reduce dependency on pesticide use and its key drivers and barriers	12
1.3.5.3. Theme 3: Assessment of how public policies, private certification schemes, and other strategies are contributing to the reduction of the dependency on pesticide use.....	13
1.3.5.4. Theme 4: Strategies on how to scale up good practices throughout the EU.	14
1.3.6. Tasks 14	
1.3.6.1. Task 1: Structuring	14
1.3.6.2. Task 2: Observing.....	17
1.3.6.3. Task 3: Analysing	18
1.3.6.4. Task 4: Reporting	18
1.3.7. Requirements for collection of data and information	20
1.3.8. Deliverables.....	21
1.3.9. Progress reports	22
1.4. Organisation of the work, timetable and physical location	22

Pilot Project — Developing a farmers' toolbox for integrated pest management practices from across the Union

1.4.1. Overall management of the contract.....	22
1.4.2. Timetable for the work and deliverables	22
1.4.3. Duration of the works and deliverables	23
1.4.3.1. Meetings	24
1.4.4. Location at which services have to be performed	26
2. CONTENT, STRUCTURE AND GRAPHIC REQUIREMENTS OF THE DELIVERABLES.....	26
2.1. Content	26
2.1.1. Final report	26
2.1.2. Publishable executive summary	27
2.1.3. Requirements for publication on Internet	27
2.1.4. Annexes to the final report	27
2.2. Structure	28
2.3. Graphic requirements	28
2.4. Inter-institutional style guide	28

PART 2: TECHNICAL SPECIFICATIONS

1.1. Purpose of the contract

1.1.1. Context of the pilot project

Pest management strategies have evolved over the years. They include cultural, biological and physical practices, genetics resistances, and Plant Protection Products (PPPs), both chemical and non-chemical.

Plant Protection Products are widely used in conventional farming and they play a sensitive role in food production systems. Indeed, PPPs have the function of protecting crops, but they may have negative impacts on the environment and on human health, inter alia. In the EU, pesticides are strictly regulated under Regulation (EC) No 1107/2009¹: active substances need to be approved at EU level in order to be allowed for use in plant protection products (“positive listing”), and each plant protection product containing the approved active substances has to be authorised at national level.

For this study, “pesticides”² will cover plant protection products as defined in directive 2009/128/CE excluding biocides³. Low-risk pesticides are included as part of Integrated Pest Management (IPM) practices and the principle that when chemical pest control methods are needed, low-risk pesticides shall be considered first.

The European Commission (EC) contributes to the enforcement of the sustainable use of pesticides through its Framework Directive⁴ that promotes the use and implementation of IPM techniques. The Annex III of the Directive lists the 8 general principles of IPM and Member States shall establish or support the establishment of necessary conditions for the implementation of IPM. The Common Agricultural Policy (CAP) includes tools that support the implementation of IPM principles, while further action is also required at the local and regional level.

The general principles of IPM are mandatory for all professional users. However, this study will cover aspects mostly related to farmers.

Experience^{5,6} across the EU shows that it is possible to considerably reduce pesticide use and dependency, without unduly reducing yields or increasing costs of production.

¹ This Regulation covers both chemical active substances, low-risk chemicals (e.g. pheromones or basic substances), and microorganisms used in biological control.

² In this report, the term ‘pesticides’ refers to plant protection products as per Article 2 of Regulation (EC) No 1107/2009.

³ As defined in Article 22 of Regulation (EC) No 1107/2009.

⁴ <https://eur-lex.europa.eu/legal-content/EN/ALL/?uri=celex%3A32009L0128>

⁵ Farming without plant protection products, Can we grow without using herbicides, fungicides and insecticides? In-depth analysis from European Parliamentary Research Service, [http://www.europarl.europa.eu/cmsdata/185760/EPRS_IDA\(2019\)634416_EN.pdf](http://www.europarl.europa.eu/cmsdata/185760/EPRS_IDA(2019)634416_EN.pdf)

This study focuses on the reduction of dependency on pesticide use and how to achieve it in a sustainable way. It refers to a decrease of risks for both human health and natural environment, system resilience and a cut of quantities of the pesticides used. Alternative practices⁷ are already available, such as crop rotation, suitable cultivation techniques, hygienic preventive measures, improved monitoring practices, beneficial organisms, as well as others (non-chemical plant protection practices including mechanical techniques, digital tools, or biological plant protection products).

Various initiatives are in place to support the reduction of dependency on pesticide use, as follows:

- Public policies:
 - Directive 2009/128/EC of the European Parliament and the Council hereinafter referred to as the Sustainable Use Directive (SUD), establishes a framework for Community action to achieve the sustainable use of pesticides. Its main objective is to reduce the risks and impacts of pesticide use on human health and the environment and promoting the use of IPM and alternative approaches or techniques such as non-chemical alternatives to pesticides (Article 1 of the SUD). As per Article 14 (1) of the Directive, Member States shall take all necessary measures to promote low pesticide-input pest management, including IPM and organic farming. The SUD provides for a wider range of actions to achieve the sustainable use of pesticides in the EU. By the fourth IPM principle (as per Annex III, point 4), preference must be given to sustainable biological, physical and other non-chemical methods to chemical methods if they provide satisfactory pest control.
 - Regulation (EC) No 1107/2009 regarding the placing on the market of plant protection products (the PPP Regulation) provides criteria for the approval of low-risk active substances and for specific provisions that facilitate their placing on the market. A list of potentially low-risk active substances was published in July 2018 (Commission Notice). It aimed at supporting Member States' efforts to accelerate their assessments under the renewal programme of active substances and to give priority to the authorisation of products containing those substances; this would stimulate the sector to seek authorisation for low-risk products in line with the objectives of Directive 2009/128/EC;
 - CAP measures favouring sustainable production: sectoral programmes, rural development support including agri-environment-climate measures, organic farming legislation, and financial support, Farm Advisory System (FAS),

⁶ Reducing pesticide use while preserving crop productivity and profitability on arable farms. Martin Lechenet, Fabrice Dessaint, Guillaume Py, David Makowski and Nicolas Munier-Jolain. *Nature Plants*, 27 February 2017. DOI: 10.1038/nplants.2017.8

⁷ Based on Annex III “Principles of integrated pest management” of Directive 2009/128/EC of 21 October 2009, “Establishing a framework for Community action to achieve the Sustainable Use of Pesticides”, (OJ - L 309, 14.11.2009)

investments, knowledge transfer (training), precision farming; but also the instruments of the 1st pillar of the CAP such as certain greening practices as well as certain standards of cross-compliance;

- Actions at national level (e.g., pesticide taxation, protection of sensitive areas).

- Private sector initiatives:

- Farmer level: e.g., agronomic practices, new technologies, biological control;
- Chain and sectoral strategies: e.g., usually via integrated production, pesticides free labelling, private insurance or product certification schemes.

There is no single solution to reduce dependency on pesticide use and the associated risks. Indeed, it requires a set of changes in current production systems, in value chains and the policy environment. Three factors are required to work together:

- Availability and know-how of alternative pest control techniques: availability, practicality, and cost-benefit;
- Increasing demand for products grown with low-pesticide input or without pesticides *i.e. integrated production, pesticide-free products*;
- Conducive legislation and policies.

There are limited data about the implementation of measures that help to reduce dependency on pesticide use at Member States level. Besides, there are barriers, whether real or perceived, to achieve this goal (e.g., economic risks related to potential yield reduction, possible additional costs, increased volume of production system changes, lack of alternatives to pest control methods or techniques, lack of knowledge). Thus, further steps are required to promote and ensure the best implementation of practices helping to reduce dependency on pesticide use across the EU and to measure the progress achieved in the reduction of risks of pesticide use.

1.1.2. Objectives of the pilot project

The overall objective of the project is to provide background knowledge on the most promising ways that could help farmers, advisors, and policymakers to scale up the reduction of the dependency on pesticide use across the European Union. The specific objectives of the pilot project are:

1. To provide a comprehensive description of the currently available implementing approaches (e.g., policies, agricultural practices, technologies, private sector initiatives such as certifications) to reduce dependency on pesticides use. The study will make an inventory of the most relevant tools (e.g. CAP instruments such as Farm Advisory System (FAS), etc.), policies and guidelines from Member States, pest and disease monitoring and foresight, technologies (e.g. biological pest control by using microorganisms/virus, pheromones, plant extracts), and alternative practices (e.g. crop rotation, intercropping, mixed crops, non-chemical weeding, precision agriculture, resistant varieties, support of beneficial organisms). Furthermore, the description should include private sector

initiatives and other public policies that promote and support the reduction of the dependency on pesticide use.

2. To assess the potential of the approaches identified in objective 1 for reducing the dependency on pesticide use, and to prove their effectiveness as well as barriers (real or perceived) that limit their uptake. In particular, the study should list and assess the barriers and explain their roots and possible ways to overcome them. The study will examine in particular the following drivers and constraints:
 - Economic aspects (e.g. additional costs versus added value) associated with agro-environmental variability factors (e.g. climatic, regional, crop-specific factors), including risk management (in the presence or absence of insurance schemes for pest-related yield or quality losses);
 - Aspects related to knowledge, information availability and accessibility, available or upcoming technologies;
 - Relationships between farmers and the other actors throughout the food chain.
3. To propose specific strategies on how to scale up good practices throughout the EU. This includes increased research and knowledge transfer between sectors, including experience gained in organic farming, permaculture, and conservation agriculture that does not lead to higher pesticide use. The contractor should also identify a suitable communication strategy to disseminate and promote the use of the database.
4. To set up an EU-wide database containing the relevant information and guidance to enable farmers and advisory services to reduce the dependency on pesticide use.

The conclusion of this pilot project should provide useful information for future actions at EU and Member States' level, including the implementation of the CAP post-2020.

1.1.3. Minimum requirements

Tenderers are required to follow the four methodological steps, which are (1) Structuring, (2) Observing, (3) Analysing and (4) Reporting.

1.2. Previous relevant works

The study will build on experience and present circumstances. It will take into account the following non-exhaustive list of relevant work:

- Draft Guidance Document for establishing IPM principles, 7.0307/2008/504015/ETU/B3, 2009, https://ec.europa.eu/environment/archives/ppps/pdf/draft_guidance_doc.pdf
- The previous assessments (e.g. Commission evaluation COM(2017) 587 final, Report from the Commission to the European Parliament and the Council on

Member State National Action Plans and on progress in the implementation of Directive 2009/128/EC on the sustainable use of pesticides⁸);

- Progress report⁹ on the implementation plan to increase the availability of low risk PPPs – Note from the Commission;
- The work done by organisations working with farmers on different agronomic approaches and IPM (e.g. International Organisation for Biological Control (IOBC), the International Biocontrol Manufacturer Association (IBMA));
- Research projects (e.g. CORDIS H2020 projects¹⁰ and FP7), , including the OPTIMA¹¹, RELACS¹² and ORGANIC-PLUS¹³ research projects;
- EIP-AGRI activities (e.g. Focus Groups¹⁴) and RDP Operational Groups¹⁵
- Commission audits on the implementation of Directive 2009/128/EC¹⁶;
- SUD web portal¹⁷;

1.3. Tasks to be performed by the contractor

The contractor is required to follow the defined tasks to obtain the required results for this study. The contractor is required to develop interim and final deliverables progressively while incorporating findings from each task.

⁸ https://ec.europa.eu/food/sites/food/files/plant/docs/pesticides_sup_report-overview_en.pdf

⁹ presented to AGRIFISH Council in July 2019, available upon request addressed to DG SANTE.

¹⁰ Plant health factsheet Horizon 2020 projects:

https://ec.europa.eu/info/sites/info/files/food-farming-fisheries/farming/documents/factsheet-agri-plant-health_en.pdf

¹¹ <http://optima-h2020.eu/>

¹² <https://relacs-project.eu/>

¹³ <https://organic-plus.net/>

¹⁴ such as: - Integrated Pest Management (IPM) - Focus on Brassica species

- Non-chemical weed management in arable cropping systems
- IPM practices for soil-borne diseases suppression in vegetables and arable crops

¹⁵ The Operational Group assessment report 2018: <https://ec.europa.eu/eip/agriculture/en/publications/eip-agri-operational-groups-assessment-2018>.

The Operational Group database: <https://ec.europa.eu/eip/agriculture/en/my-eip-agri/operational-groups/projects>

¹⁶ <https://ec.europa.eu/transparency/regdoc/rep/1/2017/EN/COM-2017-587-F1-EN-MAIN-PART-1.PDF>

¹⁷ https://ec.europa.eu/food/plant/pesticides/sustainable_use_pesticides_en

1.3.1. Scope of the pilot project

1.3.1.1. Geographical coverage

The geographical coverage of the study will concentrate on the European Union. For analytical purposes, the study should also take into account relevant experiences from third countries.

1.3.1.2. Sectoral coverage

The pilot project will cover the EU agricultural sectors that use pesticides in a wide sense. The study should examine data from different types of farms (i.e. economic size, type of farming, type of crops). The focus should lean towards, without being exclusively limited, to:

- The fruits and vegetables sector given that IPM is integrated into the National Environmental Frameworks (NEF) under the Operational Programmes (OPs) implemented by Producer Organisations (POs) under the Common Market Organisation (CMO) of the CAP as one of the conditions of benefitting from operational funds;
- Viticulture;
- Arable crops that cover a large share of the Utilised Agricultural Area (UAA).

The analysis shall cover data from different types of farms (i.e. economic size, type of farming, type of crops) and establish breakdowns by crop groups to consider different farming practices and provide comprehensive results.

For this pilot project, the term “crop” includes arable crops, fruits & vegetables, and viticulture.

1.3.1.3. Examination period

The project will include at least data from 2010 onwards.

1.3.2. Approach to the study

The pilot project will provide a study including a **descriptive part, an analytical part and conclusions**. It shall also deliver **case studies, a database and one conference**.

The pilot project will evolve in three phases. The first phase will provide a detailed description of the measures and practices enabling the reduction of dependency on pesticide use in the EU Member States (including IPM). It will also include an overview of their evolution and current level of implementation since 2010.

The second phase of the pilot project will provide an in-depth review of the potential to reduce dependency on pesticide use and shall include an assessment of the role of public policies and private initiatives to foster such potential. The goal of this phase is to identify and study the main drivers and barriers for the reduction of the use of pesticides.

These two phases will be complemented by **at least 12** specific case studies. These case studies will be conducted with a view to making the information more tangible, in particular when it comes to experiences on the ground, and to underpin the analysis. While phases 1 and 2 will provide a general overview and in-depth analysis of the

measures and tools enabling the reduction of dependency on pesticide use in the EU Member States, the case studies will give a more profound insight into existing bottlenecks and opportunities for reducing dependency on pesticide use illustrated by examples helping to develop strategies on how to scale up good practices throughout the EU. The findings of these case studies will also feed into the conclusions of this study.

The last phase of the pilot project will provide strategies on how to scale up good practices and develop an EU-wide database. Its purpose is to provide farmers and advisory services with a comprehensive list of tools (e.g. guidelines, best practices) and possible incentives to reduce dependency on pesticides use.

With a view to strengthen the analysis it is necessary to **complement them with insights from existing research and experts**. In this context, the contractor should identify relevant (e.g. recurring) and creative aspects identified on the ground of the case studies and the outcome of the exercise under phases 1 to 3 and discuss, analyse, compare and elaborate them by taking into consideration relevant insights from the state-of-the-art literature. In addition, the contractor shall ensure independent validation processes scrutinising the different outputs, in particular the database, of the pilot project by experts in the different areas. The results of these processes should strive to provide reviews that meet high standards of science as well as high standards of ethics. The scope is to present the results at a mature stage and to receive and answer to the analysis' outcomes.

The contractor shall also organise and coordinate a final dissemination conference to present the findings, results and conclusions of this study.

1.3.3. Case studies

The case studies should bring an overview of the situation from several Member States and/or regions, as well as of different agricultural sectors.

The contractor is required to carry out at least 12 case studies, whose function is to highlight and determine several ways to reduce dependency on pesticides use.

The contractor shall identify at least 12 geographical areas (covering at least 10 Member States) where the reduction of the dependency on pesticide use has been achieved and/or substantial policy measures have been introduced since 2010, and:

- Measures have been implemented at different levels and have produced different effects;
- It is possible to identify successful practices/technologies and to describe their effects.

The selection should consider heterogeneity aspects related to geographical representation, sectoral diversity, and farming typology. The fruit and vegetables and the viticulture sectors will have to be analysed at least in one case study.

The case studies shall provide, among other, concrete examples and data to build up the analyses allowing to make conclusions at EU-level and to formulate possible strategies to scale up good practices throughout the EU. In this context, the contractor will conduct fieldwork and consultations with stakeholders to determine which conditions and drivers played a role in influencing the reduction of the dependency on pesticide use. Particular

attention shall also be paid to barriers that could have discouraged farmers from taking action and the ways these barriers have been/could have been overcome.

If deemed necessary to apply the methodological approach proposed or to improve the quality of the results, one case study may cover a non-EU country.

The contractor shall ensure that all stakeholders in the case study countries are addressed in their national language.

1.3.4. Database

The contractor shall establish an EU-wide database with the objective to provide farmers and advisory services a useful reference tool they can consult for guidance on how to improve practices to reduce the dependency on pesticide use in an efficient and effective manner. The database shall list and describe agricultural practices, products, and technologies that represent effective alternatives to the use of chemical pesticides and that contribute to the diffusion of IPM principles, practices and sustainable agricultural production.

Albeit this database should contain technical information, it should be easy to use and complementary to the SUD portal and the PPP Application Management System¹⁸. It should be intuitive, easy to update in the future and adequately reflect the needs of its users. The manual for the database shall be available in all EU languages.

1.3.5. Study themes

1.3.5.1. Theme 1: Identification and assessment of effective practices and technologies to reduce dependency on the use of pesticides in the European Union

This theme shall establish a comprehensive and clear overview and analysis of the agricultural practices, techniques and technologies that have the potential and the capability to reduce dependency on pesticide use in the European Union. It shall identify and assess an exhaustive list of agricultural practices techniques and technologies that, as from 2010 onwards, have been found successful for reducing the dependency on pesticide use (e.g. agricultural practices, types of crops or combinations, new products) and that were applied in some regions of the EU (or non-EU countries) aiming to provide an exhaustive list of useful practices and promising technologies for the future.

For each Member State, this theme shall present data on pesticide trends^{19,20} and, when

¹⁸ https://ec.europa.eu/food/plant/pesticides/authorisation_of_ppp/pppams_en

¹⁹ In this text, the reference to pesticides should always include plant protection products only (low-risk pesticides being excluded).

²⁰ Spain (23%), France (18%), Italy (15%) and Germany (13%) account for 69% of PPP sales in the EU. Poland (6%) and UK (4%) are next. However the sales of PPPs by utilised agricultural area (2014) see EPRS report, shows considerable variation. MT and CY reach almost 10 kg/ha and 18 MS less than 2kg/ha.

possible, classify them by cropping system, practices, and farm typology. Furthermore, it shall describe and analyse the evolution and current level of implementation of agricultural practices, techniques and technologies in each of the Member States as well as assess their effectiveness. It shall also map and describe the targets or indicators Member States set about a reduced risk of pesticide use and/or IPM implementation.

As regards the IPM, this theme shall analyse whether and how Member States transpose the SUD and, in particular, IPM related requirements (Article 14 of the Directive²¹) into operational rules that are sufficiently clear for farmers. It should also describe the legal instruments and/or guidelines existing at national level, examine to what extent these guidelines are clear for farmers and highlight potential gaps in the implementation precluding achieving the Directive's objectives. Furthermore, this theme should describe and analyse how Member State authorities and/or other relevant stakeholders help farmers in the application of IPM rules at farm level across the Union, through support measures, advice, technical support, trainings, and creation of professional networks.

Based on the analysis of National Action Plans and Commission audits reports, as well as of other sources of information, the contractor shall develop a typology and "classify" Member States comparing the level of implementation regarding IPM related requirements.

1.3.5.2. Theme 2: Estimation of the potential to reduce dependency on pesticide use and its key drivers and barriers

This theme should assess the potential for reducing dependency on pesticide use, elaborate the requirements to make it feasible, and identify the key factors to achieve the maximum implementation.

It shall report and describe the principal drivers and barriers which can influence farmers to reduce the dependency on pesticide use. This theme aims to identify factors that have an impact on farmers' decisions. They can be triggering a positive systemic change to reduce the dependency of pesticide use or discourage farmers from changing by keeping operations business-as-usual. In this context, the following non-exhaustive list of questions shall be considered:

- Are alternative products, technologies and advisory services available to farmers or not? Which ones? To which extent?
- Does reduction of dependency on pesticide use represent extra costs and labour? If so, how much?
- Is there a risk of reduced yield when decreasing pesticide dosage or use and/or using low-risk products? If yes, to which extent. Does it vary depending on climatic conditions and on crops? Does it vary depending on the availability of different crop protection alternatives? How do farmers perceive the risk and how does this influence their decision-making? What is the potential for insurance schemes that could buffer against such risks?

²¹ <https://eur-lex.europa.eu/legal-content/EN/ALL/?uri=celex%3A32009L0128>

- Is there a link between the level of uptake and the farmers' age, level of education, and training?
- Which are the factors that determine variability in uptake related to the type of crop?
- Is collective action more efficient? Is it needed? (a comparison between various sectors is expected)
- Are systemic approaches at the regional/local level useful to assist farmers' decisions for reducing the dependency on pesticide use (e.g., weather bulletins, pest modelling, warning systems, beneficial organisms)? Is there a knowledge transfer pattern from those sectors using less or low-risk pesticides towards the conventional farming sector? If so, which elements are more likely to have an impact?
- How can other drivers (existing or to be developed) facilitate the reduction of dependency on pesticide use by farmers? Which ones are the most effective?
- Are farmers who implement IPM practices more likely to introduce other beneficial practices for soil and water? Are there other side effects?

1.3.5.3. Theme 3: Assessment of how public policies, private certification schemes, and other strategies are contributing to the reduction of the dependency on pesticide use

This theme shall analyse the extent to which the existing policies at EU and Member State's levels contribute to the reduction of the dependency on pesticide use as well as to which extent the approaches used by Member States or other incentives adequately consider the needs of farmers. Where relevant, the analysis should consider the different situations according to the cropping system, practices applied, and farm typology. It should clearly elaborate the tools used by Member States to achieve the objective of reducing dependency on pesticide use, as well as the potential of new CAP instruments²².

For describing the appropriateness of the mentioned instruments the following non-exhaustive list of questions shall be considered:

- Which are the main factors affecting the difference in the implementation among Member States or regions, and by cropping system/farm typology where relevant?
- To which degree can different factors, such as market preferences or public opinion, influence the reduction of dependency on pesticide use? E.g. is it possible that consumers have an impact on agricultural practices through their purchase choices?
- How does the CAP contribute to reducing the dependency on pesticide use?
- Which other policies (above the CAP) contribute to this change?

²² https://ec.europa.eu/info/news/cap-reforms-compatibility-green-deals-ambition-2020-may-20_en

This description shall also include an assessment of the (potential) effects of private sector certification schemes (e.g. “zero pesticides” label, “integrated production” label, “zero residues”) and of their expansion potential.

1.3.5.4. Theme 4: Strategies on how to scale up good practices throughout the EU.

This theme shall analyse how to encourage and promote change in the approaches towards pesticide use. It should formulate specific strategies on how to scale up good practices thereby particularly addressing the following aspects provide suggestions for actions in particular:

- How to encourage a change in the current agricultural practices and promote lower dependency on pesticide use. In particular, how to favour the use of new methods, techniques and technologies.
- How to foster cooperation between Member States (exchanging practices and making use of the EU-wide database).
- How to implement CAP instruments effectively to reduce the dependency on pesticide use and how to ensure coherence with other incentives (existing or to be developed) facilitating the reduction of dependency on pesticide use by farmers.
- How to improve knowledge and research transfer among sectors (e.g. experience from organic farming, permaculture) and how to integrate it into conventional farming when it decreases the use of pesticides.

1.3.6. Tasks

In carrying out the study, the contractor is required to follow the 4 methodological steps of a study, which are (1) Structuring, (2) Observing, (3) Analysing and (4) Reporting.

The interim and final deliverables will reflect these four tasks and will be built progressively, by incorporating the results of each task.

1.3.6.1. Task 1: Structuring

With respect to structuring, the contractor will elaborate on the following elements:

Task 1.1: Develop the overall approach to the study. Give an overview of the existing theoretical and empirical works including the identification of the main drivers. Provide and/or discuss definitions of key terms and possible indicators to use in the analysis. Define the key elements that will be considered for identifying the main drivers and barriers influencing the reduction of dependency on pesticide use in the EU.

Task 1.2: Identify the sources for each theme and case study. The contractor will identify relevant data sources and gather data, among others, from literature, sectoral and economic data sets, appropriate expert

information, policy and sector documents, appropriate databases, previous studies, reports, and different key stakeholders to be interviewed in a balanced way. The reliability of the sources to use should be assessed in general and in particular for statistical correctness.

Task 1.3: Identify data gaps and explain how these will be addressed (e.g. to be complemented with additional information through questionnaires, surveys, interviews) to ensure sound analysis of the themes.

Task 1.4: Identify data gaps in view of completing the EU-wide database and explain how these will be addressed.

Task 1.5: Provide a structure (scoping paper) for the output requested under the themes, including the structure regarding the graphical/visual presentation of the key information, and **the case studies, and describe the elements to be covered** by each of them. This paper shall provide clear practical guidance to the study team on the implementation of the envisaged methods and tools, ensuring a coherent approach and taking into account the challenges linked to achieving the objectives of the study.

Task 1.6: Elaborate the methodological approach for the selection of the case studies to be undertaken, including a comprehensive description of the rationale justifying the choice and number of the Member State(s)/region(s)/sector(s) (or combination thereof) or third countries to be covered.

Task 1.7: Elaborate the methodological approach for developing the database, including a detailed description of the proposed tools that will be used for implementing the proposed methodological approach.

Task 1.8: Elaborate the methodology and prepare the tools for analysing the themes and conducting the case studies. This should clearly distinguish the methodology and tools:

- a) To establish a descriptive chapter;
- b) To establish the typology for comparing Member States (theme 1);
- c) To analyse the themes 1 to 3;
- d) To analyse theme 4;
- e) To draft the conclusions;
- f) To conduct the case studies.

This should include a detailed description of the proposed tools (e.g. typologies, queries for extractions from databases, guidelines for case studies, questionnaires, enquiries, surveys, modelling or other analytical tools, as appropriate) that will be used for implementing the proposed methodological approach.

The description should consider and classify various schemes as required by theme 1 and it should differentiate among situations, where relevant, by cropping system and farm typology.

The description shall should also pay appropriate attention to the role of the case studies within the context of this project.

The Steering Group shall discuss and validate the final choice of methods and tools, before the contractor begins to collect information.

Task 1.9: Draft a detailed time schedule for the work.

Task 1.10: Define a detailed structure for the database and develop its dissemination strategy.

Task 1.11: Define a detailed structure for the final deliverable, including the table of contents, and present a draft cover page in line with the current Commission communication standards.

Task 1.12: Elaborate the approach regarding the validation processes. The contractor shall elaborate the envisaged approach regarding the validation processes of the different outputs of the themes, including among others the envisaged time lines, list of experts as well as the justification of number of experts. The contractor will provide the necessary means to ensure that these processes meet the highest standards of science as well as high standards of ethics, avoiding any conflict of interest and ensuring the independence of the reviewers. Particular attention shall also be paid to validating the structure and content of the EU-wide database and its dissemination strategy to ensure its accessibility and availability to farmers and advisory systems.

Task 1.13: Prepare a conference. The purpose of the conference is to present the validated results, database and the dissemination strategy of the database. The contractor should elaborate the draft programme and list of invited participants of a 1-day conference to be held in the premises of one of the European Union institutions in Brussels. In total, approximately 60 participants to the conference should be considered. At least 40 of them should be relevant stakeholders. Other participants are staff of the European institutions. The contractor will organise the conference and provide for the costs related to organisation and participation of the stakeholders invited and present at the conference²³. There should be a

²³ All costs related to the organisation of the 1-day conference (e.g.: preparatory and administrative costs, conference materials.) are to be covered by the contractor within the frame and the budget of this contract. Rental of the venue and catering should not be included in the budget. The costs related to the participation of stakeholders (e.g.: travel and accommodation expenses, daily allowance, etc.) in the 1-day conference should be covered by the contractor within the frame of this contract. N.B.: The Pilot Project — Developing a farmers' toolbox for integrated pest management practices from across the Union

balanced representation of the EU Member States. In order to facilitate discussions, the language of the workshop is English. The proposed list of selected stakeholders and members of different European institutions will be discussed and approved by the Steering Group before the invitations are sent. If replacements are requested by the Steering Group, they will be limited to experts from within the EU Member States.

1.3.6.2. Task 2: Observing

With respect to observing, the contractor will develop the following elements:

Task 2.1: Literature review: The contractor will screen and analyse the existing literature in the field.

Task 2.2: Collect information for establishing the descriptive parts: the contractor will collect necessary information for establishing the descriptive parts and assess the validity of the information gathered.

Task 2.3: Collect information for analysing the themes: the contractor will collect the necessary data and information, including the data needed to feed the quantitative analysis, for analysing the themes. The contractor will also process the collected information in accordance with the methodology defined under task 1.8 and assess the validity of the information used.

Task 2.4: Collect information for the case studies: the contractor will collect necessary information for the case studies in accordance with the methodology defined under task 1.8 and assess the validity of the information gathered.

Task 2.5: Report about the information collected: The contractor will write detailed monographs of the case studies, minutes from the interviews (as the case may be), covering all the issues mentioned in related themes, and assess the validity of the information used. The contractor will immediately report about any difficulties regarding the collection of primary information to the Commission accompanied by suggestions on how to solve them.

Task 2.6: Collect additional data and information for completing the database: the contractor will collect the necessary data and information for feeding the EU-wide database. The contractor will also process the collected information in accordance with the methodology defined under task 1.8 and assess the validity of the information used.

Task 2.7: Collect additional data to fill gaps in line with approach defined under task 1.3

contractor will not cover the costs related to travel, accommodation, daily allowance, etc. for the European institutions' staff.

1.3.6.3. Task 3: Analysing

The analysis of the study must refer to well established and acknowledged methodology used. The narrative must describe precisely the reasoning followed in the analysis, indicating among other issues, the underlying hypotheses of the reasoning, and the limitations of the analysis.

Task 3.1: Based on the output of the tasks 1 and 2, **carry out and draft the analysis covering themes 1 to 3 and prepare draft case study reports** including the descriptive analysis for each Member State /region concerned.

Task 3.2: Based on the output of tasks 1, 2 and 3.1, **carry out and draft the analysis covering theme 4.**

Task 3.3: **Review and revise the analysis and case study reports drafted under tasks 3.1 and 3.2.**

Task 3.4: Based on the output of the tasks 1 and 2, **establish the draft EU-wide database.**

Task 3.5: **Carry out the validation processes regarding the themes:** The contractor will also process the collected information in accordance with the methodology defined under task 1.12 and assess the validity of the information used

Task 3.6: **Carry out the validation process regarding the EU-wide database and its dissemination strategy**

Task 3.7: **Review and fine-tuning:** Based on the output from tasks 3.1 – 3.6, further data collection might be necessary to fine-tune the analysis.

The contractor will review the outputs from task 3.1– 3.6 reflecting adequately the validation processes. The contractor will ensure that this revision is accompanied by a full and effective response to each and every one of the comments made. In case of disagreement with any particular comment, the response has to provide evidences and/or references to support this position. The revised version, the outcomes of the validation process (i.e. informs of the experts, questions and comments) and the documentation reflecting the changes implemented shall be provided.

Task 3.8: Organise the conference.

1.3.6.4. Task 4: Reporting

With respect to this phase, the contractor will develop the following elements:

Task 4.1: Draft the conclusions and recommendations of the study: the contractor will have to provide conclusions covering the themes studied as well as conclusions of the case studies. The conclusions must be based strictly on the analysis carried out under the other tasks. The

conclusions should pay particular attention to the potential ways to address the bottlenecks and to improve existing or creating new, instruments addressing the risks the EU agricultural sector is or will be facing.

Task 4.2: Provide a draft executive summary of a maximum of 5 pages in English. It should include a very brief and clear presentation of the study work and the methods used, together with a summary of the conclusions arising from the exercise.

Task 4.3: Develop a manual for the database in English and describe the dissemination strategy.

Task 4.4: Revise the dissemination strategy, reflecting the validation process.

Task 4.5: Compile the preliminary final deliverable.

It has to include:

- a) A cover page (output of task 1.11) in line with the current Commission communication standards (see section 3.2 below);
- b) The table of content (output of task 1.11);
- c) The output of tasks 3.6, 3.7 and 4.1 to 4.4;
- d) The output of tasks achieved with the previous deliverables, now revised to take into account the results of the analytical and judging work of the contractor and/or the changes agreed with the steering group.

The document should have the form of the study report. The contractor shall present it to the steering group, which will be responsible to validate it.

The report must be drafted in **clear and easily understandable language**. The presentation of the texts, tables, and graphs has to be clear and complete.

The general conclusions must include recommendations, which must be strictly based on the results of the analysis.

The whole study report (methodological part included) **should not exceed a total of 100 pages**. Statistical and background information shall be presented in the annexes of the report.

Task 4.6: Revise the draft executive summary, incorporating all changes agreed with the steering group and provide its final version of a maximum of 5 pages in English and **translate it into French**.

Task 4.7: Revise the manual for the database and translate it in all other EU languages.

Task 4.8: Draft an abstract of no more than 200 words. The draft must be in English and French.

Task 4.9: Draft a PowerPoint presentation of the study work, of a maximum of 30 slides, highlighting the main findings for each question, the conclusions, and recommendations.

Task 4.10: Compile the draft final deliverable.

This deliverable will consist of:

- 1) The study report, which will be structured in the same way as the preliminary final deliverable, but it will incorporate all changes agreed with the Steering group. Furthermore, the core text will not contain any reference to the annexes;
- 2) The database;
- 3) The manual for the database in all EU languages (Task 4.7);
- 4) The dissemination strategy of the database;
- 5) The case studies;
- 6) The conference;
- 7) The annexes including methodological and background information;
- 8) The executive summary in English and French (Task 4.6);
- 9) The abstract in English and French (Task 4.8);
- 10) The PowerPoint presentation (Task 4.9).

Task 4.11: Compile the final deliverable.

The final deliverable must be submitted as follows: Electronic form. One ‘master’ copy submitted by email. It shall contain **all** components of the final deliverable, including **all** annexes of the study report together with the executive summary (in both English and French), the PowerPoint presentation and the abstract (in both English and French).

The report and annexes should be delivered as follows:

- a) In a compatible format with the Commission's computers software (i.e. MS Office 2010);
- b) In PDF

1.3.7. Requirements for collection of data and information

Section 1.2 of these technical specifications contains a list of relevant legislation, reports, statistics and useful links. This list shall be considered as purely indicative and shall be extended by the contractor in line with the methodology proposed for the study.

Pilot Project — Developing a farmers’ toolbox for integrated pest management practices from across the Union

Specific information needs from the Commission sources are to be requested specifically via DG AGRI Unit C4 (Monitoring and Evaluation).

If deemed necessary, the contractor will have to prepare the appropriate requests for extractions from the databases of DG AGRI, such as FADN²⁴.

As a rule, the contractor will have to provide additional statistics and databases. In this particular case, the contractor shall gather a substantial part of the information directly from the Member States.

Moreover, the contractor should attempt to identify other data sources that could provide useful answers to the study questions, including data on financial incentives implemented by the Member States in the context of the current CAP.

The contractor will have to make use of information collected from the national and regional authorities, from professional circles and experts in the Member States.

The contractor is required to use an appropriate team with adequate professional skills and experience and to foresee sufficient time for collecting and processing the data and, if necessary, a sufficient budget for paying data sources.

The existing literature on the subject should also be consulted and quoted in an annex to the final deliverables.

1.3.8. Deliverables

The timing and the contents of the deliverables to be submitted by the contractor are described in section 1.4.3 Each deliverable will be examined by the Steering Group, which may ask for additional information or suggest changes to redirect the work if necessary. The procedure of the approval of the deliverables is specified in Annex III to the contract.

The executive summary and abstract are to be submitted in English and French. The database's manual is to be submitted in all EU languages. All other parts of all deliverables are to be submitted in English.

With the exception of the final deliverable, all interim deliverables must be submitted by e-mail only to the mailbox: agri-evaluation@ec.europa.eu and in an electronic format compatible with the Commission's computer facilities: MS-Word for texts, MS-Excel for tables and figures, MS-PowerPoint for presentations. If the files are too big to be sent by e-mail, it is up to the contractor to share them in a safe and secure way using appropriate online file-sharing tools.

In the event of publication, the judgment of quality will accompany the final report.

²⁴ FADN: Farm Accountancy Data Network.
http://ec.europa.eu/agriculture/rica/index.cfm?new_language=en

Some data are available on the website, other specific data need to be requested from Unit AGRI C3 via Unit AGRI C4.

Examples of previous reports, with the corresponding judgments of quality, are available at the following address: http://ec.europa.eu/agriculture/evaluation/index_en.htm.

1.3.9. Progress reports

Progress reports should briefly (up to 10 pages, annexes not counted) inform the Commission about the progress of work. It should also present important actions and plans related to the next steps in the project. The progress report should be drafted in English.

In case of difficulties encountered in carrying out the approved methodology implementation plan, the Commission shall be informed as soon as possible. The contractor will describe difficulties encountered and propose solutions to solve them, including, if needed, necessary adaptations of the proposed methods and tools. Any adaptation of the initially approved methodology and implementation plans will require prior approval of the Commission.

After 6, 12 and 18 months following the signature of the contract a progress report shall be submitted.

1.4. Organisation of the work, timetable and physical location

1.4.1. Overall management of the contract

A Steering Group will be set up, consisting of staff members from DG AGRI and other Commission services.

This ad hoc body will be responsible for monitoring the contract: precisions regarding the aspects to be analysed, discussion of the methods used, monitoring of the work and commenting on the conclusions of the contractor.

The contractor shall take account of the Steering Group's comments and recommendations and keep it informed on the progress of work when asked to do so.

Given the complexity of the subject matter, close collaboration with DG AGRI will be needed, which will involve frequent contact with officials of DG AGRI to discuss any problems encountered during the study.

The contractor will be required to attend meetings with the Steering Group to monitor the study exercise.

1.4.2. Timetable for the work and deliverables

The work will have to be completed within 23 (twenty-two) months from the signature of the contract.

The contractor is expected to start the works immediately after signing the contract. The project team will be assigned an intensive workload starting from the signature and during the whole duration of the contract.

1.4.3. Duration of the works and deliverables

Details are described in the following table.

DURATION OF THE WORKS: 23 Months (after signing the contract)			
Stage	Deliverable at the end of the stage	Output of the tasks included in the deliverable	Components of Final Deliverable
First: 2 months	First Interim	Task 1.1: Develop the overall approach to the study	Not included
		Task 1.2: Identify sources	Not included
		Task 1.6: Elaborate the methodological approach for the selection of case studies	Not included
		Task 1.9: Draft a detailed time schedule for the work	Not included
		Task 2.1: Literature review	Bibliography
Second: 2 months	Second Interim	Task 1.5: Provide a structure (scoping paper)	Not included
		Task 1.8: Elaborate the methodology and prepare the tools	Methodology
		Task 2.2: Collect information for establishing the descriptive parts	Annex
Third: 6 months	Third Interim	Task 1.3: Identify data gaps	Not included
		Task 2.3: Collect information for analysing the themes	Annex
		Task 2.4: Collect information for the case studies	Annex
		Task 2.5: Report about the information collected	Annex
		Task 3.1: Draft analysis of theme 1 to 3 and draft case study reports	Not included
Forth: 3 months	Fourth Interim	Task 1.4: Identify data gaps in view of completing EU-wide database	Not included
		Task 1.7: Elaborate the methodological approach for developing the database	Not included
		Task 1.10: Define a detailed structure for the database and develop its dissemination strategy	Not included
		Task 1.12: Elaborate the approach regarding the validation processes	Annex
		Task 1.13: Prepare a conference	Not Included
		Task 2.7: Collect additional data to fill gaps	Not included

Pilot Project — Developing a farmers' toolbox for integrated pest management practices from across the Union

		Task 3.2: Draft the analysis covering theme 4	Not included
		Task 3.3: Review and revise analysis and case study reports	Not included
Fifth: 3 months	Fifth Interim	Task 1.11: Define a detailed structure for the final deliverable	Table of contents
		Task 2.6: Collect additional data for completing the database	Annex
		Task 3.4: Establish the draft database	Not included
		Task 3.5: Carry out validation processes regarding the themes	Annex
Fourth: 2 month	Preliminary Final	Task 3.6: Carry out the validation processes regarding EU-wide database	Annex
		Task 3.7: Review and fine-tuning	Analytical part & Case Study reports
		Task 4.1: Draft conclusions and recommendations	Closing chapter
		Task 4.2: Provide a draft executive summary	Not included
		Task 4.3: Develop a manual for the database in English	Not included
		Task 4.4: Revise the dissemination strategy	Dissemination strategy
		Task 4.5: Compile the preliminary final deliverable	Not included
Fifth: 3 month	Draft final	Task 3.8: Organise the conference	Not included
		Task 4.6: Revise the draft executive summary	Executive summary
		Task 4.7: Revise the manual for the database and translate in all other EU languages	Manual
		Task 4.8: Draft an abstract	Abstract
		Task 4.9: Draft a PowerPoint presentation	PowerPoint Presentation
		Task 4.10: Compile the draft final deliverable	Not included
Sixth: 2 months	Final	Task 4.11: Compile the final deliverable	

1.4.3.1. Meetings

The contract will involve work and meetings in Brussels between the contractors and the Steering Group, according to the following programme:

MEETING	TIMING
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First Meeting (Kick off)	The date of the meeting will be agreed between the Contracting Authority and the Contractor. The meeting must be held in time for the feedback to be useful for the next stage(s) of the study, but no later than 30 days after the contract is signed.
<p>At this meeting, if applicable, the Contracting Authority will supply the Contractor with the relevant confidential documents and information in its possession.</p> <p>The Contractor will prepare a presentation of the offer and may also raise specific questions or needs for complementary information.</p> <p>This meeting will also be used to discuss in detail the working plan, and to explain and clarify the tasks and the approach from the start.</p>	
Second Meeting	The date of the meeting will be agreed between the Contracting Authority and the Contractor. The meeting must be held in time for the feedback to be useful for the next stage(s) of the study, but no later than 30 days after the receipt of the deliverable.
At this meeting, the first interim deliverable will be discussed. This meeting will also be used to validate the proposed methodologies and tools.	
Third Meeting	The date of the meeting will be agreed between the Contracting Authority and the Contractor. The meeting must be held in time for the feedback to be useful for the next stage(s) of the study, but no later than 30 days after the receipt of the deliverable.
At this meeting, the second interim deliverable will be discussed. This meeting will also be used to discuss progress of the study, including the difficulties encountered by the Contractor and solutions to solve them.	
Fourth Meeting	The date of the meeting will be agreed between the Contracting Authority and the Contractor. The meeting must be held in time for the feedback to be useful for the next stage(s) of the study, but no later than 30 days after the receipt of the deliverable.
At this meeting, the third interim deliverable will be discussed. This meeting will also be used to discuss progress of the study, including the difficulties encountered by the Contractor and solutions to solve them.	
Fifth Meeting	The date of the meeting will be agreed between the Contracting Authority and the Contractor. The meeting must be held in time for the feedback to be useful for the next stage(s) of the study, but no later than 30 days after the receipt of the deliverable.
At this meeting, the fourth interim deliverable will be discussed. This meeting will also be used to	

discuss progress of the study, including the difficulties encountered by the Contractor and solutions to solve them.	
Sixth Meeting	The date of the meeting will be agreed between the Contracting Authority and the Contractor. The meeting must be held in time for the feedback to be useful for the next stage(s) of the study, but no later than 30 days after the receipt of the deliverable.
At this meeting, the fifth interim deliverable will be discussed. This meeting will also be used to discuss progress of the study, including the difficulties encountered by the Contractor and solutions to solve them.	
Seventh Meeting	The date of the meeting will be agreed between the Contracting Authority and the Contractor. The meeting must be held in time for the feedback to be useful for the next stage(s) of the study, but no later than 30 days after the receipt of the deliverable.
At this meeting, the preliminary final deliverable will be discussed. This meeting will also be used to discuss progress of the study, including the difficulties encountered by the contractor and solutions to solve them and, if necessary, recommendations will be formulated.	

In summary, a maximum of seven meetings of one day to discuss the deliverables with the Steering Group will be required. The costs related to these seven days of meetings as well as to any other missions (e.g. fact finding) need to be included in the tender.

1.4.4. Location at which services have to be performed

The place of work will be at the contractor's premises. The meetings with the Steering Group will take place at the designated Commission offices in Brussels.

2. CONTENT, STRUCTURE AND GRAPHIC REQUIREMENTS OF THE DELIVERABLES

The deliverables should take the aspects elaborated below into account:

2.1. Content

2.1.1. Final report

The final report must include:

- a table of content;
- introductory chapter with summary of the methodology
- analytical chapter
- specific identifiers which must be incorporated on the cover page provided by the Contracting Authority;
- abstract

- the following disclaimer:
“The information and views set out in this [report/study/article/publication...] are those of the author(s) and do not necessarily reflect the official opinion of the Commission. The Commission does not guarantee the accuracy of the data included in this study. Neither the Commission nor any person acting on the Commission’s behalf may be held responsible for the use which may be made of the information contained therein.”

2.1.2. Publishable executive summary

The publishable executive summary must be provided in both in English and French and must include:

- specific identifiers which must be incorporated on the cover page provided by the Contracting Authority;
- the following disclaimer:
“The information and views set out in this [report/study/article/publication...] are those of the author(s) and do not necessarily reflect the official opinion of the Commission. The Commission does not guarantee the accuracy of the data included in this study. Neither the Commission nor any person acting on the Commission’s behalf may be held responsible for the use which may be made of the information contained therein.”

For the French executive summary the following text shall be used: *«Les informations et points de vue exposés dans le présent (ou la présente) [rapport/étude/article/publication, etc.] n’engagent que leur auteur (ou leurs auteurs) et ne sauraient être assimilés à une position officielle de la Commission. La Commission ne garantit pas l’exactitude des données figurant dans la présente étude. Ni la Commission ni aucune personne agissant au nom de la Commission n’est responsable de l’usage qui pourrait être fait des informations contenues dans le présent texte.»*

2.1.3. Requirements for publication on Internet

The Commission is committed to making online information as accessible as possible to the largest possible number of users including those with visual, auditory, cognitive or physical disabilities, and those not having the latest technologies. The Commission supports the Web Content Accessibility Guidelines 2.0 of the W3C.

For full details on the Commission policy on accessibility for information providers, see: http://ec.europa.eu/ipg/standards/accessibility/index_en.htm

For the publishable versions of the report and executive summary, the contractor must respect the W3C guidelines for accessible pdf documents as provided at: <http://www.w3.org/WAI/>.

2.1.4. Annexes to the final report

The statistical and background information, including the raw data used in the context of the analytical work, shall be submitted separately.

The annexes to the final report shall only contain the statistical and background information that can be disclosed following an application for access to documents. These annexes will be considered as part of the results as referred to in Annex V of the draft contract. The final report shall also be accompanied by the relevant declaration(s) regarding the intellectual property rights (see Annex V of the draft contract) as well as by the written consent from respondents agreeing to the storing and further processing of the (anonymised) data by the Commission and its contractors.

Any information falling under article 4 of the Regulation (EC)1049/2001 of the European Parliament and of the Council of 30 May 2001 and any information covered by the pre-existing rights of a third party which must not be disclosed, unless prior written authorisation of the interested party is received, shall not be part of the annexes to the final report. However, this information as well as the (anonymised) raw data and written consent forms of the respondents shall be presented in a separate document. This document will not be considered as part of the results as referred to in Annex V of the draft contract.

2.2. Structure

The final report has to be drafted as a stand-alone document without any references to annexes and shall be structured in the same way as the draft final deliverable, incorporating all changes requested by the Contracting Authority.

2.3. Graphic requirements

The contractor must deliver the report and all publishable deliverables in full compliance with the corporate visual identity of the European Commission, by applying the graphic rules set out in the European Commission's Visual Identity Manual, including its logo. The graphic rules, the Manual and further information are available at:

https://ec.europa.eu/info/resources-partners/european-commission-visual-identity_en

The Commission will provide a simple Word template to the contractor after contract signature. The contractor must fill in the cover page in accordance with the instructions provided in the template. The use of templates for studies is exclusive to European Commission's contractors. No template will be provided to tenderers while preparing their tenders.

2.4. Inter-institutional style guide

The contractor must deliver the report in full compliance with the inter-institutional style guide, by applying in particular its 'Part three – Conventions common to all languages' and 'Part four – Publications in English'. This style guide is available at: <http://publications.europa.eu/code/en/en-000500.htm>.