

Directorate-General for Internal Policies of the Union
Directorate for Citizens' Rights and Constitutional Affairs
Policy Department for Citizens' Rights and Constitutional Affairs

Invitation

to write an in-depth analysis on "Adoption without Consent"

Dear Professor **Claire FENTON-GLYNN**,

The Committee on Petitions of the European Parliament requested an in-depth analysis on **"Adoption without Consent"**.

The in-depth analysis (**approximately 20-30 pages** + an executive summary of max. 1 page + annexes) should be drawn up **in English** (proof reading is a requirement).

The in-depth analysis shall be submitted to the European Parliament in electronic form by no later than

Monday, 8th of June 2015

to the following address: ottavio.marzocchi@ep.europa.eu

The PETI committee has received a high number of petitions of EU citizens raising the issue of adoption without consent in the UK, which have been examined in different committee sessions. Discussions and exchanges of letters involved the petitioners, MEPs, the EP mediator on child abductions, the Commission, the UK authorities and those of other Member States, as well as NGOs.

The committee felt the need to acquire additional information and expertise on the following issues, which shall be examined in the in-depth analysis:

- the England and Wales legal regime on adoption and the issue of adoption without consent
- the operation into practice of the system (the procedure, powers of the social services, of the judges, status of the parents in the procedure, etc)
- the comparative perspective (in detail, whether similar laws and practices are present in other Member States or not, what are the legal and practical systems in place in the 28 EU Member States, including within the UK in Northern Ireland and Scotland)
- the issues raised by the petitions
- the debate in the UK on the issue (media reports, NGOs campaigns, debate in the UK Parliament, etc)

- the systems in place in the 28 EU Member States should be illustrated in individual tables as an annex to the study, with a general table comparing them so to get a quick snapshot of the differences and similarities
- the analysis should also contain recommendations to address the issues raised by the petitioners, that could be addressed to the authorities of the UK, England and Wales, EU (Commission, Council, European Parliament and the Petitions Committee, other Member States, etc).

For information purposes only, and without this representing any engagement from any of the contracting or financing authorities, kindly note that the maximum value of this service contract has been estimated at **EUR 15,000.00 net of VAT** covering **all** tasks executed, and expenses incurred (elaboration and delivery of an in-depth analysis, presentation of it in a committee session or other meetings related to the the research, with related travel expenses). The European Parliament is exempt from all customs duties, direct and indirect taxes and other duties. It follows, therefore, that the prices must be net of VAT.

Please be aware that with acceptance of this invitation you accept all terms and conditions of the attached draft order form which comprises the following annexes:

Annex I:	Specific terms and conditions applicable to the contract
Annex II:	Information form
Annex III:	Layout model for research papers (word document)
Annex IV:	Financial Identification Form

If so, **please complete and sign the attached information form** (including the declaration of honour and declaration of acceptance) **and return it together with your technical and financial offer** in portable document format (pdf) to the following email address: poldepc-finance@europarl.europa.eu

by Wednesday, 29 April 2015.

Please note that this invitation does not constitute a commitment on the part of the European Parliament. Prior to signing the order form, the European Parliament may either abandon or cancel the procurement procedure without this entitling you to any compensation.

Once we have received the above mentioned documents and in case we reach an agreement we will send you the signed order form.

Please do not hesitate to contact me if you have any queries.

Yours sincerely,

G rard Laprat
Director

IPOL-C-POLDEP D (2015) 25666

Brussels

ATTN. DR. CLAIRE SIMMONDS

UNITED KINGDOM

309866 08.06.2015

SUBJECT: In-depth analysis on " Adoption without Consent "

Service contract IP/C/PETI/IC/2015-089

Dear Doctor Simmonds,

I am pleased to be able to offer you a contract to supply services to the Committee on Women's Rights and Gender Equality of the European Parliament in connection with the above-mentioned project.

You will find enclosed the contract. Please check that your personal details have been correctly included in the contract.

Performance of the contract/application of PENALTIES:
non-application of the correct format (use of the Layout Model, rules on quotations and references as indicated in "Interinstitutional style guide") and delay in delivery will be considered also as non-performance of the contract and may give rise to application of article 8 of the Order form.

Payment: Your invoice should be made out upon acceptance of the study by the European Parliament. It must give all information necessary to enable payment to be made by bank transfer (bank name and address, sorting code number (BIC), IBAN account number and name of account holder). Reference to the VAT exemption of the European Parliament, as a European Union institution, pursuant to Art. 15.10 of the 6th VAT Directive, should be added.

You should send your invoice to: *see special invoicing conditions on the Order Form*

Any changes to this contract (including its cancellation) shall be made in writing. No verbal agreement between the contracting parties shall be binding in this respect.

For any further information please contact Mr. Ottavio Marzocchi, phone +32 2 2843995, fax +32 2 2846936, e-mail ottavio.marzocchi@europarl.europa.eu

Please note the paper needs to be supplied following the time limit for performance set out in the order form.

Yours sincerely,

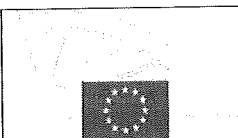
Gérard Laprat

Enclosure:

1 Order form

Cc: Miguel Tell Cremades, Head of the Policy Department

EUROPEAN PARLIAMENT
Plateau de Kirchberg
L-2929 LUXEMBOURG



POLICY DEPARTMENT FOR CITIZENS' RIGHTS AND
CONSTITUTIONAL AFFAIRS
RMD - 06J032
Tel: 0032 2 28 43757

SERVICES ORDER FORM No <year / serial number>

DATE.../.../...

Contractor: (name)
(address)

Negotiated procedure reference:

EP references: <item/ec/supplier code>

Description	Total								
In-depth Analysis/Study on Please refer to the Layout Model for research papers (Annex III) Form and presentation: For the layout of the In-depth Analysis, please use the Layout Model that will be sent to you electronically. The model contains the formats which are required for the EP publications. Concerning the rules on quotations and references please refer to the EU's "Interinstitutional style guide": http://publications.europa.eu/code									
	<table><tr><td>Total excluding tax...</td><td>EUR</td></tr><tr><td>VAT.....</td><td>EUR</td></tr><tr><td>Other tax.....</td><td>EUR</td></tr><tr><td>Total including all tax</td><td>EUR</td></tr></table>	Total excluding tax...	EUR	VAT.....	EUR	Other tax.....	EUR	Total including all tax	EUR
Total excluding tax...	EUR								
VAT.....	EUR								
Other tax.....	EUR								
Total including all tax	EUR								

Authorising officer responsible

(signature)

(surname and first name of authorising officer responsible)

Place of performance: (mandatory)

European Parliament Brussels

Time limit for performance: (mandatory)

Special conditions of performance:

Point 9 of the 'Specific terms and conditions applicable to the contract', European Union law, (see Annex I), is supplemented by the law applicable in Belgium.

Indemnification : As set out in Annex I

Special invoicing conditions

The Contractor may not submit an invoice for his services until the European Parliament has confirmed acceptance of the final In-depth Analysis. The original invoice must be expressed in Euros and submitted to the following address: **European Parliament, Payment Request, DG IPOL, Policy Department C, Citizens' Rights and Constitutional Affairs, Plateau de Kirchberg, L-2929 Luxembourg.**

Contact person:

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. Information form duly completed and signed by the contractor+Technical+Financial Offer
- III. Layout model for research papers
- IV. Financial identification form

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. Any request for payment must be sent to the European Parliament in envelopes, packages or equivalent items on which the words 'payment request' are clearly visible and identifiable. Such requests must be sent to the European Parliament's Official Mail Service, Plateau de Kirchberg, L-2929 Luxembourg. Part-invoicing will not be accepted if it has not been specifically provided for in this order form.
3. The sums due in respect of full performance of this order form shall be payable within 30 calendar days of the date of receipt of the request for payment by the European Parliament's Official Mail Service (see point 2). 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 at the date of reception of the payment request, if the appropriate supporting documents have not been produced or if complementary verifications are necessary to assure the eligibility of the expenditure. The European Parliament notifies the contractor by registered letter with acknowledgement of receipt or by equivalent method that his request is not admissible. Suspension shall take effect from the date of dispatch of the notification.

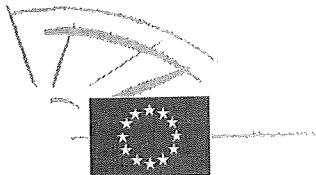
The payment request will be rejected if the amount is not due, if it is erroneous and shall be subject of a credit note or if it does not contain the essential elements required or if the payment request was established in violation of the applicable tax regulations.
4. The contractor shall accept any 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 *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 (EC, Euratom) No 966/2012 of 25 October 2012 on the Financial Rules applicable to the general budget of the Union. Any personal data included in the tender and the order form shall be processed pursuant to Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies 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.¹
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 national provisions applicable to him with regard to tax, social security and environmental matters. 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 106 and 107 of Regulation (EC, Euratom) No 966/2012 or has been subjected to a penalty under Article 109 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 or fraud; c) the contractor is in breach of his legal obligations referred to in point 12; or d) the contractor is in serious breach of his contractual obligations, 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 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 insurance covering the risks and damages relating to the execution of the contract required by the applicable legislation, namely in the field of third-party liability and to furnish the European Parliament with a copy of the insurance policy 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.

¹ The reference to Regulation (EC) No. 45/2001 can be deleted if it is mentioned previously in one of the other tender documents (see Article 29 RAP)



EUROPEAN PARLIAMENT

DIRECTORATE GENERAL FOR INTERNAL POLICIES OF THE UNION
- DIRECTORATE C -
CITIZENS RIGHTS AND CONSTITUTIONAL AFFAIRS

ANNEX II

NEGOTIATED PROCEDURE

IP/C/PETI/IC/2015-089

Adoption without Consent

INFORMATION FORM

1. SUBMITTED BY: (i.e. identity of the prospective contractor)

Please give concise answers

1.1. Name of natural person or legal entity signing the contract and invoice :

Address:

Tel:

Fax:

Email:

1.2. Legal form:Natural person ☐Legal person ☐**1.3. Country in which the business is registered (where appropriate):****1.4. Registration number in the commercial register (where appropriate):****1.5. VAT number (where appropriate):****1.6. Registered office (where appropriate):****1.7. Usual office address:**

Tel.:

Fax:

E-mail:

1.8. Project leader (where appropriate):**1.9. Representative duly authorised to sign on behalf of the prospective contractor (where appropriate):**

1.10. Name of the Bank Account Holder :

Bank account number:

IBAN:

Name of bank:

Address of bank:

BIC/SWIFT:

2. DECLARATION OF HONOUR CONCERNING EXCLUSION CRITERIA

I, the undersigned, Mr(s), being the representative authorised to sign on behalf of the above prospective contractor¹ hereby declare on my honour that:

- a) the prospective contractor is not bankrupt or being wound up, is not having his affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters, or is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) the prospective contractor or a person having powers of representation, decision making or control over him/her has not been convicted of an offence concerning his professional conduct by a judgment of a competent authority of a Member State which has the force of *res judicata*;
- c) the prospective contractor has not been guilty of grave professional misconduct proven by any means which the contracting authority can justify including by decisions of the EIB and international organisations;
- d) the prospective contractor has fulfilled obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions of the country in which the tenderer is established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- e) the prospective contractor or a person having powers of representation, decision making or control over him/her has not been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity detrimental to the Union's financial interests;
- f) the prospective contractor is currently not subject to an administrative penalty imposed by the contracting authority under Article 109(1) of the Financial Regulation.²

Comments:

.....

.....

.....

.....

I hereby undertake to supply any documents specifically requested from me.

The undersigned is aware of the fact that a contract shall not be awarded to candidates who, during the procurement procedure for this contract :

- (a) are subject to a conflict of interest in connection with the contract; a conflict of interest could arise in particular as a result of economic interests, political or national affinities, family or emotional ties or any other relevant connection or shared interest;
- (b) are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the procurement procedure or fail to supply this information;
- (c) find themselves in one of the situations of exclusion, ((a) to (f) above), referred to in Article 106(1) of the Financial Regulation, for this procurement procedure.

¹ delete if not appropriate

² The contracting authority will check in the central database whether an administrative penalty is still into force.

In addition, I, the undersigned, declare on my honour that:

- the prospective contractor will inform the contracting authority, without delay, of any situation considered a conflict of interest or which could give rise to a conflict of interest;
- the prospective contractor has not granted and will not grant, has not sought and will not seek, has not attempted and will not attempt to obtain, and has not accepted and will not accept any advantage, financial or in kind, to or from any party whatsoever, constituting an illegal practice or involving corruption, either directly or indirectly, as an incentive or reward relating to the award or the execution of the contract;
- the information provided to the European Parliament within the context of this invitation to participate in a negotiated procedure is accurate, sincere and complete.

DatePlace

Signature

3. DECLARATION OF FINANCIAL CAPACITY, PROFESSIONAL INDEPENDANCE AND ABSENCE OF CONFLICTS OF INTEREST

The undersigned declares that

- the prospective contractor has the economic and financial capacity to provide the services;
- the prospective contractor will execute his/her responsibilities in full independence of other professional and academic commitments;
- the prospective contractor is not affected by any conflict of interest within the context of this negotiated procedure arising in particular from any economic interests, from political or national associations, from family or other personal links, or from any other relationships or common interests;
- there are no professional or financial constraints on the prospective contractor's availability to carry out the required assignments or that would compromise the impartiality of the advice given;
- the prospective contractor will notify the European Parliament without delay if the above situation changes, particularly in such a way as to compromise the independent nature of the advice.

4. DECLARATION OF ACCEPTANCE AND PRICE AGREEMENT

The undersigned declares that (s)he accepts all terms and conditions of all the documents received in relation to this negotiated procedure, including those of the order form, and that (s)he accepts to carry out the requested expertise, comprising:

- the elaboration and delivery of an in-depth analysis on "**Adoption without Consent**", as outlined in the invitation letter for the price of EUR net of VAT including all administrative costs.
- the presentation of this In-depth Analysis in the European Parliament premises (with and related travel expenses) for the price of EUR net of VAT.

Done at on

.....
Stamp (if available)

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

FINANCIAL IDENTIFICATION FORM
SUPPLIER

ACCOUNT HOLDER

Title / Legal Entity

SURNAME

FIRST NAME

ADDRESS Street

Number

Postcode

TOWN / CITY

Country

VAT-Number

BANK ACCOUNT

IBAN

(Obligatory)

CODE SWIFT (BIC)

CURRENCY

BANK ACCOUNT

(National Format)

NAME OF THE BANK

ADDRESS Street

Number

Postcode

TOWN / CITY

Country

Stamp of the bank + Signature of the bank's representative

(Obligatory)*

REMARKS:

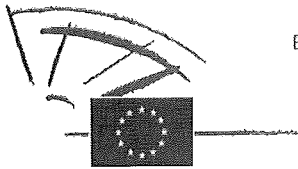
Reserved for the Administration of the European Parliament

SUPPLIER NUMBER

TYPE OF SUPPLIER

DATE + SIGNATURE of a representative of the
Authorising Officer (Obligatory)

* It is preferable to attach a copy of recent bank statement. Please note that the bank statement has to provide all the information listed above under 'ACCOUNT NAME' and 'BANK'. In this case, the stamp of the bank and the signature of the bank's representative are not required. The signature of the account-holder is obligatory in all cases.

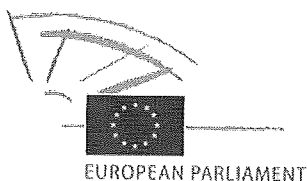


ЕВРОПЕЙСКИ ПАРЛАМЕНТ PARLAMENTO EUROPEO EVROPSKÝ PARLAMENT EUROPA-PARLAMENTET
EUROPÄISCHES PARLAMENT EUROOPA PARLAMENT ΕΥΡΩΠΑΪΚΟ ΚΟΙΝΟΒΟΥΛΙΟ EUROPEAN PARLIAMENT
PARLEMENT EUROPÉEN PARLAIMINT NA HEORRA PARLAMENTO EUROPEO EIROPAS PARLAMENTS
EUROPOS PARLAMENTAS EURÓPAI PARLAMENT IL-PARLAMENT EWROPEW EUROPEES PARLEMENT
PARLAMENT EUROPEJSKI PARLAMENTO EUROPEU PARLAMENTUL EUROPEAN
EURÓPSKY PARLAMENT EVROPSKI PARLAMENT EUROOPAN PARLAMENTTI EUROPAPARLAMENTET

ANNEX III

INVITATION TO TENDER

**LAYOUT MODEL FOR RESEARCH PAPERS CONDUCTED
FOR DG INTERNAL POLICIES AND DG EXTERNAL POLICIES
OF THE EUROPEAN PARLIAMENT**



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DIRECTORATE GENERAL FOR INTERNAL POLICIES
POLICY DEPARTMENT C: CITIZENS' RIGHTS AND
CONSTITUTIONAL AFFAIRS

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PETITIONS

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Sector

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[Title]

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[STUDY/IN-DEPTH ANALYSIS]

Abstract

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DOCUMENT REQUESTED BY THE COMMITTEE ON PETITIONS

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AUTHOR(S)

[Ms/Mr XXXXX YYYYYYYYYY
Ms/Mr XXXXX YYYYYYYYYY
Ms/Mr XXXXX YYYYYYYYYY]

Names of individual authors or
the names of institutions

RESPONSIBLE ADMINISTRATOR

Xxxxxxxxxx YYYYYYYYYYYY
Policy Department C: Citizens' Rights and Constitutional Affairs
European Parliament
B-1047 Brussels
E-mail: poldep-citizens@ep.europarl.eu

LINGUISTIC VERSIONS

Original: EN
Translation: xxxxxxxxxxxxxxxxx

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.

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poldep-citizens@ep.europa.eu

European Parliament, manuscript completed in XXX 20xx.
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CONTENTS

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CONTENTS (verdana, 11, bold, all capitals, dark blue)	3
LIST OF ABBREVIATIONS	4
LIST OF [TABLES, MAPS, FIGURES, ETC]	5
EXECUTIVE SUMMARY	6
GENERAL INFORMATION	7
1. CHAPTER LEVEL 1	8
1.1. Chapter Level 2 (Verdana, 11, dark blue)	8
1.2. Chapter Level 2	8
1.2.1. Chapter Level 3 (Verdana, 10, dark blue)	8
2. CHAPTER LEVEL 1	9
REFERENCES	10
ANNEX	11

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LIST OF ABBREVIATIONS

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- AGRI** Agriculture and Rural Development Committee
- ALDE** Group of the Alliance of Liberals and Democrats for Europe
- BAS** Brake-assist systems
- CAP** Common Agricultural Policy
- CFP** Common Fisheries Policy
- CMO** Common market organisation
- CoR** Committee of the Regions
- CULT** Culture and Education Committee
- ECOSOC** Economic and Social Committee
- ECTS** European Credit Transfer System
- EPP-ED** Group of the European People's Party and European Democrats
- FAO** Food and Agriculture Organisation of the United Nations
- FPS** Frontal protection systems
- GDP** Gross Domestic Product
- GM** Genetically-modified
- Greens/EFA** Greens/European Free Alliance
- GUE/NGL** Confederal Group of the European United Left - Nordic Green Left
- IFI** International Fund for Ireland
- IND/DEM** Independence/Democracy Group

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LIST OF TABLES

TABLE 1

Example table 1

6

TABLE 2

Example table 2

7

LIST OF MAPS

MAP 1

Example map 1

8

LIST OF FIGURES

FIGURE 1

Example figure 1

9

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EXECUTIVE SUMMARY

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Table 1: Exemple

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GENERAL INFORMATION

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KEY FINDINGS

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Table 2: Exemple Table 2

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Official language	
Currency	
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¹ Footnote 1. (verdana, 8)

1. CHAPTER LEVEL 1

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chapter level

KEY FINDINGS

- XX.
- YY.

1.1. Chapter Level 2

text

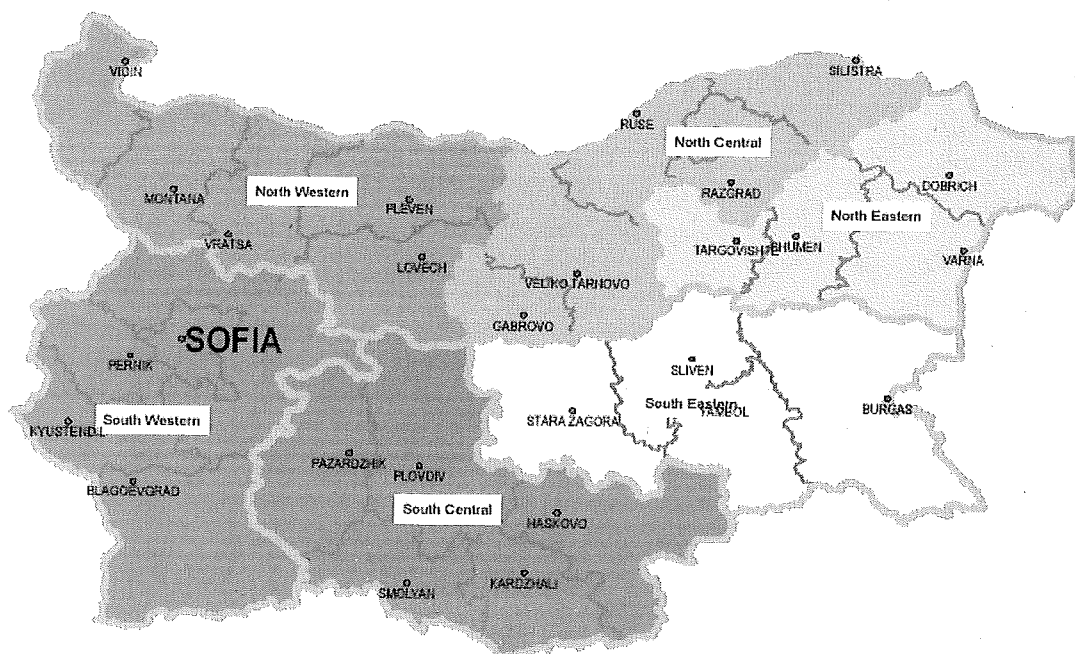
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1.2. Chapter Level 2

1.2.1. Chapter Level 3

Map 1: Example map 1

verdana 10, bold, automatic



Source: Website of Bulgarian Ministry of Regional Development

Text.

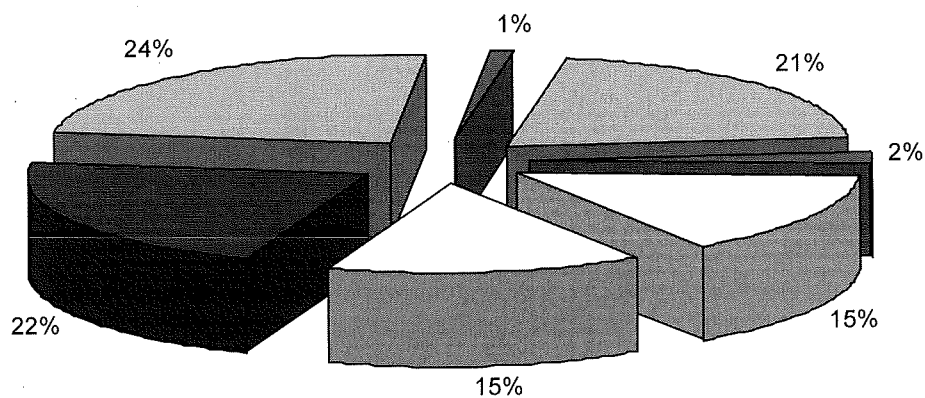
2. CHAPTER LEVEL 1

Text.

- text.
- text.

Figure 1: Exemple figure 1

All charts should be delivered also as separate Excel files!



- | | | |
|---------------------------|-------------------|----------------------------|
| ■ Regional Development | ■ Human Resources | □ Technical Assistance |
| □ Administrative Capacity | ■ Environment | ■ Economic Competitiveness |
| ■ Transport | | |

Source: Author

REFERENCES

- ab.
- cd.
- ef.

ANNEX

NOTES