

STATEMENT OF EXCLUSIVITY AND AVAILABILITY

Publication ref: EuropeAid/128983/D/SER/XK

Short Term Mission:

Activity D: Provide assistance for the establishment of an in-service training programme for active interpreters and translators

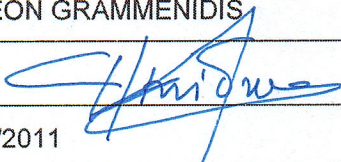
TASK 2: Training of working translators/interpreters

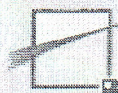
I, the undersigned, hereby declare that I agree to participate exclusively with SOFRECO in the above-mentioned short-term mission. I further declare that I am able and willing to work for the period(s) foreseen for the position for which my CV has been included in the event that this short-term mission will be approved, namely:

From	To	Availability
15 october 2011	30 June 2012	Up to 5 working days

I confirm that I will not be engaged in any other professional activity incompatible in terms of capacity and timing with the above engagements.

Additionally I declare that I am not in a situation of conflict of interest and commit to inform the Contracting Authority of any change in my situation.

Name	SYMEON GRAMMENIDIS
Signature	
Date	10/10/2011

**SOFRECO**

Société Française de Réalisation, d'Études et de Conseil

SERVICE AGREEMENT**SOFRECO contract Identifier: F1411/AEV**

The present agreement (the "AGREEMENT") is concluded between:

The Société Française de Réalisation, d'Études et de Conseil (SOFRECO), a French limited company ("société anonyme") having its head office at 92-98 boulevard Victor Hugo, 92115 Clichy Cedex, France, represented by Mr Claude Ungerer, President ("SOFRECO"),

And:

Mr. Simos GRAMMENIDIS, Université Aristote de Thessaloniki, Département de Langue et de Littérature Françaises, Section de Traduction, 54124 Thessaloniki – Grèce, VAT number : 028920625 (the "EXPERT").

SOFRECO has been entrusted by the European Commission Liaison Office to Kosovo (the "CLIENT"), under the terms of the service contract no. 210/251-905 entitled "Support to legal translators/interpreters and legal linguists" signed on 18. October 2010 (the "PRINCIPAL CONTRACT"), with a technical assistance assignment for the University of Prishtina (the "BENEFICIARY").

SOFRECO asks the EXPERT, which accepts, to perform on its behalf a part (the "SERVICES") of the services incumbent upon it with respect to the PRINCIPAL CONTRACT.

1. Definition of the SERVICES**1.1 Content**

The EXPERT shall participate as training expert in the implementation of the PRINCIPAL CONTRACT, according to the terms of reference (the "TERMS OF REFERENCE") appended in Annex 1.

1.2 Place

All of the SERVICES shall be performed in Kosovo (the "COUNTRY"), especially in Prishtina under the supervision of the Team Leader Alessandro SIMONI.

1.3 Expected Dates and Duration

The EXPERT's mission in the COUNTRY shall take place from 1st of June 2012 to finish 30 June 2012.

The SERVICES are expected to last up to 5 working days in the COUNTRY (TRAVEL TIME EXCLUDED).

The final version of the final mission report shall be given to SOFRECO no later than 10 calendar days after the end of the EXPERT's mission.

SOFRECO may increase or reduce the above duration in accordance with the requirements of the PRINCIPAL CONTRACT and/or the requests from the CLIENT. This shall not entail any modification in the unit rates set forth in Clauses 4.1 or the payment of any compensation. Any additional SERVICES required may result in an extension of the time for completion.

The SERVICES shall include the drafting, presentation, discussion and finalisation of the reports, or parts of reports, specified by Clause 1.4.

1.4 Report(s)

The EXPERT shall deliver to SOFRECO due information and deliverables about the progress of the SERVICES at the end of her mission as stated in the TERMS OF REFERENCES – Annex 1.

2. Obligations

The EXPERT shall:

- comply with the TERMS OF REFERENCE; if necessary, the Team Leader can remind the EXPERT of the TERMS OF REFERENCE and/or clarify them;
- inform SOFRECO immediately and in writing of any important communication or instruction directly received by him from the CLIENT, BENEFICIARY or a third party; the EXPERT shall not take any action concerning such an instruction or communication before having received SOFRECO's written approval;
- keep SOFRECO informed of the performance and progress status of the SERVICES and point out any difficulty likely to affect this performance;
- protect SOFRECO's interests to the best of his ability vis-à-vis the CLIENT, the BENEFICIARY and third parties;
- respect the laws in force in the COUNTRY and behave towards third parties in conformity with SOFRECO's interests.

Moreover, the EXPERT shall:

- perform the SERVICES and carry out the obligations arising from the AGREEMENT with all due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices;
- observe sound management practices;
- employ appropriate advanced technology and safe and effective equipment, machinery and methods;
- provide herself with a laptop computer suitable for carrying out the SERVICES;
- always act as a faithful adviser to SOFRECO;
- present herself to the CLIENT, the BENEFICIARY and third parties as a member of SOFRECO's team.

3. Social Situation

The EXPERT guarantees and shall prove upon SOFRECO's first request that he is affiliated to the different obligatory social regimes deriving from his social situation, according to any relevant law in force.

It shall be the EXPERT's responsibility and at its expense to submit all administrative, tax and social declarations, as required by any and all relevant regulations.