



SERVICES ORDER FORM N°IP/A/IMCO/IC/2019-075

FUTURE CANDY GmbH  
Gotenstrasse 6  
20097 HAMBURG  
Germany

Tender procedure reference: IP/A/IMCO/IC/2019-075  
ED number: 3200-01-10/15142 /0001005062

Reference	Description	Quantity	Unit Price	Discount	Total	VAT
	Participation in the IMCO workshop entitled "E-commerce rules, fit for the digital age", a presentation on "New developments of digital services" and preparation of an in-depth analysis on "New developments of digital services" as well as a short summary of the in-depth analysis. Please refer to Annexes II and IV	1,00	14.500,00	0,00	14.500,00	0,00
Total excluding tax					14.500,00	EUR
VAT					0,00	EUR
Other tax					0,00	EUR
Total including all tax					14.500,00	EUR

Karl-Peter Repplinger  
Director - DG IPOL  
Directorate for Economic  
and Scientific Policies

Date of signature:

Authorising officer responsible,



/Karl-Peter REPPLINGER

Befreiung von der MwSt / Europäische Union / Artikel 151 der Richtlinie 2006/112/EG des Rates.

<b>Place of performance:</b> Rue Wiertz 60, B-1047 Bruxelles, Belgique	<b>Warranty period: with effect from:</b>
<b>Time limit for performance:</b> Before 30/06/2020	
<b>Special conditions of performance:</b> Point 9 of the 'Specific terms and conditions applicable to the contract', European Union law (see Annex I overleaf), is supplemented by the law applicable in Belgium.  Annex VI Intellectual Property and Declaration of pre-existing rights to the deliverables.	<b>Special conditions (invoicing, penalties applicable and other):</b> Invoice per post The Contractor may not submit an invoice for his services until the European Parliament has confirmed acceptance of the services. The original invoice must be expressed in Euros and submitted to the following address: European Parliament's Official Mail Service Plateau du Kirchberg L-2929 Luxembourg  <b>Contact person:</b> Mr Mariusz Maciejewski Tel: 00 32 2 283 42 49 Email: mariusz.maciejewski@ep.europa.eu

The documents specified below form an integral part of the order form and take precedence over each other in the following order:

- I. Specific terms and conditions applicable to the contract (see over)
- II. Invitation to submit a tender and/or contract specifications and the annexes thereto
- III. Contractor's tender. Date: -, Reference: -

Specific terms and conditions applicable to the contract

1. The European Parliament shall effect any payment relating to this order form by transfer to the bank account indicated on the contractor's tender in the form of an IBAN and BIC bank code.

2. Invoicing per post: any request for payment must be sent to the European Parliament in envelopes, packages or equivalent items. Such requests must be sent to the European Parliament's Official Mail Unit, Plateau de Kirchberg, L-2929 Luxembourg. Part-invoicing will not be accepted if it has not been specifically provided for in this order form.

E-invoicing: the contractor submits invoices in electronic format if the conditions regarding electronic signature specified by Directive 2006/112/EC on VAT are fulfilled, i.e. using a qualified electronic signature or through electronic data interchange. Reception of invoices by standard format (pdf) or email is not accepted.

3. The sums due in respect of full performance of this order form shall be payable within 30 calendar days as from the date of registration of the request for payment by the Accounting Officer of the European Parliament. Payments shall be made only if the contractor has fulfilled all his contractual obligations by the date on which the invoice is submitted. In the event of late payment, the contractor shall be entitled to receive interest on arrears. Interest shall apply to the period elapsed between the calendar day following the payment deadline and the actual date of payment. Where interest on arrears is equal to or less than € 200 it shall be paid to the contractor only on presentation of a request no later than two months after the date of receipt of payment. The payment period may be suspended by the European Parliament if the amount is not due on the date of receipt of the request for payment, if the appropriate supporting documents have not been submitted or if additional checks are necessary so as to establish that the request is valid.

The European Parliament will notify the contractor by registered letter with acknowledgement of receipt, or by an equivalent method, that his request is not admissible. Suspension shall take effect from the date of dispatch of the notification.

The payment request will be rejected if the amount is not due, if it is erroneous and must be rectified by means of a credit note, if it does not contain all the essential information required or if the payment request has been drawn up with disregard for the tax rules applicable.

4. The contractor shall accept any financial constraints arising from the system of provisional twelfths, should the general budget of the European Union not have been adopted at the beginning of the financial year.

5. As an institution of the European Union, the European Parliament is exempt from all duties and taxes, in particular VAT, pursuant to Article 3 of the Protocol on the privileges and immunities of the European Union. That exemption is granted to the European Parliament by the governments of the Member States either in the form of a *a posteriori* reimbursement, on the basis of supporting documents, or in the form of direct exemption.

6. If the contractor is required to apply VAT to the payments received under this order form, by virtue of the applicable tax legislation, the European Parliament shall pay to the contractor the total price including VAT and shall subsequently request reimbursement thereof from the competent national authorities. The invoice, drawn up in accordance with the applicable legislation concerning VAT, must show clearly that the services are for the European Parliament and must indicate separately the VAT-exclusive price payable for the services and the VAT thereon.

7. Acceptance of the order signifies the waiver of all other conditions.

8. In the event of delay, manifest negligence or non-performance of this order form, the European Parliament may secure adequate reparation for the loss sustained, augmented where appropriate by any interest and costs borne by it in relation thereto, by deducting the relevant amount from the balance of the price still due to the contractor. Without prejudice to any proceedings initiated by the contractor, the European Parliament shall determine the amount of damages, interest and costs with a view to the deduction thereof.

Instead of applying the first paragraph, in the event of delay the European Parliament may apply the penalty referred to overleaf for each calendar day's delay beyond the deadline initially scheduled for performance of services.

9. Unless otherwise indicated overleaf, this order form is governed by European Union law, supplemented by the law of the place of performance.

10. The contractor declares that he accepts that certain information relating to this order form, namely his name or company name, together with the subject matter and the value of the contract awarded, may be published as required by Regulation (EU, Euratom) No 2018/1046 of 18 July 2018 on the financial rules applicable to the general budget of the European Union. Any personal data included in the tender and the order form shall be processed pursuant to Regulation (EU) No 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data. The contractor shall have the right of access to his personal data and the right to rectify any such data.

11. Any dispute between the European Parliament and the contractor relating to this order form which the parties are unable to resolve by amicable settlement shall be submitted to the General Court of the Court of Justice of the European Union pursuant to Article 256(1) of the Treaty on the Functioning of the European Union.

12. The contractor undertakes to comply with the obligations under environmental, social and labour law established by Union law, national law and collective agreements or by the international environmental, social and labour law provisions listed in Annex X to Directive 2014/24/EU (OJ L 94 of 28.03.2014, p. 65). He shall take all the appropriate measures (insurance and other measures) to cover his staff against all risks to which they may be exposed during performance of this order form. The contractor must be able to prove at any time, when first asked to do so by the European Parliament, that his staff are employed in compliance with the legislation applicable to the performance of the order form.

13. The European Parliament may terminate this order form, either in full or in part, without recourse to legal proceedings and without compensation, by registered letter with acknowledgement of receipt, if: a) the contractor is in one of the situations referred to in Articles 136-141 of Regulation (EU, Euratom) No 2018/1046 or has been subjected to a penalty under Article 138 of that Regulation; b) after the contract has been awarded, the award procedure or the performance of the order form are found to be subject to material errors, irregularities,

corruption or fraud; or c) the contractor is in breach of his legal obligations referred to in point 12; without prejudice to the provisions of point 8. The contractor may also be excluded from participation in future contracts awarded by the European Union.

14. The European Parliament shall not be liable for damage sustained by the contractor or his staff during performance of the services which are the subject of this order form, except in the event of wilful misconduct or gross negligence on the part of the European Parliament.

15. The contractor may not, without the prior written authorisation of the European Parliament, assign all or part of the rights and obligations arising from the order form, or subcontract any part of the performance of the obligations which he has undertaken, or cause them to be performed in fact by third parties. In any event, even if the European Parliament authorises the contractor to subcontract, the contractor shall remain solely and fully liable for the proper performance of the order form.

16. Any intellectual and industrial property rights associated with the services obtained in connection with performance of this order form shall belong to the European Parliament, which may use them as it sees fit, without limitation. Should performance of the order form involve the use of intellectual or industrial property rights belonging to a third party, the contractor shall indicate such rights and shall hereby warrant that he has obtained a licence to use those rights from the holder(s) thereof or from his or their legal representatives.

17. The contractor shall take all necessary measures to prevent any situation that could compromise the impartial and objective performance of this order form. Any conflict of interest which could arise during performance of the order form or any professional conflicting interest must be notified to the European Parliament in writing without delay. In the event of such conflict, the contractor shall immediately take all necessary steps to resolve it.

18. Save where prior written authorisation has been obtained from the European Parliament, the contractor shall be required not to disclose to any unauthorised person any facts, information, knowledge, documents or other matters which the European Parliament may have communicated to him as confidential. Any distribution or publication of information relating to this order form by the contractor shall require prior written authorisation from the European Parliament.

19. The contractor may not use photographs taken inside or outside the European Parliament's buildings for advertising or commercial purposes without the prior authorisation of the European Parliament.

20. Any modification of this order form, including additions or deletions, shall require a supplementary agreement in writing, concluded on the same terms as the order form. No oral agreement may bind the contracting parties to that effect.

21. The contractor is required to take out the insurance policies against risks and damage relating to performance of the contract which are required by the relevant legislation, including third-party liability, and to furnish the European Parliament with a copy of the insurance policies when first requested to do so.

22. If the European Parliament so wishes, the parties shall draw up a final acceptance report at the earliest opportunity after the completion of the services, provided that, following relevant tests, the services prove to be in accordance with this order form.

23. If the European Parliament is unable to declare acceptance of all or part of the services, it shall set out its reservations in the report referred to in point 22. The contractor shall be required to respond to the European Parliament's reservations by performing the services in accordance with this order form at the earliest opportunity after the report recording the reservations is drawn up. Final acceptance shall take place only if the services are in accordance with this order form.

24. For each product which is covered by the services the contractor shall issue a warranty as referred to in this order form.

25. The contractor shall be required to correct any errors or malfunctions within 30 working days of being notified thereof by the European Parliament during the warranty period.

*To be signed and returned only if there has been no specific indication in the tender documents that submission of a tender implies acceptance of all the terms and conditions of the contract laid down in the specifications and the documents annexed thereto.*

The contractor hereby declares that he accepts the terms and conditions of this order form.

Date

Signature \_\_\_\_\_

Directorate-General for Internal Policies of the Union  
Directorate for Economic and Scientific Policies  
Policy Department for Economic, Scientific and Quality of Life Policies

## Annex II

Brussels, 31 October 2019

# TERMS OF REFERENCE

IP/A/IMCO/IC/2019-075

**Subject:** Participation in the IMCO workshop entitled “**E-commerce rules, fit for the digital age**”, a presentation on “**New developments of digital services**” and preparation of an in-depth analysis on “**New developments of digital services**” as well as a short summary of the in-depth analysis

## **1. Background and introduction**

The IMCO Committee has requested a workshop entitled “**E-commerce rules, fit for the digital age**”

In the framework of this workshop IMCO Committee has asked for a presentation on “**New developments of digital services**” as well as for a follow-up in-depth analysis on this topic, with a short summary of the in-depth analysis.

The research project will be managed by the Policy Department, a unit dedicated to providing the Committee with expert input.

## **2. Aim and objectives**

The research requested by IMCO Committee is made in the context of a reflection on the need to reform the regime of E-commerce directive and discussions on the shape of the future Digital Services Act.

The aim of the research is to provide indications if a reform of the E-commerce directive is necessary and to provide specific recommendations on the key elements of such a reform and the possible scope and content of the future Digital Services Act.

The workshop requested by IMCO Committee will cover the following eight specific issues: 1) The e-commerce directive as the cornerstones of the Internal Market, 2) The legal framework for e-commerce in the Internal Market: State of play, remaining obstacles to the free movement of digital services and ways to improve the current situation, 3) How to fully reap all the benefits of the Internal Market for e-commerce? New economic opportunities and challenges for digital services 20 years after the adoption of the e-commerce Directive, 4) The functioning of the Internal Market for digital services: Responsibility and duty of care of providers of digital services. Challenges and opportunities, 5) New developments and innovations brought by Artificial Intelligence applied to e-commerce: challenges to the functioning of the Internal Market. 6) Enforcement and cooperation between Member States, 7) Possible new aspects and challenges in the field of consumer protection, 8) New developments of digital services.

The expertise services requested from you should cover the topic of: **“New developments of digital services”**.

The presentation should focus, in the context of reforming the E-commerce directive and introducing the Digital Services Act, on the state-of-the-art developments in the digital services, as well as, upcoming developments in medium term (2024) and long terms perspective (e.g. 2040, that is approximately 20 years after introduction of the Digital Services Act): Since the presentation on new developments is concluding the entire workshop its main aim will be to indicate the direction of developments, identify trends in digital services and allow Members to identify elements that could make upcoming regulation future-proof

After the stock taking of new developments the presentation should attempt to present different visions of progress of digital services and attempt to formulate its own vision. It could also present different economic mechanism underlying the development of private and public digital services and predict which ones will prevail in the future.

The presentation can attempt to evaluate and recommend how to develop the European regulation of digital services in the future with aim to address the upcoming technological developments.

The research should be made with ongoing attention to developments of European Commission's proposals and should lead to clear recommendations on the quality of the Commission's proposal, on how to improve the Commission's proposal.

The research should formulate recommendations (including prioritisation), summary and conclusions on proposed reforms, supported by identification of legal and economic criteria for such recommendations and prioritisation.

The scope will be further discussed during preparatory telephone conference before the workshop.

The scope of the in-depth analysis shall reflect the presentation given during the workshop and include in addition items discussed or signalled during the workshop, as well as developments occurring after the workshop.

### **3. Standards**

Contractors shall undertake to perform the tasks assigned to them in accordance with the highest professional standards and to observe highest academic integrity throughout the process (data, research, analysis, presentation, etc.).

#### **3.1. ACADEMIC, MANAGEMENT AND COMMERCIAL STANDARDS**

The Contractor is required to conduct the project according to ethical principles including the highest standards of research integrity, notably as set out in the European Code of Conduct for Research Integrity<sup>1</sup>, and, in particular, avoiding fabrication, falsification, plagiarism and other research misconduct. The project must be addressed in accordance with the highest professional, management and commercial standards.

The standards to be respected include the following:

- Existing work within the relevant scientific community shall be taken into account as broadly as possible, including research that challenges the contractor's own results. Contradictory findings shall not be excluded at the outset.
- All material from the work of others which is used for the assignment, such as data, information, ideas, concepts, methodologies, quotes and literature must be clearly identified and stated at the appropriate place in the text by way of a systematic referencing system (the Harvard system of referencing is required).<sup>2</sup> These works must be attributable to their original authors. Any passages which have been copied, totally or in part, whatever their origin, and be it titles, quotations or abbreviations, must be identified as such and accompanied by the relevant references. A complete bibliography, and where applicable, a list of persons/organisations interviewed, is essential.
- The Contractor is wholly responsible for ensuring that any content used in the in-depth analysis or other supplied products has the necessary copyright permissions for publication and, where relevant, payments to the owner have been made by the Contractor (see also Section 6).
- Factual accuracy shall be ensured. Contractors must deliver products which fully take into account the evidence available to them, without omission, misrepresentation or deception. The most recently available relevant and authoritative information and data shall always be included.

---

<sup>1</sup> The European Code of Conduct for Research Integrity of ALLEA (All European Academies) and ESF (European Science Foundation) (revised March 2017) <http://www.allea.org/wp-content/uploads/2017/03/ALLEA-European-Code-of-Conduct-for-Research-Integrity-2017-1.pdf>

<sup>2</sup> In the Harvard system, references are cited in the text using the author's surname and year of publication, (Barrett, 1991), and the bibliography is printed in alphabetical order. Where an author has two or more publications cited from the same year, they should be listed as a, b, and so on, for example (Barrett, 1991a).

- The research must be objective, independent and balanced. The in-depth analysis must stand up to scrutiny in a political context. Even small factual errors, imprecise or ambiguous wordings or an unclear, inaccurate or incomplete stating of sources and references might jeopardise the credibility of the work as a whole.
- Contractors should remain aware of the limitations of the research method, including a consciousness of the impact of their own views and opinions which may predetermine an outcome. The uncertainty inherent in any scientific result should be reflected in the findings and conclusions.

The European Parliament respects the integrity of the research process and the evidence-based conclusions and recommendations of the contractor, assuming that the above standards have been met. The opinions expressed in the final in-depth analysis will be considered the sole responsibility of the Contractor - the Contractor is not required to follow the position of the European Parliament or any of its Members. A disclaimer in the published in-depth analysis will reflect this.

### **3.2. LINGUISTIC AND TYPOGRAPHICAL QUALITY STANDARDS; PROOFREADING**

- For all products - including the draft versions - delivered under this contract, the language - style, grammar and spelling - should be current UK English, verified by a competent/qualified speaker.
- Plain language, understandable to a layperson and to someone using a second or third language, shall be used to the maximum extent possible, taking into account the topic. The in-depth analysis is not aimed at a primarily academic audience, it is for Members of the European Parliament, and should be written accordingly.
- Products should be delivered ready for publication, already proof-read and without typographical errors.
- The European Parliament may require evidence of linguistic verification and proofreading. It will return products for re-work, at no additional cost to the European Parliament, in case the products delivered do not meet these standards.

### **3.3. FORMAT, STYLE AND LAYOUT RULES**

The in-depth analysis should comprise a maximum of 36 pages (including the bibliography and any annexes) and is to be delivered in English. It should start by an executive summary of maximum 7.500 characters (without spaces) / 4 pages. In addition, at the start of each chapter, a text box entitled "Key Findings" should briefly summarise the conclusions of each chapter.

The executive summary – drafted independently from the “Key Findings” – should focus on the main findings and recommendations for action. Any discussion and description of methodology should be minimal and in the latter part of the summary.

A bibliography (including references to websites) must be included in the in-depth analysis together with any necessary detailed annexes. A list of abbreviations and acronyms, a list of tables and a list of figures should also be provided, if applicable.

The Contractor shall follow the drafting and layout rules as defined in the MS Word Model provided in electronic form by the EP (see Annex V. "In-depth analysis template"). The use of this template which defines all formats used for the in-depth analysis is mandatory.

For the preparation of bibliographies as well as for acronyms, abbreviations, statistical symbols, units of measurement, countries, territories and currencies, punctuation in figures and all other issues which are not dealt within the above mentioned template, the application of the Interinstitutional style guide<sup>3</sup> shall be mandatory.

All data used for the production of tables/charts/schemes etc. should be provided in MS-Excel sheets for editing purpose. No scanned or low definition images and charts should be used. With a view to translation all tables/charts/schemes etc. must be editable.

#### **4. Deliverables**

The workshop entitled “**E-commerce rules, fit for the digital age**” is expected to be scheduled for the first half of 2020. The exact date will be communicated to the Contractor as soon as it has been decided.

The deliverables requested should cover:

(1) preparation of **PowerPoint slides** in English, on the topic of “**New developments of digital services**”, which need to be sent to the Policy Department at least 5 calendar days before the workshop date to allow time for comments and for advanced publishing on the EP’s website. The PowerPoint presentation should be clearly readable on a distant screen. The presentation should be made in visually enhanced way (using graphs and tables), assuring its readability and modern presentation to the extent possible. Small font should be avoided and in case of using bullet points there should be no more than three bullet points per slide (screens in the meeting rooms are relatively small and distant, which poses problems of readability in case of small font). The presentation should ascertain a broad summary of diverse points of view in a balanced way. The content shall be concise and comprehensible, whereby analysis would be given in a short, precise and comprehensible way.

(2) giving an **oral presentation** during the IMCO workshop entitled “**E-commerce rules, fit for the digital age**”. The presentation is expected to last approximately 15-20 minutes (supported by the PowerPoint presentation slides) and will take place in Brussels on the date indicated by the Policy Department. The presentation will normally be followed by a discussion with the Members of the IMCO committee in the format of a “question and answer session”. The text of the presentation slides must be in English but the spoken presentation may normally be in any official language of the European

---

<sup>3</sup> <http://publications.europa.eu/code/en/en-000100.htm>

Union, given that interpretation facilities are usually available. The presentation may be recorded and/or broadcast by the European Parliament which will hold the copyright on the content.

(3) an **in-depth analysis** on the topic of “**New developments of digital services**”. A draft in-depth analysis, meeting the requirements set out in Sections 2-5 above, must be submitted by email to: [poldep-economy-science@europarl.europa.eu](mailto:poldep-economy-science@europarl.europa.eu) within 30 calendar days of the workshop taking place unless a longer deadline would be indicated by the Policy Department in the line of the developments of this file. The European Parliament shall transmit its observations (general feedback, requests for revision and/or supplementary content, etc.) to the Contractor. The approval of the final in-depth analysis requires that all observations have been taken into account.

(4) an **At A Glance - Study in Focus** (AAG-SIF) based on the in-depth analysis on the topic of “**New developments of digital services**”. An AAG-SIF is a two-page summary document (around 4000 characters without spaces) highlighting the main interesting points of the in-depth analysis. It can be based on the Executive Summary and should follow the drafting and layout rules as defined in the MS Word Model provided in electronic form by the EP (see Annex VI "At A Glance - Study in Focus template"). It has to be delivered within 7 calendar days following the delivery of the final in-depth analysis. The Policy Department shall have the right to edit, add to and redesign this AAG-SIF at will, in order to publish it as a separate stand-alone product under its responsibility. The AAG-SIF will refer to the in-depth analysis and its author(s) as the primary source for its content. The Contractor shall have no responsibility for the final version of the AAG-SIF, other than for the accuracy of facts/data directly reused from the in-depth analysis.

## **5. Pricing and invoicing**

The total amount to be paid by the European Parliament for the deliverables described above shall be **EUR 12 000,- net of VAT** which is an all-in-one price including all administrative costs and all related travel expenses.

Submission of the invoice should be made according to instructions in the order form after receiving an acceptance email from the European Parliament confirming conformity of delivered expertise services with the Terms of Reference (completed Power-Point slides, oral presentation, in-depth analysis and AAG-SIF). This invoice should cover all delivered products.

The request for payment must be accompanied by a list of pre-existing rights to the results or parts of the results or a declaration stating that there are no such pre-existing rights, as provided for in point 16 of the Specific Terms and Conditions applicable to this Order Form (Annex I). For this purpose a template declaration will be provided together with the signed Order Form.



## **6. Intellectual property rights and exploitation of the results**

The following paragraphs aim at clarifying and complementing (but not at restricting or otherwise limiting) Point 16 of the Specific Terms and Conditions applicable to the contract. The Union acquires irrevocably worldwide ownership of any work and intellectual property rights that constitute an outcome of the performance of the order form. In particular, the Union shall acquire the following exclusive rights:

- (a) reproduction: the right to authorise or prohibit direct or indirect, temporary or permanent reproduction by any means and in any form, in whole or in part, and in unlimited number of copies;
- (b) communication to the public: the exclusive right to authorise or prohibit any display, performance or communication to the public, by wire or wireless means, including the making available to the public;
- (c) distribution: the exclusive right to authorise or prohibit any form of distribution of copies;
- (d) adaptation: the exclusive right to authorise or prohibit any alterations, adaptations, arrangements, translations, creation of derivative works, subject to the respect of moral rights of authors;
- (e) the right to license to third parties any of the exclusive rights, including under open licences, such as Creative Commons Attribution 4.0 International.

The work(s) may be used by the European Parliament for any mode of exploitation, including, but not limited to:

- (a) use for its own purposes:
  - making available to the staff of the European Parliament and persons and entities working for or cooperating with it, including contractors, subcontractors whether legal or natural persons;
  - making it available to other Union institutions, agencies and bodies as well as to Member States' institutions;
- (b) distribution to the public in hard copies, in electronic or digital format, on the internet including social networks as a downloadable or non-downloadable file;
- (c) communication through press information services;
- (d) inclusion in accessible databases or indexes, whether freely accessible or accessible only upon subscription;
- (e) modifications by the European Parliament or by a third party, including shortening, summarising, adding new elements (such as paragraphs, titles, leads, bolds, legend, table of content, summary, graphics, subtitles and sound), metadata, right-management information or technological protection measures, preparing in audio form, as a presentation, an animation, a pictograms story, a slide-show or a public presentation, extracting a part or dividing into parts, incorporating (including by cropping and cutting) in other works and translating, inserting subtitle and, dubbing in different language versions (including but not limited to English, French German and all the other languages used within Europe).

The contractor warrants that the exclusive rights and the modes of exploitation may be exercised by the European Parliament on all parts of the work. In addition, the

contractor warrants that individual authors will not object to the following on the basis of their moral rights:

- (a) that their names be mentioned or not mentioned when the work are presented to the public;
- (b) that the work be divulged or not after they have been delivered;
- (c) that the work be adapted, provided that this is done in a manner which is not prejudicial to the creator's honour or reputation.

# Title in Title Case

---

Subtitle (optional)



Policy Department for Economic, Scientific and Quality of Life Policies

Directorate-General for Internal Policies

Author: Name SURNAME

PE XXX.XXX - Month YEAR

EN

# Title in Title Case

---

Subtitle (optional)

## **Abstract**

Text should be between 30 and 80 words.

Ensure proper designation (study / in-depth analysis) used if referring to the document, or a neutral term such as 'paper'.

Committee and Policy Department A should always be mentioned (e.g. This document was provided/prepared by Policy Department A at the request of the Xxxx, Xxxx and Xxxx Xxxx Committee).

This document was requested by the European Parliament's Committee on XXXXXXX XXXXXXX and XXXXXXX XXXXXXX.

#### **AUTHORS**

Name SURNAME, Institution, Company, etc.  
Name SURNAME, Institution, Company, etc.  
Name SURNAME, Institution, Company, etc.  
Name SURNAME, Institution, Company, etc.

#### **ADMINISTRATOR RESPONSIBLE**

Name SURNAME

#### **EDITORIAL ASSISTANT**

Name SURNAME

#### **LINGUISTIC VERSIONS**

Original: EN

#### **ABOUT THE EDITOR**

Policy departments provide in-house and external expertise to support EP committees and other parliamentary bodies in shaping legislation and exercising democratic scrutiny over EU internal policies.

To contact the Policy Department or to subscribe for updates, please write to:  
Policy Department for Economic, Scientific and Quality of Life Policies  
European Parliament  
L-2929 - Luxembourg  
Email: [Poldep-Economy-Science@ep.europa.eu](mailto:Poldep-Economy-Science@ep.europa.eu)

Manuscript completed: Month YEAR  
Date of publication: Month YEAR  
© European Union, YEAR

This document is available on the internet at:  
<http://www.europarl.europa.eu/supporting-analyses>

#### **DISCLAIMER AND COPYRIGHT**

The opinions expressed in this document are the sole responsibility of the authors and do not necessarily represent the official position of the European Parliament.

Reproduction and translation for non-commercial purposes are authorised, provided the source is acknowledged and the European Parliament is given prior notice and sent a copy.

For citation purposes, the study should be referenced as: Surname, Initial(s), *Title of the study in italics*, Study for the Committee on XXXXXXX and XXXXXXX XXXXXXX, Policy Department for Economic, Scientific and Quality of Life Policies, European Parliament, Luxembourg, YEAR.

© Cover image used under licence from Shutterstock.com **DELETE IF NOT SHUTTERSTOCK**

# CONTENTS

<b>LIST OF ABBREVIATIONS</b>	<b>4</b>
<b>LIST OF BOXES</b>	<b>5</b>
<b>LIST OF FIGURES</b>	<b>5</b>
<b>LIST OF TABLES</b>	<b>5</b>
<b>EXECUTIVE SUMMARY</b>	<b>6</b>
<b>1. CHAPTER LEVEL 1 (HEADING 1)</b>	<b>7</b>
<b>2. CHAPTER LEVEL 1 (HEADING 1)</b>	<b>8</b>
2.1. Chapter Level 2 (Heading 2)	8
2.2. Chapter Level 2 (Heading 2)	8
2.2.1. Chapter Level 3 (Heading 3)	8
<b>3. CHAPTER LEVEL 1 (HEADING 1)</b>	<b>9</b>
3.1. Chapter Level 2 (Heading 2)	9
3.1.1. Chapter Level 3 (Heading 3)	9
3.1.2. Chapter Level 3 (Heading 3)	9
<b>4. CHAPTER LEVEL 1 (HEADING 1)</b>	<b>10</b>
<b>REFERENCES</b>	<b>11</b>
<b>ANNEX</b>	<b>12</b>

## LIST OF ABBREVIATIONS

<b>AGRI</b>	Agriculture and Rural Development Committee
<b>ALDE</b>	Alliance of Liberals and Democrats for Europe
<b>BAS</b>	Brake-assist systems
<b>CAP</b>	Common Agricultural Policy
<b>CFP</b>	Common Fisheries Policy
<b>CMO</b>	Common market organisation
<b>CoR</b>	Committee of the Regions
<b>CULT</b>	Culture and Education Committee
<b>ECOSOC</b>	Economic and Social Committee
<b>ECR</b>	European Conservatives and Reformists
<b>ECTS</b>	European Credit Transfer System
<b>EFDD</b>	Europe of Freedom and Direct Democracy Group
<b>ENF</b>	Europe of Nations and Freedom
<b>EPP</b>	Group of the European People's Party (Christian Democrats)
<b>FAO</b>	Food and Agriculture Organisation of the United Nations
<b>FPS</b>	Frontal protection systems
<b>GDP</b>	Gross Domestic Product
<b>GM</b>	Genetically-modified
<b>Greens/EFA</b>	The Greens/European Free Alliance
<b>GUE/NGL</b>	European United Left - Nordic Green Left
<b>IFI</b>	International Fúnd for Ireland
<b>S&amp;D</b>	Group of the Progressive Alliance of Socialists and Democrats in the European Parliament

**LIST OF BOXES**

Box 1:	Caption Box	10
--------	-------------	----

**LIST OF FIGURES**

Figure 1:	Example Figure	8
-----------	----------------	---

**LIST OF TABLES**

Table 1:	Example	6
Table 2:	Example Table 2	9



EXECUTIVE SUMMARY

Background

The executive summary should be a maximum of 7500 characters without spaces, roughly 2 - 3 pages.

Aim

- text;
- text; and
- text.

Table 1: Example Table

	Maecenas	ut arcu	eget est	lacinia lacinia
Nulla sem odio	1	2	3	4

Source: Donec porttitor lorem libero

## 1. CHAPTER LEVEL 1 (HEADING 1)

### KEY FINDINGS

Sed posuere consectetur est at lobortis. Vestibulum id ligula porta felis euismod semper. Maecenas faucibus mollis interdum. Aenean eu leo quam. Pellentesque ornare sem lacinia quam venenatis vestibulum. Lorem ipsum dolor sit amet, consectetur adipiscing elit.

Vestibulum id ligula porta felis euismod semper. Duis mollis, est non commodo luctus, nisi erat porttitor ligula, eget lacinia odio sem nec elit. Curabitur blandit tempus porttitor. Cras mattis consectetur purus sit amet fermentum. Vivamus sagittis lacus vel augue laoreet rutrum faucibus dolor auctor. Aenean eu leo quam. Pellentesque ornare sem lacinia quam venenatis vestibulum.

Text. Footnotes are indicated as below<sup>1</sup>.

---

<sup>1</sup> Footnote 1, Myriad Pro 8, Spacing: Before 0, After 2, Single spacing, Hanging 0,5 cm. If the text of the footnote is on two lines, make sure the indent of both lines is identical, like in this example.

2. CHAPTER LEVEL 1 (HEADING 1)

2.1. Chapter Level 2 (Heading 2)

Text.

- text;
- text; and
- text.

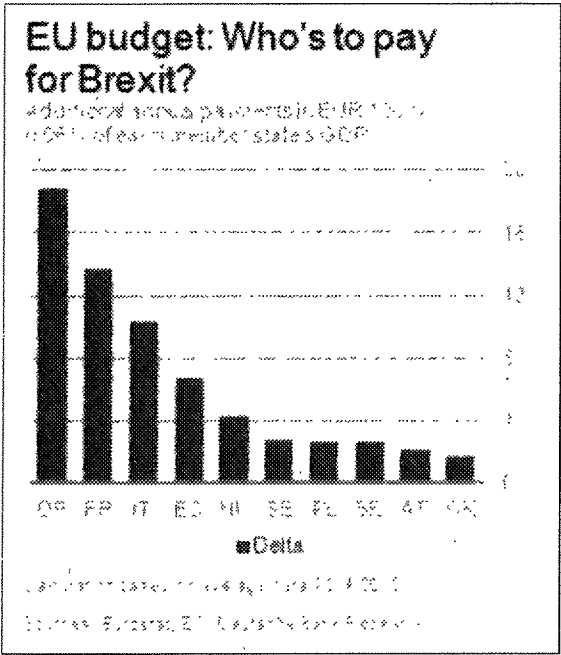
2.2. Chapter Level 2 (Heading 2)

2.2.1. Chapter Level 3 (Heading 3)

Text. Text. Text. [Hyperlinks in text.](#) Text.

Text.

Figure 1: Example Figure



Source: Donec porttitor lorem libero

### 3. CHAPTER LEVEL 1 (HEADING 1)

Text.

- text;
- text; and
- text.

#### 3.1. Chapter Level 2 (Heading 2)

3.1.1. Chapter Level 3 (Heading 3)

3.1.2. Chapter Level 3 (Heading 3)

a. Chapter Level 4 (Heading 4)

b. Chapter Level 4 (Heading 4)

Table 2: Example Table

	Maecenas	ut arcu	eget est	lacinia lacinia
Nulla sem odio	1	2	3	4

Source: Donec porttitor lorem libero

## 4. CHAPTER LEVEL 1 (HEADING 1)

Text.

Text.

Box 1: Caption Box

Ut at condimentum ipsum. Integer sit amet justo sed eros pharetra laoreet. Nam pharetra sed sem id luctus. Aliquam erat volutpat. Sed dui massa, viverra nec pharetra ac, posuere nec nunc. Donec porttitor lorem libero, at sodales metus semper a. Aliquam volutpat vulputate interdum. Mauris consectetur est eget turpis consectetur, a aliquam mi blandit.

Source: Donec porttitor lorem libero

REFERENCES

- ab.
- cd.
- ef.

**ANNEX**

---

Copy of the Abstract from the beginning of the document. Text should be between 30 and 80 words. Ensure proper designation (study / in-depth analysis) used if referring to the document, or a neutral term such as "paper".

Committee and Policy Department A should always be mentioned (e.g.: "This document was provided/prepared by Policy Department A at the request of the Xxxx, Xxxx and Xxxx Xxxx Committee").

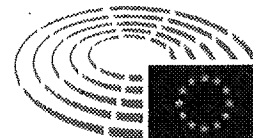
---

---

PE XXX.XXX  
IP/A/XXXX/XXXX-XX

Print ISBN XXX-XX-XXX-XXXX-X | doi:10.2861/XXXXX | QA-XX-XX-XXX-EN-C  
PDF ISBN XXX-XX-XXX-XXXX-X | doi:10.2861/XXXXX | QA-XX-XX-XXX-EN-N





# Main title (always font 28 even if it goes on two lines)

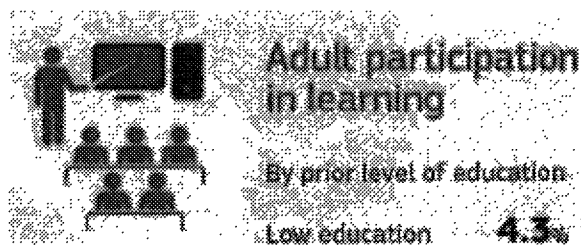
## Subtitle (optional - always font 18)

The original full study<sup>1</sup> discusses / presents / demonstrates / reviews / analyses ... Please always start the AAG-SIF like this. Suspendisse potenti. Aliquam volutpat leo quis magna euismod, ut condimentum tortor fermentum. Suspendisse dictum erat sit amet ullamcorper dapibus. Aenean eget malesuada nunc, vel vestibulum purus. **Duis pulvinar ultricies** risus dignissim fermentum. In consequat iaculis est. Quisque condimentum malesuada consequat. Vivamus at ullamcorper velit, non auctor neque. Praesent fringilla elementum laoreet.

## Background (always font 14 - no numbering)

In quam elit, tristique varius quam commodo, feugiat ultricies ante. Finibus sit amet ante. Suspendisse pharetra neque id laoreet luctus. Quisque in quam dolor. Suspendisse potenti. Nulla ullamcorper eros eu orci egestas, eleifend vestibulum nulla scelerisque. Ut a faucibus urna. Vestibulum pharetra rutrum elit, eu rhoncus nibh pretium vel. Pellentesque posuere est at urna congue vulputate. Curabitur consectetur massa eget quam euismod ultrices. Nullam mattis finibus metus, id malesuada nulla hendrerit nec. Pellentesque in diam a lorem malesuada dictum vitae sit amet nisi. Duis nec nulla imperdiet nunc eleifend mattis. Nulla ullamcorper eros eu orci egestas, eleifend vestibulum nulla scelerisque. Ut a faucibus urna. Vestibulum pharetra rutrum elit, eu rhoncus nibh pretium vel. Pellentesque posuere est at urna congue vulputate. Curabitur consectetur massa eget quam euismod ultrices. Nullam mattis finibus metus, id malesuada nulla hendrerit nec. Pellentesque in diam a lorem malesuada dictum vitae sit amet nisi. Nulla ullamcorper eros eu orci egestas, eleifend vestibulum nulla scelerisque. Ut a faucibus urna. Vestibulum pharetra rutrum elit, eu rhoncus nibh pretium vel. Pellentesque posuere est at urna congue vulputate. **Nulla ullamcorper eros** eu orci egestas, eleifend vestibulum nulla scelerisque. Ut a faucibus urna. Vestibulum pharetra rutrum elit, eu rhoncus nibh pretium vel. Pellentesque posuere est at urna congue vulputate. Nulla ullamcorper eros eu orci egestas, eleifend vestibulum nulla scelerisque. Ut a faucibus urna. Vestibulum pharetra rutrum elit, eu rhoncus nibh pretium vel. Pellentesque posuere est at urna congue vulputate.

(same picture as the study's front page - as big as possible)



lacus magna, dignissim vitae dictum non, finibus sit amet ante. Suspendisse pharetra neque id laoreet luctus. Quisque in quam dolor. Suspendisse potenti. Quisque in quam dolor. Suspendisse potenti. Quisque in quam dolor. Suspendisse potenti. Quisque in quam dolor. Suspendisse potenti. Quisque in quam dolor. Suspendisse potenti.

Check out the  
original full study  
by scanning this  
QR code!



Nunc ultrices varius justo. Nullam lacus magna, dignissim vitae dictum non<sup>2</sup>, finibus sit amet ante. Suspendisse pharetra neque id laoreet luctus. Quisque in quam dolor. Suspendisse potenti.

Nulla ullamcorper eros eu orci egestas, eleifend vestibulum nulla scelerisque. Ut a faucibus urna. Vestibulum pharetra rutrum elit, **eu rhoncus** nibh pretium vel. Pellentesque posuere est at urna congue vulputate. Curabitur consectetur massa eget quam euismod ultrices. Nullam mattis finibus metus, id malesuada nulla hendrerit nec. Pellentesque in diam a lorem malesuada dictum vitae sit amet nisi. Duis nec nulla imperdiet nunc eleifend mattis. Duis nec nulla imperdiet nunc eleifend mattis:

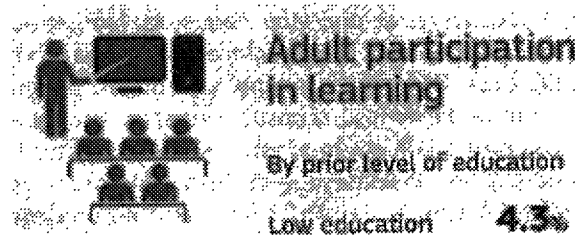
- Cras gravida turpis sit amet libero elementum lacinia.
- Quisque blandit orci ac tempus molestie. Duis hendrerit tristique risus, sed venenatis dui malesuada luctus. Integer eu leo eu urna convallis faucibus. Mauris aliquet felis a consectetur fringilla. Sed facilisis malesuada bibendum.
- Lorem ipsum dolor is amet.
- Vestibulum pretium ipsum eu pretium hendrerit.

## Key findings (always font 14 - no numbering)

Nulla ullamcorper eros eu orci egestas, eleifend vestibulum nulla scelerisque. Ut a faucibus urna. Vestibulum pharetra rutrum elit, eu rhoncus nibh pretium vel. Pellentesque posuere est at urna congue vulputate. Curabitur consectetur massa eget quam euismod ultrices. Nullam mattis finibus metus, id malesuada nulla hendrerit nec. Pellentesque in diam a lorem malesuada dictum vitae sit amet nisi. Duis nec nulla imperdiet nunc eleifend mattis.. Nulla ullamcorper eros eu orci egestas, eleifend vestibulum nulla scelerisque.

Ut a faucibus urna. Vestibulum pharetra rutrum elit, eu rhoncus nibh pretium vel. Pellentesque posuere est at urna congue vulputate. Curabitur consectetur massa eget quam euismod ultrices. Nullam mattis finibus metus, id malesuada nulla hendrerit nec. Pellentesque in diam a lorem malesuada dictum vitae sit amet nisi. Duis nec nulla imperdiet nunc eleifend mattis. Ut a faucibus urna. Vestibulum pharetra rutrum elit, eu rhoncus nibh pretium vel. Pellentesque posuere est at urna congue vulputate. Curabitur consectetur massa eget quam euismod ultrices. Nullam mattis finibus metus, id malesuada nulla hendrerit nec. **Pellentesque in diam** a lorem malesuada dictum vitae sit amet nisi.

(please include a second picture related to the topic or a diagram from the study)



In quam elit, tristique varius quam commodo, feugiat ultricies ante. Finibus sit amet ante. Suspendisse pharetra neque id laoreet luctus. Quisque in quam dolor. Suspendisse potenti. In quam elit, tristique varius quam commodo, feugiat ultricies ante. Finibus sit amet ante. Suspendisse pharetra neque id laoreet luctus. Quisque in quam dolor. Suspendisse potenti.

<sup>1</sup> Please add the link to the original full study as a hyperlink and as an endnote.

<sup>2</sup> Only endnotes, no footnotes. Formatted like footnotes (Myriad Pro, Size 8, Spacing Before 0, After 2, Single Spacing, Hanging 0,5 cm). If the text of the endnote is on more than one line, please make sure the indent of all lines is identical, like in this example.

**Disclaimer and copyright.** The opinions expressed in this document are the sole responsibility of the authors and do not necessarily represent the official position of the European Parliament. Reproduction and translation for non-commercial purposes are authorised, provided the source is acknowledged and the European Parliament is given prior notice and sent a copy. © European Union, 2019.

© Image on page X used under licence from Shutterstock.com **DELETE IF NOT SHUTTERSTOCK**

IP/A/XXXX/20XX-XX; Manuscript completed: Month YEAR; Date of publication: Month, YEAR  
 Administrator responsible: Name SURNAME; Editorial assistant: Name SURNAME  
 Contact: Poldep-Economy-Science@ep.europa.eu  
 This document is available on the internet at: [www.europarl.europa.eu/supporting-analyses](http://www.europarl.europa.eu/supporting-analyses)

Print ISBN XXX-XX-XXX-XXXX-X | doi:10.2861/XXXXX | QA-XX-XX-XXX-EN-C  
 PDF ISBN XXX-XX-XXX-XXXX-X | doi:10.2861/XXXXX | QA-XX-XX-XXX-EN-N

## Declaration on pre-existing rights to the deliverables or parts of the deliverables under service contract IP/A/IMCO/IC/2019-075

Participation in the IMCO workshop entitled "E-commerce rules, fit for the digital age", a presentation on "New developments of digital services" and preparation of an in-depth analysis on "New developments of digital services" as well as a short summary of the in-depth analysis

I, [insert name], as duly authorised representative of [insert name of contractor], hereby declare that all existing works used to produce the paper have comprehensively been referenced in the list of references.

I hereby warrant that, for any use that the contracting authority may envisage within the limits set in this contract,

☐ the results and the pre-existing material incorporated in the results are free of rights or claims from creators or from any third parties

OR

☐ all the necessary pre-existing rights have been obtained or licensed, as in the list below:

- **Use of logos or images** [please indicate whether you used a third party logo/image in your paper, indicating the page number, the identity of the rights' owners and whether free use is allowed or a license has been obtained. If this is not the case, indicate n/a]
- **Use of databases** [please indicate whether you used a database which does not belong to you to generate content for your paper. If so, please indicate the identity of the rights' owners, which data presented in your paper stems from this database (give page numbers), and indicate whether free use is allowed or a license has been obtained. If this is not the case, indicate n/a]
- **Use of whole graphs or tables** [please indicate whether you used an entire graph or table elaborated by a third party. If so, please indicate the identity of the rights' owners, the page number in your paper and whether free use is allowed or a license has been obtained. If this is not the case, indicate n/a]
- **Rights of subcontractors to parts of the result** [please indicate whether your subcontractor(s) created parts of the results, indicate which parts were created by subcontractors and if they have granted you the right to use these parts of the result. If this is not the case, indicate n/a]
- **Other**

Done at ..... on .....

.....  
Stamp (if available)

.....  
Signature of the representative duly authorised to sign on behalf of the contractor