



EUROPEAN COMMISSION
DIRECTORATE-GENERAL COMMUNICATION
Representation & Communication in Member States
The Director

SPECIFIC CONTRACT

No COMM/2020/OP/0017-C3/01/2021

implementing framework contract No COMM/2020/OP/0017 – Lot 2

1. The European Union ('the Union'), represented by the [European Commission] ('the contracting authority'), represented for the purposes of signing this specific contract by Richard KUEHNEL, acting in his capacity as Director of Directorate C, Directorate-General Communication,

and

2. Kantar Belgium SA
Rue du Marais 49-53
1000 – Brussels
Statutory registration number: 0428.913.808
VAT registration number: BE0428.913.808

("the contractor"), represented for the purposes of signing this specific contract by

HAVE AGREED

ARTICLE 1 SUBJECT MATTER

- 1.1 This specific contract implements framework contract (FWC) No **COMM/2020/OP/0017**, Lot 2 signed by the parties on 19 May 2021.
- 1.2 In accordance with the provisions set out in the FWC and in this specific contract and its annexes, which form an integral part of it, the contractor must provide the services specified in **Annex 1 related to the selection of participants in pan-European panels in the context of the Conference for the Future of Europe**.

ARTICLE 2 ENTRY INTO FORCE AND DURATION

- 2.1 This specific contract enters into force on the date on which the last party signs it.
- 2.2 The provision of the services starts from the date of entry into force of this specific contract.

- 2.3 The provision of the services must not exceed 30 June 2022. The parties may extend the duration by written agreement before it elapses and before expiry of the FWC.

ARTICLE 3 PRICE

- 3.1 The maximum amount covering all services to be provided under this specific contract is EUR 399.550 (three hundred ninety nine thousand five hundred fifty euros).

Only services actually rendered can be invoiced.

ARTICLE 4 PAYMENT ARRANGEMENTS FOR INTERIM PAYMENTS

Interim payments, (as stated under Article I.6.2)

Option C:

For contracts with a maximum contract value above EUR 300.001, two interim payments will be allowed and can be requested as follows:

The first interim payment of 40% of the contract price can be requested only when:

- the fieldwork has been executed in all countries or territories specified in the specific contract, or
- 40% of the services requested under the specific contract have been performed.

The second interim payment of 30% of the contract price can be requested only:

- after the submission of the relevant deliverables stipulated in the specific contract, or
- when 70% of the services requested under the specific contract have been performed.

In this case:

1. The contractor (or leader in the case of a joint tender) may claim two interim payments equal to 40% and 30% (respectively) of the price referred to in the relevant specific contract in accordance with Article II.21.6.

The contractor (or leader in the case of a joint tender) must send an invoice in paper format or via *e-PRIOR* for the interim payment accompanied by the following:

a progress report itemising and describing in detail how the relevant services stipulated in the specific contract have been performed, their delivery dates and the resources used, or any other document in accordance with the relevant specific contract,

2. The contracting authority must approve any submitted documents or deliverables and pay within 60 days from receipt of the invoice.

3. The contracting authority may suspend the time limit for payment specified in point (2.) in accordance with Article II.21.7. The contractor shall have 10 days in which to submit additional information or corrections, a new technical report or other documents if it is required by the contracting authority. Once the suspension is lifted, the contracting authority shall give its approval and pay within the remainder of the time-limit indicated in point (2.) unless it rejects partially or fully the submitted documents or deliverables.

For contractors for which VAT is due in Belgium

In Belgium, use of this contract constitutes a request for VAT exemption No 450, Article 42, paragraph 3.3 of the VAT code (circular 2/1978), provided the invoice includes the statement: '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 4 COMMUNICATION DETAILS

For the purpose of this specific contract, communications must be sent to the following addresses:

Contracting authority:
European Commission

Directorate-General for Communication
Directorate C, Representation & Communication in Member States,
Unit C3. Citizens' Dialogues
1049 Brussels
E-mail: comm-citizens-dialogues@ec.europa.eu

Contractor (or leader in the case of a joint tender):

Kantar Belgium SA
Rue du Marais 49-53, 1000 – Brussels
E-mail: [REDACTED]

Annexes

1. Services requested including specifics on interim payments
2. Declaration on the list of pre-existing rights

Signatures

For the contractor,

Kantar Belgium SA

signature: [REDACTED]

Done at Brussels, 01/07/2021

In duplicate in English

For the contracting authority,

Richard KUEHNEL, Director

signature: [REDACTED]

Done at Brussels,

6/7/2021

Annex 1 - Description of services required

The resources specified below are to be understood as the maximum resource allocated to each of the sub-tasks. The Commission reserves the right to modify any of these allocated resources at any time during the contract. Only services actually rendered can be invoiced.

« Other Research Services »

Conference on the Future of Europe (COFE)

selection of participants in pan-European panels

CONTEXT AND OBJECTIVE

The Conference on the future of Europe (COFE)

As a major pan-European democratic exercise and joint effort by the European Parliament, the Council and the European Commission, the Conference is a new public forum for an open, inclusive, transparent and structured debate with citizens around a number of key priorities and challenges.

It is a bottom-up forum, accessible to all citizens, from all walks of life, and from all corners of the Union, and should reflect Europe's diversity. It is open to civil society, the European institutions and other European bodies, including the Committee of the Regions, the European Economic and Social Committee, as well as national, regional and local authorities, parliaments and other stakeholders – all contributing as equal partners.

Ultimately, it is about strengthening the link between Europeans and the institutions that serve them. Promoting new forms of citizens' participation will increase legitimacy and trust in the European Union and complement its representative democracy. The Conference must address a specific element of the citizens' dialogues, namely the connection between citizens' views and practical policy-making. The Commission is committed to taking the most effective actions, with the other EU institutions, to ensure that what citizens debate is translated into EU policy-making.

The Conference is a participatory process running for about one year and ending in the first semester 2022. Participants will be asked to provide opinions on many topics and submit proposals for future EU policies. In events organised by the EU institutions, Member States' public authorities or private actors, citizens can develop ideas and collective solutions to unsolved challenges.

The pan-European citizens' panels

The Conference on the future of Europe will rely on a mix of events online and offline organised by European institutions, national, regional and local governments and all sorts of civil society organisations, concluding in the first semester 2022.

An important feature of the Conference will be the pan-European citizens' panels. The European Commission intends to invite a total of four groups of 200 persons coming from all 27 Member States to discuss different topics (a contract already exists for two of the four groups). These panels will take place in different locations, including possibly Brussels, Strasbourg or other locations in the Member States as physical and/or online events.

In previous events such as Citizens' Dialogues, the Commission has often relied on Representations and EDICs to invite participants. The result, research suggests, is that the participants have in general been people with an interest/knowledge on EU affairs and higher education level. By contrast, some experience of randomly selected citizens' panels, whether at Member States or European level (cf. for example the May 2018 citizens' panels that has prepared the questionnaire for the Citizens' Consultations on Europe), have shown attendance by people who have never before participated in any EU event.

These panels should be representative of the sociological diversity of the European Union population.

We would therefore like to invite a randomly selected group of citizens covering geographical origin (nationality and urban/rural), socio-economic background, gender and age to give the outcome of the discussions a higher credibility.

Each panel of the four panels will be invited to participate in 3 sessions of 2 days (excluding travelling), with 2 on-site and one online sessions, most likely taking place at the end of the week/week-end. This implies that the two panels included in Specific Contract EB-SC-COMM-C3-02-2020 should be invited to two additional meetings, to arrive at a total of 4 panels of 200 participants each, meeting three times (in total 12 sessions). Online small group sessions could also be organised in between the three main sessions while there will also be two online shorter sessions for kick-off and feedback for all the participants. Depending on the sanitary conditions, the online part of the sessions might be increased. The panels will take place during the same period of about 6 months, from September 2021 to February 2022 following a methodology that will be developed in a separate contract. The quality and diversity of the panels needs to be ensured, as this is a fundamental element of their success.

Contract objective

The services requested consist in the random selection of 200 participants and some 50 reserves for each of the two additional panels (400 in total and 100 reserves) to those already foreseen in Specific Contract EB-SC-COMM-C3-02-2020; getting their firm commitment to participate; keeping in touch with the participants regularly by sending information, invitations, and provide confirmed and stable lists of participants for each event to the contractor in charge of the logistics of the events. Constant contacts with the logistical secretariat that will take over the relations with the participants once the

confirmed lists have been sent, in order to address problems and/or replace cancelled participants with others from the reserve list (or one new recruitment if the right profile is not available).

These services, which will complement the services requested in Specific Contract EB-SC-COMM-C3-02-2020, will include in particular:

- Detailing and refining the methodology foreseen in Specific Contract EB-SC-COMM-C3-02-2020 for the selection of the participants of the four panels, according to the following guidelines (NB: this methodology will need to be described in a document that will be public):
 - This selection should be done by randomly selecting European Union citizens (i.e. having the nationality of at least one Member State), with the aim of constituting “panels” representatives of EU sociological diversity on the basis of 5 criteria: nationality, urban/rural, socio-economic background, gender and age.
 - The number per country should be calculated according to the degressive proportionality principle applied to the composition of the European Parliament.
 - As the Conference aims at allowing a specific focus on youth, one third of the citizens composing a Citizens’ Panel should be between 16 and 25 years old.
 - A simulation for one panel is attached to this document
- Using this methodology, recruiting an additional 400 persons coming from all Member States (including outermost regions when relevant) for two panels consisting of 200 persons each and meeting for three deliberative sessions of 2 days including 2 on-site and 1 on-line (and one shorter online kick-off and one online feedback sessions).
- For each group of 200 persons, recruiting an extra 50 as reserves.
- Inviting the two panels included in Specific Contract EB-SC-COMM-C3-02-2020 to two additional meetings.
- Success and quality of the panels will depend on the degree by which the sociological diversity will be respected. Constant checks on this front will be needed and correcting measures put into place if some of the sociological criteria are not properly met. The Commission and the service provider in charge of the methodology of the panels will need monthly reports on how the criteria are met.
- The monthly reports should include a list of the recruited participants (without names just socio-demographic information); the number of citizens contacted per Member State and in total and the number of cancellations per event.
- For the quality of the selection, the development of narratives and questionnaire for the recruitment in cooperation with the Commission services and the service provider in charge of the methodology to ensure that the right messages are communicated. This document should foresee the possible cases of exclusion related to elected tenures or political responsibilities.

- Keeping in touch regularly with all participants from the moment of recruitment up until the start of each panel. This may include sending information about the topics to be discussed or other general information about the panel or any other information the European Commission would like to forward to them. European Commission will provide all such information to the contractor. All communication with the participants has to be done in the language of the country of each participant. Sending lists of participants to the panels to the contractor in charge of the logistics of each event and to the European Commission (COMM.C.3), at least 3 weeks before the start of the panel. The logistics contractor will need name, telephone number (mobiles when it exists), address and email address of each participant.
- Sending a list describing the diversity of each panel (without names just socio-demographic information) to European Commission (COMM.C.3) prior to each event.

Target audience

- All EU citizens from the age of 16

Date and place of delivery of services

- Methodology, random selection, follow-up from 06/2021 until 06/2022.

REQUIRED SERVICES

The contractor will work in close contact and cooperation with the European Commission (COMM.C.3) and the contractors designated for the panel methodology and logistics.

During all work done under this contract the contractor has to respect the applicable data protection and user privacy legislation and rules.

Tasks to be carried out and services to be delivered:

The services are requested under point "3.2 Other Research Services" in the Tender Specifications for the "Eurobarometer studies" framework contract, and consist of:

Cost for recruitment of 400 participants (and a back-up list of 100 participants) from 27 Member States, for two panels of 200 participants each. The two panels will meet for three events each, including all other tasks as described above.

- Inviting the 400 participants under specific contract EB-SC-COMM-C3-02-2020 to two additional meetings.

Monthly reports on the performance of the requested services and how the criteria are met as well as an "overall report" (according to point 4.1.3. of the Tender specifications for the "Eurobarometer studies" framework contract) will be delivered.

The budget for this order form to complete the preceding order form will be of 399,550 euros:



Only services actually rendered can be invoiced.



**Annex 2 to Specific contract No COMM/2020/OP/0017-C3/01/2021 -
Declaration on the list of pre-existing rights**

I, *[insert name of the authorised representative of the contractor]* representing *[insert name of the contractor]* ('the contractor'), party to the *[framework]* *[specific]* contract *[insert title and number]*

[option 1: warrant that the results are free of rights or claims from creators or from any third parties for any use the contracting authority may envisage and declare that the results do not contain any pre-existing rights to the results or parts of the results or to pre-existing materials as defined in the above-mentioned contract.]

[option 2: warrant that the results and the pre-existing material incorporated in the results are free of rights or claims from creators or from any third parties for any use the contracting authority may envisage and declare that the results contain the following pre-existing rights:]

Please fill in the table – one line per pre-existing right

Result concerned	Pre-existing material concerned	Rights to pre-existing material	Identification of rights' holder



Note on the Selection of Citizens

200 Citizens, based on EU Parliament's seats distribution per country						
The following table explains the procedure of calculations for citizens' selection per country for the Conference on the Future of Europe. This scenario shows the selection of 200 citizens following the distribution of EU Parliament's seats with an over-representation of young people (under 25 years old) estimated at 33% (1/3).						
Numbers in column B have been found on the EU parliament's website and integrate the new distribution of seats after Brexit (https://europe.eu/european-union/about-eu/institutional-bodies/european-parliament_en).						
Numbers in column C are the ratio of the number of seats per country to the total number of seats (705). <i>E.g. Austria: 19 seats / 705 seats = 2.70%.</i>						
Numbers in column D represent the gross number of citizens per country when the ratio of EU parliament's seats per country is applied to the total number of citizens per panel (200). <i>E.g. Greece: 2.98% of EU Parliament's seats * 200 = 5.96 citizens.</i>						
Numbers in column E are the same numbers than column D but rounded to the closest unit (as it is not possible to have 1.5 citizen). <i>E.g. Croatia: 3.40 citizens = 3 citizens & Spain: 16.74 citizens = 17 citizens.</i>						
Numbers in column F represent the number of young people (under 25 years old) over-represented at 1/3 of the total selected population. For calculations, numbers in column E are multiplied by 0.33 (33% = 1/3). <i>E.g. Hungary: 6*0.33 = 2 citizens under 25 years old.</i>						
Numbers in column G are the number of citizens over the age of 25 years old. They represent how many citizens "left" when column F is subtracted from column E. <i>E.g. Portugal: 6 citizens in total - 2 citizens under 25 years old = 4 citizens over 25 years old.</i> PS: another way for calculation is to multiply column E by 0.66 (1-0.33 = 66% or 2/3).						
The following color distribution helps to visualize even/odd numbers. This will be useful when it will be necessary to set the number of female/male citizens per country.				Even number	Odd numbers	
A	B	C	D	E	F	G
Country	Number of seats at EU Parliament per country	Percentage of distribution	Number of citizens per country (Gross)	Adjusted number of citizens (Round)	Number of citizens under the age of 25 (over-represented - 33%)	Number of citizens over the age of 25
Austria	19	2.70%	5.39	5	2	3
Belgium	21	2.98%	5.96	6	2	4
Bulgaria	17	2.41%	4.82	5	2	3
Croatia	12	1.70%	3.40	3	1	2
Cyprus	6	0.85%	1.70	2	1	1
Czech Republic	21	2.98%	5.96	6	2	4
Denmark	14	1.99%	3.97	4	1	3
Estonia	7	0.99%	1.99	2	1	1
Finland	14	1.99%	3.97	4	1	3
France	79	11.21%	22.41	22	7	15
Germany	96	13.62%	27.23	27	9	18
Greece	21	2.98%	5.96	6	2	4
Hungary	21	2.98%	5.96	6	2	4
Ireland	13	1.84%	3.69	4	1	3
Italy	76	10.78%	21.56	22	7	15
Latvia	8	1.13%	2.27	2	1	1
Lithuania	11	1.56%	3.12	3	1	2
Luxembourg	6	0.85%	1.70	2	1	1
Malta	6	0.85%	1.70	2	1	1
Netherlands	29	4.11%	8.23	8	3	5
Poland	52	7.38%	14.75	15	5	10
Portugal	21	2.98%	5.96	6	2	4
Romania	33	4.68%	9.36	9	3	6
Slovakia	14	1.99%	3.97	4	1	3
Slovenia	8	1.13%	2.27	2	1	1
Spain	59	8.37%	16.74	17	6	11
Sweden	21	2.98%	5.96	6	2	4
EU Total Population	705	100.00%	200.00	200	66	134

