

SPECIFIC CONTRACT No [complete]¹
implementing Framework Contract No EAC/23/2011 Lot 2

The European Union (hereinafter referred to as "the Union"), represented by the European Commission (hereinafter referred to as "the Commission"), represented for the purposes of the signature of this contract by [forename, surname, function, department]²,

of the one part,

and

TEAMWORK SAS



(hereinafter referred to as "the Contractor"), represented for the purposes of the signature of this contract by [REDACTED], Manager

[The parties identified above and hereinafter collectively referred to as 'the Contractor' shall be jointly and severally liable vis-à-vis the Commission for the performance of this contract.]

of the other part,

HAVE AGREED

ARTICLE III.1: SUBJECT

III.1.1 This specific contract implements Framework Contract No EAC/23/2011 Lot 2 signed by the Commission and the Contractor on [complete date] [and renewed on [complete date].]

III.1.2 The subject of this specific contract is [short description of subject]. This specific contract relates to lot 2 of the Framework Contract.]

III.1.3 The Contractor undertakes, on the terms set out in the Framework Contract and in this specific contract and the annex[es] thereto, which form an integral part thereof, to perform the following tasks [:] [specified in Annex [complete].]

ARTICLE III.2: DURATION

¹ Comments [*in italics*] to be deleted and replaced by appropriate data

Options [*in roman*] to be completed or deleted

² The Commission official must be an authorising officer (by delegation or subdelegation) designated in accordance with Note No 60008 of 22 February 2001 "Mise en place de la Charte des ordonnateurs".

III.2.1 This specific contract shall enter into force [on the date on which it is signed by the last contracting party]³ [on [insert date] if it has already been signed by both contracting parties].

III.2.2 The duration of the execution of the tasks shall not exceed [*complete*] [days/months]. This period and all other periods specified in the Contract are calculated in calendar days. Execution of the tasks shall start from [the date of entry into force of this specific contract] [insert date]. The period of execution of the tasks may be extended only with the express written agreement of the parties before such period elapses.

ARTICLE III.3: PRICE

III.3.1 The total price to be paid by the Commission under this specific contract shall be EUR [amount in figures and in words] covering all tasks executed.

This price also covers any fees payable to the Contractor in relation to the vesting of rights in the Union and where applicable the transfer of rights to the Union and any use of the results by the Commission.

III.3.2 In addition to the price [no reimbursable expenses are foreseen.] [expenses up to the amount of EUR [amount in figures and in words] will be reimbursed according to the provisions of the Framework contract].

[For Contractors established in Belgium, the provisions of this specific contract constitute a request for VAT exemption No 450, provided the Contractor includes the following statement in his invoice(s): “Exonération de la TVA, article 42, paragraphe 3.3 du code de la TVA (circulaire 2/1978)” or an equivalent statement in the Dutch or German language.]

ARTICLE III.4: PERFORMANCE GUARANTEE

[Not applicable]

[A guarantee for an amount of EUR [amount in figures and in words] shall be issued by a bank, an authorised financial institution or a third party in favour of the Commission. It shall be released after final acceptance of the services. It shall cover performance in accordance with the terms set out in the tender specifications (Annex II).]

ARTICLE III.5: USE OF RESULTS

[Not applicable]

[Insert details on the intended use of results linked to the specific request for service supplementing or replacing clause I.9 of the Special Conditions]

³ As a rule the Commission signs last. In this case, the Contractor should be duly informed of the date on which the specific contract enters into force.

[Insert the relevant Annex (A1 and/or A2) and list of additional information/documents to be provided as proofs of acquiring all necessary rights (see also Article I.9.2 of the Special Conditions)]

ANNEXES

Annex A1 - Statement of Contractor concerning right to delivered result

Annex A2 - Statement of creator / intermediary in delivery

Annex B – Request for service

Annex C - Contractor's Specific Tender (no [complete]⁴ of [insert date])

SIGNATURES

For the Contractor,



signature[s]: _____

Done at [Brussels], [date]

In duplicate in English.

For the Commission,

[forename/surname/function]

signature[s]: _____

Done at [Brussels], [date]

⁴ Number to be inserted in case of competitive multiple framework contract.

Annex [A1]

Statement of Contractor concerning right to delivered result

[Option 1: general statement - low risk situations, e.g. limited use of the results]

I, [insert name of the authorised representative of the Contractor] representing [insert name of the Contractor], party to the Contract [insert title and/or number of the contract] warrants that the Contractor holds full right to the delivered [insert title and/or description of result] which is free of any claims, including claim of the creators who transferred all their rights and [were fully paid] [will be paid as agreed within [complete] weeks from [delivery of this statement.] [receipt of confirmation of acceptance of the work].

[Option 2: detailed statement - higher risk situations, e.g. extensive use of the results]

I, [insert name of the authorised representative of the Contractor] representing [insert name of the Contractor], party to the contract [insert title and/or number of the contract] warrants that [, except for [the parts listed in [complete by reference to the Tender Specification and/or offer]] [or list parts for which rights are not transferred],]⁵ the Contractor holds a right to the delivered [insert title and/or description of result] which is/are free of any claims of third parties.

Work was prepared by [insert names of creators] [, except for [the parts listed in [complete by reference to the Tender Specification and/or offer]] [or list parts that pre-existed and for which rights are not transferred],]⁶ is [original and] free of rights of third persons. Creators transferred all their rights to the work (excluding moral rights of natural persons) to [insert name of the entity that received rights from the creators] [through a contract of [insert date] [a relevant extract of which is] herewith attached.

Creators [received all their remuneration on [insert date]] [will receive all their remuneration as agreed within [complete] weeks from [delivery of this statement] [receipt of confirmation of acceptance of the work]. [The statement of the creators confirming payment is attached].

Date, place, signature

⁵ In case not all IP rights were fully transferred

⁶ In case parts of the work pre-existed and belonged to third parties

Annex [A2]

Statement of creator / intermediary in delivery

of the [*title of the result*]
within the Framework Contract number [*complete*]
Specific Contract No [*complete*]

concluded between the European Commission and [*name of the contractor(s)*]

I, [*insert name of the authorised representative of the intermediary*] representing [*insert name of the intermediary*] state that I am the right holder of: [*identify the relevant parts of the result*] [*which I created*] [*for which I received rights from [insert name]*].

I am aware of the above contract, especially Articles I.9, II.10 and point [*insert reference*] of the Request for Service and I confirm that I transferred all the relevant rights to [*insert name*].

I declare that [*I received full remuneration.*] [*I agreed to receive remuneration by [insert date]*].

[*I also confirm that I do not oppose my name being recalled when the results are presented to the public and confirm that the results can be divulged.*]⁷

Date, place, signature

⁷

Necessary for creators

Termes de référence

Contrat Cadre de Services EAC/23/2011 lot 2

Organisation du 9^{ème} Forum européen sur les droits de l'enfant Bruxelles – 3-4 juin 2015

Contexte

La conférence vise à permettre des échanges de vues et de bonnes pratiques dans le contexte des droits de l'enfant à travers les systèmes de protection des enfants (Thèmes spécifiques à confirmer)

Termes de référence

1. Dates: 3-4 juin 2015
2. Durée: 1.5 jours, 14:h30-17:00 + 8h30-18h30
3. Lieu: (3 juin: Borschette (demi-journée) – 4 juin: hôtel dans le quartier européen/à déterminer)
4. Programme: sera transmis ultérieurement
5. Participants: +/-250
6. Commission: DG Justice et consommateurs, ci-après 'la Commission'

Participation de Commissaire(s) européen(s), hauts représentants d'organisations internationales, représentants des EM, de la société civile, organisations internationales, ENOC, institutions UE, experts académiques, praticiens

Prise en charge des participants: Les frais de voyage, les frais de transfert aéroport/hôtel ou conférence, les frais d'hôtel (1-2 nuits, petit déjeuner inclus) pour tous les participants ne résidant pas à Bruxelles, sauf pour les participants des institutions européennes et internationales, jusqu'à un maximum de **200 personnes**, seront pris en charge par la Commission. Le contractant devra assurer la gestion logistique. Pour un maximum de **100 participants**, la possibilité d'une nuitée supplémentaire sera offerte, si cela est justifié pour des raisons logistiques. De préférence, les participants seront logés à l'hôtel où aura lieu le dîner et la conférence le 2^{ème} jour. La Commission exige que tous les délais/termes/délais d'annulation/ pourcentages qui pourront être annulés sans charge/etc. soient très clairement élaborés dans l'offre, de manière comparative si l'offre contient des options d'hôtel différentes, pour que la Commission puisse choisir l'option la plus avantageuse. Tous les délais et dates limites doivent être repris dans le tableau de bord (voir ci-dessous).

Les participants pris en charge proviendront des 28 Etats membres de l'Union Européenne.

7. Catering: La Commission exige que tous les délais/termes/délais d'annulation/pourcentages qui pourront être annulés sans charge/etc. soient très clairement élaborés dans l'offre, de manière comparative si l'offre contient des options d'hôtel différentes, pour que la Commission puisse choisir l'option la plus avantageuse.

8. Dîner le soir du 3 juin: Dîner (buffet assis) pour +/-250 personnes (entrée, plat, dessert, café €70 maximum vins et boissons inclus) à l'hôtel où la conférence se poursuit le 2ème jour. Le contractant sera en charge de la fourniture et du service pour le dîner.
9. Café et déjeuner: 3 pauses café sont prévues: Une pour le 3 juin à l'arrivée des participants à partir de 13:30 au Borschette qui sera organisée par la Commission, deux pour le 4 juin (aux charges du Contractant), un le matin et un l'après-midi (café, thé, eaux, jus de fruits, viennoiseries) doivent être disponible en dehors de la salle. Un déjeuner (buffet assis €50 maximum, sans alcool) sera offert aux participants pendant la deuxième journée de la conférence. Le contractant sera en charge de la fourniture et du service pour les pauses café et le déjeuner.
10. Salles de conférence et workshops, 4 juin: Le contractant devra: Assurer la location des salles de réunion pour la journée dans l'hôtel où logeront les participants. (1 salle plénière pour +/-250 personnes, jusqu'à 6 salles pour des sessions en parallèle +/- 40 personnes) – le nombre exact sera communiqué en mai 2015.

Invitations: La Commission enverra les invitations par courrier électronique.

11. Gestion des demandes d'inscription:

La Commission assurera la création d'un site web spécifique à l'événement. La Commission transmettra au contractant la liste des demandes de participation, selon les besoins, en précisant lesquelles sont confirmées et rejetées ou mises en attente. Le contractant informera par courrier électronique tous les demandeurs de leur participation ou non. Une fois les noms transmis au Contractant, le Contractant se charge de gérer les contacts avec les invités, afin d'organiser leur voyage/hôtel, y inclus d'émettre des rappels (email et/ou téléphone) aux invités (délais à fixer avec la Commission) et d'envoyer des états de lieux hebdomadaires à la Commission.

Le délai d'inscription sera fixé le (à confirmer) et une liste définitive des participants sera établie avant le (à confirmer) par le contractant.

12. Reproduction et conditionnement du matériel:

- a) La production de la signalétique nécessaire à l'intérieur du centre de conférence Borschette et de l'hôtel le 2ème jour: Les canevas graphiques seront livrés par la Commission. **Le Contractant** sera chargé d'y insérer le contenu, de la production et de la signalisation.
- b) **Le Contractant doit** assurer la reproduction des documents de background (max. 100 pages A4, 250 copies). L'original sera livré au contractant avant le (à confirmer) sous format électronique. Cette ligne sera utilisée selon la nécessité et sera facturé sous justification
- c) assurer la reproduction de la liste des participants (sans adresses email) qui inclut une indication des ateliers choisis pour le 2^{ème} jour (250 copies), ainsi que le tableau conforme au modèle excel pour l'e-Pass pour le Borschette.,
- d) assurer la production du programme de la conférence en anglais et en français, format A4 plié en trois (250 copies)
- e) assurer la production des chevalets des speakers VIP le premier jour (10) et ceux de la session plénière et des sessions thématiques (+/- 25-30) le deuxième jour à livrer le 2 juin 12:00 au plus tard à partir de la liste fournie par DG Justice

13. Hôtesses: Pendant la conférence il devra y avoir 6 hôtesses les deux jours. Les hôtesses devront :

- s'occuper de l'enregistrement des participants (pendant les deux jours) et de la distribution de la documentation et des badges
- s'occuper des tables d'exposition de matériel
- donner des informations organisationnelles de base
- assurer l'assistance aux participants pour ce qui a trait aux arrangements pour le voyage/séjour
- gérer l'utilisation des micros dans les salles

14. **Badges et signalétique:** Les participants devront être dotés d'un badge qui leur permettra l'accès aux salles. Le contractant sera chargé de la production et de la distribution des badges (+/-250) sur base d'un modèle fourni par la **Commission**.
15. **Photos:** Le contractant organisera la prise de photos par un photographe professionnel. Le photographe sera doté d'un appareil photo avec connexion 'Réseaux sans fil' afin de pouvoir transmettre en temps réels les photos sur un serveur où l'équipe médias sociaux de la DG pourra les récupérer. Après l'événement les photos devront également être téléchargées sur le serveur ftp du portail audiovisuel de la Commission. Les photos devront être accompagnées de métadonnées, d'un alt-texte et d'une description. Les droits d'auteur devront être transférés à la Commission.
16. **Services audiovisuels et transmission en direct sur Internet de la deuxième journée de la conférence:**
 - Le contractant assure le son et l'équipement audiovisuel:
 - des microphones de table pour chaque orateur et au moins deux micros baladeurs pour le public;
 - 2 projecteurs + 2 écrans - pour les présentations PowerPoint et pour une image des orateurs;
 - présence d'un technicien pour la durée de la conférence
 - connexion Internet 'Réseaux sans fil' pour les participants ainsi que pour le photographe (voir ci-dessus).
 - La transmission web doit être fournie en 7 langues (EN, DE, FR, PL, IT, ES et CS). Les différents groupes de travail ne doivent pas être diffusés.
 - Le chapitrage des interventions des différents orateurs doit être fourni après l'événement.
 - Les vidéos enregistrées doivent également être téléchargées sur le portail audiovisuel de la Commission (en conformité avec les «Lignes directrices pour le dépôt de matériel audiovisuel à la bibliothèque audiovisuelle de la DG COMM », fournies en annexe). L'URL du portail est <http://ec.europa.eu/avservices/>.
17. **Communication des échéances:** Le contractant établira un tableau de bord de tous les délais pour la Commission et pour le contractant, à partager avec la Commission, et veillera à informer la DG Justice par courrier électronique des échéances imminentnes (au plus tard 2 jours ouvrable avant) pour assurer une coopération optimale et la meilleure utilisation du budget.

18. OPTION

Interprétation

3 juin

Toute la journée du 3 juin, le service d'interprétation pour la réunion sera prise en charge par la **Commission** en EN, DE, FR, PL, IT, ES et CS au Borschette.

4 juin

Provision **par le contractant** de services d'interprétation de et vers EN, DE, FR, PL, IT, ES et CS dans la salle de la session plénière à l'hôtel. (Cabines, micros, sonorisation, **interprètes**)

Contacts

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Participants

(Indicative list for logistics)

Members

	Number	Origin
Member States Representatives	56	Member States (capitals)
Network of observatories on children's rights (ChildONEurope)	1	Italy
European Network of Ombudspersons for children (ENOC)	26[1]	see below.
UN Committee on the Rights of the Child	1	EU MS
UNICEF	2	BXL ou EU
Council of Europe	2	Strasbourg (FR)
Council of Europe Commissioner for Human Rights	1	BXL
European Commission	10-20	BXL
European Parliament	50	BXL
General Secretariat of the Council of the EU	1	BXL
European Committee of the Regions	1	BXL
European Economic and Social Committee	1	BXL
Fundamental Rights Agency	2	Vienna (AT)
Civil society (NGOs) (50:50 BXL/EU	max. 75	
Independent experts/academics/practitioners	max. 50	EU MS

Total: 250

[1] ENOC includes a larger number of Members. Only those from EU countries are concerned here. ENOC will keep its other Members informed. Austria, 2 Belgium, Cyprus, Denmark, England, Finland, France, Greece, Hungary, Lithuania, Luxembourg, 2 Northern Ireland, Malta, Poland, Portugal, Scotland, Slovak Republic, Slovenia, 3 Spain, Sweden, Wales.

RECAP of tasks – who does what?

The contractor is required to use, and complete, this table as part of their offer, adding extra columns on price, units, etc.

Task	COM (JUST)	Contractor	Comments
1. Task management dashboard to be shared with COM and reminders 2 days before deadlines		X	
2. Send invitations to speakers and participants	X		
3. Follow-up of invitations	X	X	
4. Preparation of e-Pass list using this template:  ePASS template.xlsx		X	
5. Organisation of travel and accommodation and reminders to invitees re arrangements/ deadlines, reports to COM, etc.		X	
6. Two-way transfers airport/station to hotel/venue		X	
7. Day 1 Conference room booking and arrangement of interpretation, audiovisual	X		
8. Day 2 Venue booking and organisation, interpretation and audiovisual		X	
9. Catering Borschette (coffee) Day 1	X		
10. Catering at Hotel/Venue day 2 (dinner+lunch+2 coffee breaks)		X	
11. Welcome desk/registration participants both days		X	

12. Acoustic equipment Borschette	X		
13. Signposting, nameplates both venues, badges both days,		X	
14. Decoration/equipment Day 2: European flag, banner inside room Day 1 and plenary room Day 2, projectors, laptops, acoustics, audiovisual, camera – speaker's image on camera in plenary room		X	
15. Recording and live webstreaming Day 1	X		
16. Production of programme, participants' list and background documents (folder contents)		X	
17. Preparation and distribution of folders for participants		X	
18. Six hostesses two days – welcome, guidance to participants, liaison with COM staff – help with handing round microphones in rooms Day 2,		X	
19. Audiovisual Day 2: provision of and management of audiovisual equipment including mobile microphones in all rooms and on speakers' tables, recording of all discussions, speaker's image on screen Day 2 Plenary sessions, etc. (see para 16 above)		X	
20. Provision of and management of interpretation equipment including headsets for participants		X	
21. Recording of all discussions (plenary and other rooms) and transmission to COM of labelled files per discussion		X	
22. Professional photographer Day 1 and 2		X	

Forum invitation list 2015	
FR	ACTION ENFANCE
	Active - Sobriety, Friendship and Peace
ES	ADDO Conflict Resolution
ES	ADENICAT
BG	Administrator - European Parliament
SI	Advisor- Ministry of Justice
	Against Child Trafficking
MT	Agency for the Welfare of Asylum Seekers - Malta
BE	Agentschap Jongerenwelzijn
LV	Aizkraukles novada bāriņtiesa
	Akidwa
	AMNESTY INTERNATIONAL
	ANESPO
BE	Antwerp University UNICEF Chair
	AP
PT	APAV
	APF
BG	Applied Research and Communications Fund
ES	Prostituidas)(Association for the Protection, Reinsertion and Care of
ES	APRODEME: Asociación para la Defensa del Menor
DE	Arbeitsgemeinschaft für Kinder- und Jugendhilfe
ES	Área de Reparación y Atención a la Víctima. Departamento de Justicia. Generalitat de Catalunya
GR	ARSIS Association for the Social Support of Youth
	Asir Consultants EU
ES	ASOCIACIÓN MUJERES PERIODISTAS DEL MEDITERRÁNEO
PT	ASSOCIAÇÃO DE MULHERES CONTRA A VIOLENCIA
PT	Associação para o Planeamento da Família
ES	Associació Centre d'Esplai Loiola
FR	Association " I Comme Identité " - Rennes - France
HR	Association Child-divorce
	Association Enfants Otages
NL	Association of Directors of Public Social Services, NL
SI	Association of Directors of Social Work and Slovenian Govt
IT	Associazione Figli Sottratti
	Associazione italiana donne per lo sviluppo - AIDOS
DK	Attaché (social affairs and gender equality), DK Permanent representation to the EU
LV	Auces novada bāriņtiesa
Other	Autisme-Europe
IT	Autorità Garante per l'infanzia e l'adolescenza
AT	AWEPA
ES	Ayuntamiento de Granollers
ES	Ayuntamiento de Huelva (España)
LV	Bāriņtiesa

FR	ACTION ENFANCE
UK	Barrister-Garden Court Chambers
LV	Bauskas novada Sociālais dienests
UK	BeatBullying
BE	Belgian french Ministry of Education
	BIC - Best interests of the Child Berlin
	BNYMELLON
	CBBC
BG	Center of NGOs in Razgrad
FI	Central Union for Child Welfare
	Centrale examencommissie
SK	Centre for International Legal Protection of Children and Youth, Slovak Republic
FR	Centre français de protection de l'enfance-Enfants Disparus
PT	CENTRO COMUNITÁRIO DE ESMORIZ
PT	Centro Juvenil de São José (Guimarães)
IT	Centro Servizi Interdisciplinare - Sportello Jugendamt
NO	Chairperson UN Committee on the rights of the child
BG	Chairperson, State Agency for Child Protection, Bulgaria
EE	Chancellery of Chancellor of Justice
NL	CHI-Child Helplines International
DE	CHI-Child Helplines International
IE	Child and family Agency Ireland
	Child Circle
SK	Child Helpline at Slovak Committee for UNICEF
HR	Child Protection Centre, Zagreb, Croatia
ES	Child Protection Service of the Genderal Directorate of Family and Inclusion, Galicia
BE	Child Rights Coalition Flanders
SE	Child social services Botyryka
UK	CHILDREN 1ST
	Children and families across borders
UK	Children and families across borders UK
UK	Children England
UK	Children in Northern Ireland
UK	Children in Scotland
UK	Children in Wales
FR	Children of Prisoners Europe (Network COPE)
UK	Children, young people and families
BG	Childrens Legal Centre- Bulgaria
IE	Children's Rights Alliance
UK	People

FR	ACTION ENFANCE
MT	Clinical psychologist and family therapist, Centre for family studies, Uni of Malta
FR	CNAPE
ES	CNIIE
IT	COFACE
COM	COM-EMPL
ES	Comisión Maltrato Infantil. Pediatra
PT	Comissão de Proteção de Crianças e Jovens de Ovar
PT	Comissão Nacional de Proteção das Crianças e Jovens em Risco
FR	Comité Mosellan de Sauvegarde de l'Enfance et de l'Adolescence
PT	Commission for Citizenship and Gender Equality
CY	Commissioner for Children's Rights Office
IE	Community Programmes Unit, Department of Justice and Equality, Irish Youth Justice Service
IT	Comunità Comprensoriale di Saito-Sciliar Distretto Sociale Salto-Sarentino-Renon
ES	Consejería Bienestar Social de la Junta de Andalucía
ES	CONSEJO GENERAL DE LA ABOGACIA ESPAÑOLA - BRUSSELS OFFICE
ES	Consell Insular de Menorca
ES	consorci de serveis socials de Barcelona
ES	CONSORCI SANITARI DE TERRASSA
BG	Control on Child Rights Directorate, State Agency for Child Protection
HR	Coordination of Associations for Children
SE	Coordinator on the Rights of the Child at the Swedish Government Offices, Ministry of Health and Social Affairs
	CoR
UK	Coram Children's Legal Centre
NO	Council of Baltic Sea States
IS	Council of Europe
ES	Counselor of Justice in the Permanent Representation of Spain
ES	Counselor of Justice in the Permanent Representation of Spain to the EU
UK	Counter Human Trafficking Bureau
	Coventry University
DE	CREAN
UK	CRIN
DK	Danish Red Cross
IE	DCYA
	Defence for Children International (DCI) - Belgium
	DEFENSE ENFANTS INTERNATIONAL
	Délégué général aux droits de l'enfant
ES	Departamento of health
UK	Department for Work and Pensions
	Department of law- university of Bari Aldo Moro

FR	ACTION ENFANCE
MT	Department of Primary health in Malta
HU	Department of Protection of the Child and Guardianship - Ministry of Human Resources
CY	Department of Social Inclusion for persons with disability
UK	Dept Education
IE	Dept of children and youth affairs
IE	Dept of children and youth affairs
GR	Dept of prevention of juvenile delinquency and social inclusion
SE	Deputy Director-Ministry of Health and Social Affairs
HU	Guardianship - Ministry of Human Resources
	DESNERCK MEDIA Ltd
DE	Deutscher Caritasverband e.V.
DE	Deutscher Verein
ES	DGAIA
DE	Diakonisches Werk im Evangelischen Kirchenbezirk Konstanz
UK	Diana Award
ES	de Catalunya.Equipo de Atención a la infancia y adolescencia BAGES_BERGUEDA.
ES	Dirección Xeral de Familia e Inclusión. Consellería de Traballo e Benestar. Xunta de Galicia
FR	Direction générale de la cohésion sociale (DGCS)
BE	Director Defence for Children International
Be	Director Minor Ndako Reception Centre
LT	Director, Dept of International Affairs
GR	Director, Ministry of Citizen protection
BG	Director, State Agency for Child Protection, Bulgaria
	Don Bosco International
IT	Don Bosco International- (Ufficio Nazionale Parrocchie Oratorio, Centri Giovanili)
MT	Don Bosco International (Home Away from Home VO/774, Malta)
SI	Društvo SOS telefon za ženske in otroke - žrtve nasilja
NL	Dutch Children's Rights Coalition, represented by Defence for Children International - The Netherlands
NL	Dutch National Police
FR	EACH
NL	EACH
ES	EAIA de Gràcia
ES	EAIA del Tarragonès. Consell Comarcal del Tarragonès
ES	eaia vallès occidental

FR	ACTION ENFANCE
	EASO
RO	EASPD
BE	ECEC and RoC expert
UK	ECPAT
BE	ECPAT Belgium
FR	ECRE contact on children
UK	Edge hill university
LU	EFSC
ES	EMFO
	Emilia-Romagna Region
FR	End FGM
Other	END FGM Campaign Strong voice
FR	ENPJ ROUBAIX
IE	EPIC, Empowering People in Care
ES	Equip Orientació i Assessorament Psicopedagògic, Departament d'Educació, Generalitat de Catalunya
	Escola Artur Bual
	Escola Mäes d'Água
UK	ESN
ES	ESN
ES	Espirales Consultoría de Infancia
EE	Estonian Ministry of Education and Research
UK	Eurochild
IE	Eurochild expert group on CR
PT	Eurochild policy officer
UK	Eurochild SG
DE	Eurochips
UK	European Children's Rights Unit, Liverpool University
Czech Republic	European Commission
	European Commission - EuropeAid
BE	European Council on Refugees and Exiles- Policy Officer
FR	European Council on Refugees and Exiles- Policy Officer
	European Network of National Observatories on Childhood

FR	ACTION ENFANCE
BE	European Schoolnet
FR	European Social Network (FR member)
GR	European Union Agency for Fundamental rights (FRA)
DE	Ev. Kirchenkreis Kyritz-Wusterhausen
DE	Evangelische Kirche
	Excision, parlons-en !
BG	Executive Director of Social Activities and Practices Institute, social services Sofia
ES	FASI
DE	Fchbereich Bildung und Soziales Baden-Baden, Fachgebiet Sozialpädagogische und Psychologische Dienste
DE	Fchbereich Bildung und Soziales Baden-Baden, Fachgebiet Sozialpädagogische und Psychologische Dienste
AT	Federal Ministry of Economy, Family and Youth
DE	Federal Ministry of Family Affairs, Senior Citizens, Women und Youth
DE	Federal Minstry of Justice
RO	Federation of NGOs Romania
BE	FEDERATION WALLONIE-BRUXELLES
BG	First Secretary JHA
BE	FOD Justice
	FONPC - Federation of NGO's for Children
UK	FORWARD UK
GR	FRA
	Free Marcel
DE	Freiwillige Selbstkontrolle Multimedia-Diensteanbieter e.V. (FSM)
IT	FRONTEX
NL	FSAN
ES	Fundació Acció Social Infància (FASI)
ES	Fundació Champagnat
ES	Fundació Champagnat
ES	Fundació Pere Tarrés
ES	FUNDACIÓ PRIVADA RESILIS
ES	Fundacion ANAR
ES	FUNDACIÓN DE ONCOLOGIA INFANTIL ENRIQUETA VILLAVECCHIA
ES	Fundación Mercè Fontanilles
PL	Fundacja INKLZUJA - Edukacja Włączająca
PL	Fundacja ITAKA - Centrum Poszukiwań Ludzi Zaginionych
PL	Fundacja Równe Szanse

FR	ACTION ENFANCE
RO	Fundatia PARADA
RO	Fundatia Prietenii Pentru Tine
BE	GAMS Belgique
	GDF/SUEZ/Environment
IT	Associazione GENITORI SEPARATI E FIGLI
	General Delegate for Children's Rights of the French Community of Belgium
ES	General Secretariat of Immigration and Emigration- Spain
ES	Generalitat de Catalunya
	INFÀNCIA I L'ADOLESCÈNCIA
	Generation Europe Foundation
CH	Geneva
IT	Genitori Separati e Figli onlus "
DE	German Association for Public and Private Welfare
	German Bundestag
DE	German Federal Ministry of Family Affairs, Senior Citizens, Women and Youth
	GGD Nederland
FR	national agency that comprises SNATED- the national helpline for children in danger- and ONED- the national observatory for children in danger)
UK	Global Initiative to End All Corporal Punishment of Children
IS	Government Agency for Child Protection
GR	Greek Ombudsman
UK	Guardians ad litem N Irl
	Haagan peruskoulu
	Hare Court Chambers
GR	Head of Dept Equality and children's rights
AT	Head of Dept. Social Compensation in Bundesministerium für Arbeit, Soziales und Konsumentenschutz
DK	Head of Division in the Danish Immigration Service
DK	Head of section, Min of Social affairs and integration
GR	Head of the Central Authority Bilateral Adoptions; Ministry of Labour and social security
DE	Head of the Central Authority for International Custody Conflicts
EE	head of the department of children and families, Ministry of Social Affairs
IE	Health Service Executive
PL	Helpline. Org
CY	Hope for Children-UNCRC Policy Centre
FR	Hors la Rue

FR	ACTION ENFANCE
IE	HSE
HU	HU Guardians
	Humanitarian disabled Associacion
HU	Hungarian Institute of Educational Research and Development
	IJJO
(please specify)	ILGA-Europe
IE	Immigrant Council of Ireland
DK	Independent expert, specialist in training for staff working with children without parental care
LV	Individuāli praktizējošs advokāts
ES	Infància Respon (Teléfono de la Infancia de Cataluña)
FR	Initiadroit
	INITIATIV LIEWENSUFANK
DE	Initiative Vermisste Kinder
ES	Institut de Recerca sobre Qualitat de Vida Universitat de Girona
BE	Institut pour l'égalité des homes et des femmes
	Institut Universitaire Kurt Bösch
NL	Institute on statelessness and inclusion
ES	Instituto Cantabro de Servicios Sociales
PT	Instituto de Apoio à Criança (IAC), Dulce Rocha; Ana Sotto-Mayor
PT	Instituto de Segurança Social, IP
BE	INTACT
NL	Integrated Youth Affairs (Integraal toezicht Jeugdzaken)
UK	International Association of Youth and Family Judges and Magistrates
	International Centre for Reproductive Health
UK	International Centre: Researching Child Sexual Exploitation, Violence and Trafficking, University of Bedfordshire
	International Committee of the Red Cross (ICRC)
(please specify)	International Federation for Spina Bifida and Hydrocephalus
	International Juvenile Justice Observatory
	International Observatory of Violence in School - IOVS
ES	INVIA
AT	IOM
BG	IOM Regional Specialist
IE	Irish Department for Education & Skills
FI	Isät lasten asialla ry
	Istituto degli Innocenti

FR	ACTION ENFANCE
IT	IT Mol SIS SIRENE project
	Italian Authority for Children and Adolescents
LV	Izglītības un zinātnes ministrija
LV	Jēkabpils pašvaldība
BG	JHA Counsellor at the Perm Rep
BE	JHA Counsellor
HU	JHA Counsellor
GR	JHA Counsellor (Civil Law)
RO	JHA Counsellor Perm Rep
DK	Joint Council for Child Issues (Børnesagens Fællesråd)
SK	Family of the Slovak Republic
IE	Judge
IE	Judge
FR	Judge and blogger on child rights
DE	Judge criminal justice, Rep Lower Saxony to EU
BE	Juge d'instruction Bruxelles
DE	Jugendamt
ES	JUNTA DE ANDALUCIA. CONSEJERIA DE IGUALDAD, SALUD Y POLITICAS SOCIALES
GR	JUSTICE, TRANSPARENCY AND HUMAN RIGHTS TRANSPARENCY QND HUMAN RIGHTS
HU	Kek Vonal
AT	Kinder- und Jugendanwaltschaft Wien
DE	Kinder und Jugendpfarramt der evangelischen Kirche in Mitteldeutschland
BE	Kinderrechtencommissariaat
DE	King's Kids Dortmund-Nord
RO	Kinga GAL Assistant - European Parliament
	KMOP
HU	Közép Európai Mediációs Intézet / Central European Mediation Institute
LV	Krāslavas novada bāriņtiesa
LV	Kuldīgas novada pagasta bāriņtiesa
ES	La Jonquera City Council
	La PALABRE
DE	Landeshauptstadt Düsseldorf
DE	Landkreis Harz
	Jugendamt
DE	Lokales Netzwerk Kinderschutz
DE	Landratsamt Ravensburg, Jugendamt
LV	Latvian Prison Administration
LV	Latvijas Republikas Dundagas novada bāriņtiesa
LV	Starptautisko un procesuālo tiesību nodaja
FR	Le Défenseur des droits

FR	ACTION ENFANCE
HU	Legal Advisor- Ministry of Public Administration and Justice
LV	Legal advisor of European Affairs Department of the Ministry of Justice
ES	Legal Advisor, Spanish Ministry of Justice
	Lifed Christian Orphanage
CZ	Linka Bezpeci
NL	Loket Vroeghulp
UK	LSE - EU Kids Online
LT	LT Pres
LV	Ludzas novada bāriņtiesa
UK	LUMOS
AT	Magistratsabteilung 11 - Amt für Jugend und Familie
DE	Managing director MiKK
FI	Mannerheim League of Child Welfare
	master finance europe
BE	MCE
BE	Médecins du Monde
DE	Mediator
UK	Mental Disability Advocacy Center
DK	Min of Social affairs and integration
LU	Ministère de l'Egalité des chances
FR	Ministère de la Justice
FR	Direction de la Protection judiciaire de la Jeunesse - Pôle international
FR	institutionnelles du Service des affaires européennes et internationales (SAEI/BEQI)
FR	Ministère de la Justice, mission négociation de la Direction des affaires criminelles et des grâces (DAGC)
FR	Ministère des affaires sociales es de la santé
FR	sociales et de la Santé
FR	Direction générale de la Cohésion sociale
FR	Ministère des Affaires sociales, de la Santé et des Droits des Femmes
FI	Ministerial Adviser,Ministry of Social Affairs and Health
ES	Ministerio de sanida, servicios sociales e igualdad
DE	Ministerium für Soziales, Gesundheit, Familie und Gleichstellung Schleswig-Holstein
SK	Ministerstvo spravodlivosti Slovenskej republiky; Odbor legislatívny občianskeho a obchodného práva
SK	Ministerstvo spravodlivosti Slovenskej republiky; Odbor legislatívny občianskeho a obchodného práva

FR	ACTION ENFANCE
HR	MINISTRY FOR SOCIAL AFFAIRS AND YOUTH
FI	Ministry of Justice
HU	Ministry of National Resources
HU	MINISTRY OF PUBLIC ADMINISTRATION AND JUSTICE
FI	Ministry of Social Affairs and Health
MT	Ministry for Home Affairs
SI	MINISTRY FOR LABOUR, FAMILY AND SOCIAL AFFAIRS OF REPUBLIC OF SLOVENIA
HR	Ministry for social affairs and youth
MT	Ministry of Education, Employment and the Family
LT	Ministry of Education, Lithuania
PL	Ministry of Health
SE	Ministry of Health and Social Affairs
NL	Ministry of Health, Welfare and Sport
SI	Ministry of Inerior, Slovenia
PL	Ministry of Interior
UK	Ministry of Justice
PT	Ministry of Justice
LU	Ministry of Justice
FR	Ministry of Justice
BE	Ministry of Justice
SE	Ministry of Justice
FR	Ministry of Justice
RO	Ministry of Justice
PT	Ministry of Justice
IT	Ministry of Justice
LV	MINISTRY OF JUSTICE
RO	MINISTRY OF JUSTICE
MT	MINISTRY OF JUSTICE
	Ministry of justice of the SR, PanEuropean university Bratislava
RO	Ministry of Justice, Adviser for European Affairs
GR	Ministry of Justice, Head of the Department of EU and International Organisations
PL	Ministry of Labor and Social Policy
IT	Ministry of Labour and Social Affairs
CZ	Ministry of Labour and Social Affairs
IT	Ministry of Labour and Social Affairs
CY	Ministry of Labour and Social Insurance, Department of Social Insurance
PL	Ministry of Labour and Social Policy
	Ministry of Labour, Family, Social Protection and Elderly/Direction for Child Protection
RO	MINISTRY OF LABOUR, FAMILY, SOCIAL PROTECTION AND FOR THE ELDERLY
RO	Ministry of Labour, Family, Social Protection and for the Elderly; Head of Unit department for Children Protection
PT	Ministry of National Education
PL	Ministry of National Education
LU	Ministry of national education, of childhood and youth
NL	Ministry of Security and Justice
	Ministry of Security and Justice
	Ministry of Social Affairs
EE	Ministry of Social Affairs of Estonia
FI	MINISTRY OF SOCIAL AFFAIRS AND HEALTH

FR	ACTION ENFANCE
HR	Ministry of Social Policy and Youth
PT	Ministry of Social Security
PT	Ministry of Social Security
LT	Ministry of social security and labour
PT	Ministry of Social Security-Court Advisory Team
PT	MINISTRY OF SOLIDARITY, EMPLOYMENT AND SOCIAL SECURITY
HU	Ministry of State for Family and Youth Affairs - Political Advisor
IT	Ministry of the Interior
CZ	Ministry of the Interior of the Czech Republic
LV	MINISTRY OF WELFARE OF THE REPULBLIC OF LATVIA
BE	Minor Ndako (reception UACs)
LV	Minsitry Of Justice- Latvia- Desk Officer
UK	Missing People
SK	MoJ
FR	MoJ chef de bureau de la coopération
DE	MoJ head of division juvenile criminal law, victim offender mediation
MT	MoJ, dialogue and the family
RO	Motivation Romania Foundation (disability)
PT	Movimento de Defesa da Vida
EE	MTÜ Igale Lapsele Pere
AT	Multicultural Network
BG	Municipality of Sofia, Dept for Social Affairs
	NACIONAL ASSOCIATION OF PROFESSIONAL SCHOOLS
RO	National Administration of Penitentiaries
RO	National Authority for the Protection of the Child and Adoption (NAPCA)
GR	NATIONAL CENTRE OF SOCIAL SOLIDARITY
AT	National Coalition for the Implementation of the UN CRC - Austria
MT	National Commission for Children's Strategy and Policy
BE	National Commission for Rights of the Child
	National Federation GAMS
FR	National Federation of Association for Child Protection - France
FI	National Institute for Health and Welfare
	National Institute for health and welfare (THL)
RO	National Institute of Magistracy
BG	National Network for Children - Bulgaria
PL	National Police Headquarters Poland - Komenda Główna Policji w Warszawie
LV	NGO "Centre for Public Policy PROVIDUS" (Latvia)
UK	NGO Group
UK	NGO Group for the Convention on the Rights of the Child
LT	NGO Mental Health Perspectives
	NGO-s Federation for Children
LV	Nicas novada bāriņtiesa
NL	Nidos
	No Peace Without Justice
PL	Nobody's Children PL
ES	OBSERVATORIO DE LOS DERECHOS DE LA INFANCIA DE CATALUNYA
PL	Office for Foreigners
CZ	Office for International Legal Protection of Children
LT	Office of LT Ombudsman for children
MT	Office of the Commisioner for Children
MT	OFFICE OF THE COMMISSIONER FOR CHILDREN
SK	Office of the Public Defender of Rights
	Office of the Public Defender of Rights
CZ	OHCHR
CAN	OHCHR
FR	OIJJ
ES	OIJJ

FR	ACTION ENFANCE
LU	Ombuds Committee for the Rights of the Child Luxembourg
	Ombudsman for Children's Office Ireland
BE	ONE
FR	ONED and Pas de Calais
CZ	Organisation for Aid to Refugees
Other (please specify)	Organisation Internationale Intersex Francophonie
MS	Organisation name
SK	Otcovia.sk (www.Otcovia.sk)
CY	Pancyprian Coordinating Committee for the Protection and Welfare of Children
	PantallasAmigas
LV	Pārgaujas novada bāriņtiesa
LV	Pāvilostas novada bāriņtiesa
DK	PER REP: ATTACHE/ SOCIAL AFFAIRS, CHILDREN, INTEGRATION AND GENDER EQUALIT
HR	Perm Rep
PT	Perm Rep
MT	Perm Rep
LU	Perm Rep
DE	Permanent Representation
HU	Permanent Representation (follows children's rights)
ES	Permanent Representation of Spain
FI	Pesäpuu ry - Selviytyjät tiimi
SE	Phd Candidate
UK	Picum
PL	PL Perm Rep
UK	Plan EU
	Platform Minors in Exile
PL	Polish Border Guard Headquarters
PL	Polish Police Headquarters, Prevention Bureau
HR	Pravobranitelj za djecu, Teslina 10/II, 10000 Zagreb
	PRESIDENCY OF THE COUNCIL OF MINISTERS
IT	Progetto92 S.C.S.
EE	Prosecutor Office- Ministry of Justice
HR	Psychologist-Centre for Child Protection
SE	Rädda Barnen/Save the Children Sweden
BE	Red Cross
DK	Red Cross Denmark Asylum Department
IT	Regione Emilia-Romagna
	REUNITE INTERNATIONAL CHILD ABDUCTION CENTRE
LV	Rīgas bāriņtiesa
RO	Romanian Association for Joint Custody (Asociatia Romana pentru Custodia Comuna)
LV	Ropažu bāriņtiesa
NO	RVTS-Vest; Ressurcenter om vold, traumatisk stress og selvmordsforebygging region vest
	S.O.S. II Telefono Azzurro
UK	Safe Network
PT	Santa Casa da Misericórdia da Praia da Vitória
PT	santa casa da misericórdia de Lisboa, Portugal
ES	Save the Children
SE	Save the children
RO	Save the children
UK	Save the children child protection expert
DK	SAVE THE CHILDREN DENMARK
	Save the Children International
IT	Save the Children Italia Onlus
UK	Save the Children UK

FR	ACTION ENFANCE
IE	Scouting Ireland
SE	SE Migration Board
SE	SE Police
FR	Secretary of State for Family, Elderly and Independent Living
	Secretary of the Codification Commission Department of Civil Law Ministry of Justice
PL	
CZ	Secretary to the Committee for the rights of the child, Government of the Czech Republic
HR	Senior Expert Advisor Ministry of Social Policy and Youth
LV	Senior Expert of Children and Family Policy Department Ministry of Welfare of the Republic of Latvia
FI	Senior Planning Officer; Unit of Democracy, Language Affairs and Fundamental Rights - Ministry of Justice
ES	Servicio de Protección de Menores
ES	Servicios públicos, cooperativa de educador
	Sina Corp.
SK	SK Perm Rep
SK	Slovak Ministry of Education, Science, Research and Sport
GR	Smile of the Child
AT	Snr Policy adviser BXL
DK	SOCIAL AFFAIRS AND INTEGRATION
DK	SOCIAL AFFAIRS, CHILDREN, INTEGRATION AND GENDER EQUALIT
EE	Social Insurance Board
CY	Social Welfare Services - Ministry of Labour and Social Insurance
SI	Social worker, Slovenia
LV	sociāla darbiniece ar ģimenēm ar bērniem
	Sofia City Court
IT	soroptimist international italia
EE	SOS Children's Villages Estonian Association
	SOS IL TELFONO AZZURRO ONLUS
FR	SOS villages
EE	Sotsiaalministeerium
DE	Sozialpädagogische Familienhilfe
	Spanish Ministry of Education, Culture and Sport
DE	Stadt Pforzheim, Jugend- und Sozialamt
BG	State Agency for Child Protection
	State Child Rights Protection and Adoption Service under the Ministry of Social Security and Labour
LV	State Education Quality Service (www.ikvd.gov.lv)
Portugal	Strategic and Planning Office / Ministry of Solidarity, Employment and Social Security
IT	Studio legale
BE	Substitut du Procureur du Roi
	Supreme court
	Supreme Court of the Slovak Republic
IT	Telefono Azzurro
	TERRE DES FEMMES
	Terre des Hommes
IT	Terre des Hommes BXL
FR	Terre des Hommes Int
IT	Terre des Hommes Int
	Terrovin
	The Mary Foundation
LV	The Ombudsman's Office of the Republic of Latvia Children's rights division
EE	The Southern Circuit Prosecutor's Office
SE	The Swedish Prosecution Authority
FR	Trans Europe Experts - pôle justice civile

FR	ACTION ENFANCE
DE	Trennungsväter e.V.
UK	UK Missing Persons Bureau, National Crime Agency
UK	UK Perm Rep
BG	Umbrella org
	UN Committee on the Rights of the Child
NL	UNHCR
	UNHCR Statelessness
	UNICEF
FR	UNICEF child protection expert
ES	UNICEF Comité Español
ES	Unión de Asociaciones Familiares (UNAF)
BE	Union of Youth Lawyers
AT	United Nations
	University Hospital in Trnava
	University of Antwerp
ES	University of Girona
SI	UNIVERSITY OF PRIMOSKA
LV	Uzturīdzekļu garantiju fonda administrācija/Administration of the Maintenance Guarantee Fund
LV	Valsts robežsardze
GR	Vice Prosecutor to the Court of Appeals, Ministry of Justice, Transparency & Human Rights Transparency & Human Rights
UK	Victim Support Europe
	VIS Volontariato Internazionale per lo Sviluppo
BE	Vlaamse overheid; Flemish Community
NL	VU University, Amsterdam, The Netherlands, 2)Children's & Youth Trauma Center, Haarlem, The Netherlands, 3) Fier Fryslan, Leeuwarden, The Netherlands
UK	WHO regional office
UK	WithScotland
	World Health Organization
BE	World Organization of the Scout Movement - European Region
UK	WORLD VISION
RO	WORLD VISION
	Worle Community School
IE	Youth justice
UK	youth mentor
SI	ZAVOD 116