



CEI  
EUAA/MLA/2024/CEI/0011  
Local MedCOI Expert

CONTRACT NUMBER XX/202xx –

The European Union Agency for Asylum hereinafter referred to as "the EUAA" or "the Contracting Authority", represented for the purpose of signing this contract by *[name and position]*,

of the one part,

and

**Name of Expert: [...]**

Passport or ID number: [...]

Personal Identifying Number: [...]

Address: [...]

(hereinafter referred to as "the expert" or "the local MedCOI expert"),

of the other part,

HAVE AGREED

the **Special Conditions** and the **General Conditions** below and the following Annexes:

**Annex I: Code of Conduct**

**Annex II: Declaration of absence of conflict of interest and confidentiality**

**[Annex III: Application for Payment Form] [\[OPTION 1 – CONTRACT FOR REQUEST\]](#)**

**[Annex III: Reimbursement Request**

**Annex IV: Timesheet**

**Annex V: Conditions for reimbursement of travel and subsistence expenses to MedCOI Meetings**  
(not mandatory, in case of an ad hoc meeting)] [\[OPTION 2 – PARTICIPATION IN MEDCOI MEETINGS\]](#)

which form an integral part of this contract (hereinafter referred to as "the Contract").

The terms set out in the Special Conditions shall take precedence over those in the other parts of the Contract. The terms set out in the General Conditions (described in Article VIII) shall take precedence over those in the Annexes.

Subject to the above, the several instruments forming part of the Contract are to be taken as mutually explanatory. Ambiguities or discrepancies within or between such parts shall be explained or rectified by a written instruction issued by the EUAA.





**ARTICLE I – SUBJECT**

**[OPTION 1 – CONTRACT FOR REQUEST]**

**I.1** The subject of the Contract is provision of Medical Country of Origin Information (MedCOI) on **Country** regarding one or both of the following fields:

A	General or case-specific Information on medication availability
B	General or case-specific information on medication prices, reimbursement rates (accessibility)
C	General or case-specific information on availability of medical treatments
D	General or case-specific Information on medical treatments’ prices, reimbursement rates (accessibility)
E	General or case-specific Information on accessibility: <ul style="list-style-type: none"> <li>- insurance schemes (public and private),</li> <li>- social protection schemes</li> <li>- healthcare system</li> </ul>

The tasks concern the provision of responses to requests made by the EUAA in relation to the above field(s), in the mentioned country.

**I.2** A Request is a set of questions<sup>1</sup> asked by the EUAA to the expert to obtain country-specific information on the above-mentioned field(s). There are several types of requests: Regular, Additional, Validation and General.

A Regular request is a set of questions about a medical information regarding a specific patient-related case.

An Additional request is a set of questions in relation to new information, following a previous response accepted by the EUAA.

A Validation request is aimed at verifying or corroborating existing information and thus monitoring the quality of a given response.

A General request is related to general country-specific medical information, usually focusing on specific medical treatments or group of medications, without the response being intended for a patient-related case.

EUAA may request free-of charge clarifications of case information submitted by the expert is incomplete or unclear.



The deadline is calculated from the day after a request is sent by the EUAA to the expert.

The delivery of response to a clarification request must take place within the original due date. If the clarification request is sent after the due date -three additional working days are granted for the answer for normal requests, or 2 working days for Semi Urgent/urgent requests, or 7 working days for General requests.

**I.3 EUAA** sends requests to the local MedCOI expert using a web platform <https://medcoi.euaa.europa.eu/> The local MedCOI expert accesses the platform via a personal account which is made for the expert after signing this Contract. The MedCOI local expert keeps track of all requests. If the web platform cannot be used, the requests will be sent by email and the expert has to immediately confirm the receipt. To use the web platform, the expert must have the necessary hardware, software and internet access at his/her disposal. EUAA shall determine who is authorized to receive credentials to access the MedCOI web application.

**I.4** The local MedCOI expert shall deal with all requests sent in a timely manner by way of delivering responses with due regard for the delivery times depending on the urgency of a request. There are three set delivery times and deadlines for responding, as described in below table:

Delivery time	Deadline to respond (The deadline is calculated from the day after a request is sent by the EUAA to the expert)
Normal	14 calendar days
Semi-urgent/urgent <sup>2</sup>	7 calendar days
Special	28 calendar days

**I.5** The response is a factual and reliable country-specific medical information obtained by the Local MedCOI expert following a request from the EUAA. The response provided by the local expert shall include the source(s) from which the information has been obtained (e.g. facility name, neighborhood and city, type (public/private) and website if available).

**I.6** The local MedCOI expert shall be able to deliver responses to requests relating to all kind of medical conditions, as listed in the MedCOI web application.

**I.7** The local MedCOI expert shall follow the procedure for processing of requests and administrative processes as stipulated in the Annex 2 Guidelines of the current Contract.

#### [OPTION 2 – PARTICIPATION IN MEDCOI MEETINGS]

The subject of the Contract is the assignment of an external remunerated expert **to deliver a presentation during the [...] meeting on [...]**

<sup>2</sup> Semi-urgent/urgent requests both relate to 7 day-requests, due to technical complications, they are to be used interchangeably until the term *urgent* can be solely used in the future.



## **ARTICLE II – DURATION**

### **[OPTION 1 – CONTRACT FOR REQUEST]**

**II.1** The Contract shall enter into force on [the date on which it is signed by the last contracting party] [DD/MM/YYYY if already signed by both parties] [on the date it is signed by the last contracting party and after the total consumption of the ceiling of contract NN/YYYY and its applicable amendments during its period of validity.]

**II.2** **The duration of the Contract shall not exceed 12 months.** Execution of the tasks shall not start before the entry into force of the contract. The period of execution of the tasks may be extended only with the express written agreement of the parties before such period elapses, and within the duration of the validity of the pool of experts.

**II.3** This Contract may be terminated by either party with a minimum of 3 months' written notice.

### **[OPTION 2 – PARTICIPATION IN MEDCOI MEETINGS]**

**II.1** The Contract shall enter into force on the date on which it is signed by the last contracting party.

**II.2** The duration of the tasks shall not exceed 2 *working days* for the following tasks:

- Preparation for the event and the presentation
- Set up and delivery of a presentation, followed by a Q&A session.

Execution of the tasks shall not start before the date of entry into force of the Contract. The period of execution of the tasks may be extended only with the express written agreement of the parties before such period elapses.

**II.3** The place of delivery of the services shall be *the Expert's place of residence (...)* and [...] for the delivery of the presentation.

## **ARTICLE III – CONTRACT PRICE AND PAYMENT ARRANGEMENTS**

### **[OPTION 1 – CONTRACT FOR REQUEST]**



**III.1** The maximum<sup>3</sup> price covering all requests under this Contract is EUR [amount in figures and in words].

**III.2** The local MedCOI expert shall be remunerated at a fixed fee per request. The fee for a request<sup>4</sup> depends on the number of questions and on the required delivery time (deadline to respond). The fees are all inclusive, the EUAA will not pay bank charges or any extra cost.

Request type	Delivery times →	Normal 14 calendar days	Semi Urgent / Urgent 7 calendar days	Special 28 calendar days
	Number of questions in a request ↓			
-Regular -Validation -Additional	<i>From 1 to 15 questions</i>	Flat rate: 150 EUR	Flat rate: 210 EUR	N/A
-Regular -Validation -Additional	<i>From 16 questions up to 64</i>	Flat rate: 150 EUR + Rate per each additional question: 10 EUR	Flat rate: 210 EUR +Rate per additional question: 15 EUR	N/A
-Regular -Additional	<i>From 65 questions</i>	N/A	N/A	Flat rate for first 15 questions: 150 EUR and 10 EUR per each additional question.
-General		N/A	N/A	Flat rate for first 15 questions: 150 EUR and 10 EUR per each additional question.

Rules on reimbursement of accommodation and travel costs and daily allowances related to the expert's participation to such ad-hoc MEDCOI meetings are provided under the Annex 5 below.

<sup>3</sup>As a general rule and by way of indication only, the cumulative value of the payments under this contract should not exceed one fifth of the maximum threshold indicated under the point 8 of the Call for expression Notice (currently 143,000 Euro).

<sup>4</sup>Non exhaustive list of example questions can be found in Annex III to the Call for expression of interest: Guidelines for Local experts.



**III.3** If the expert is not able to deliver a reply to a request, he/she should inform the EUAA as soon as possible. If the expert is away for a longer period of time i.e., more than 7 calendar days, he/she will be contractually bound to inform the EUAA of his/her absence. In case an expert is not able to deliver a reply to a semi-urgent/ urgent request, he/she should inform the EUAA as soon as possible. If a local expert submits a reply to a semi-urgent/urgent request on day 9 or later, the EUAA reserves the right to apply the payment applicable for a “Normal” request.

In all other cases, in the event of late delivery or partial delivery of reply, the EUAA expects a valid justification or else Article III. 4 may apply.

**III.4** If the expert is away for a longer period of time, he/she is bound to inform the EUAA of his/her absence. The EUAA reserves the right to refuse payment or apply liquidated damages in case of non-performance or poor performance of the tasks and/or breach of any substantial obligations, including any obligation described in the Declaration of no conflict of interest and confidentiality (Annex 3). The EUAA reserves the right to recover any payment made and to exclude from further tasks any expert who has breached the obligations arising from the Code of conduct (Annex 1) or from the Declaration of no conflict of interest and confidentiality (Annex 3). The fee reduction for late delivery is flat rate of 50 EUR. It will be applicable after seven calendar days after the deadline.

**III.5** In the first week following the end of each quarter the EUAA will send to the local MedCOI expert an Application for Payment Form (see Annex 4) that will contain the references of all requests completed by the expert in the quarter in question. To obtain the payment, the expert will be required to fill out, sign and send back the Application for Payment Form to the EUAA within 14 calendar days from the receipt of the EUAA’s email. Payment of the price due under this Contract shall be made within 30 calendar days from the receipt of the application for payment form, by transfer in euros primarily, or in the currency of the country of expert’s residence. Amounts shall be converted, by means of the monthly conversion rates fixed by the European Commission for the purpose, on date of the transfer of the due amount. The conversion rates can be consulted at [https://ec.europa.eu/info/strategy/eu-budget\\_en](https://ec.europa.eu/info/strategy/eu-budget_en).

**III.6** Arrangements as regards payment are between the expert (natural person) and the EUAA, even if the expert is employed by an organisation. It is for the expert and his/her employer to come to any particular agreement concerning the final destination of any payments and reimbursement; the EUAA will not intervene in this agreement.

**III.7** Pre-financing is not applicable to this Contract.

#### [OPTION 2 – PARTICIPATION IN MEDCOI MEETINGS]

**III.1** The Expert is entitled to a payment of **650 €** in the form of a **lump sum** for each full working day spent assisting the EUAA. The **total payment of the performed days will be calculated to the nearest half day**. The payment is made in Euros. The overall price shall not exceed the amount corresponding to the maximum number of working days stipulated in the first paragraph of Article II.2 for the execution of the tasks.



To obtain the payment of the performed days and/or the reimbursement of the expenses, the Expert will be required to **send to the EUAA at the address of the EUAA specified in Article V** of this Contract, the duly completed and signed forms (**Annex and** ) together with all required supporting documents, **within 60 days from the last day of meeting or of remote evaluation for each evaluation session, whichever is the latest.**

- III.2** The EUAA reserves the right to refuse payment or to apply liquidated damages in case of non-performance or poor performance of the tasks and/or breach of any substantial obligations, including any obligation described in the Declaration on honour (**Annex II**).
- The EUAA reserves the right to refuse payment or to apply liquidated damages for any report or other deliverable required by the Contract that is submitted beyond the date specified above under Article II.2.

The EUAA reserves the right to recover any payment made and to exclude from further tasks any Expert who has breached the obligations arising from the Code of conduct (Annex I) or from the Declaration on honour (Annex II).

- III.3** In addition to the amount specified in Article III.1, for which the payment is related to the execution of the tasks under this contract, travel and subsistence expenses connected with execution of the tasks organized by the EUAA shall be reimbursed in accordance of the EUAA's rules, in particular in accordance with the note EASO/EDD/2021/006 Decision of the Executive Director of the EUAA on the rules for reimbursement of expenses incurred by participants invited to attend EUAA activities (Annex V).

#### **ARTICLE IV – BANK ACCOUNT**

Payments shall be made to the expert's bank account denominated in euros<sup>5</sup>, identified<sup>6</sup> as follows:

Name of bank: [...]

Address of branch in full: [...]

Exact designation of account holder: [...]

Full account number including codes: [...]

BIC Code: [...]

#### **ARTICLE V – GENERAL ADMINISTRATIVE PROVISIONS**

Any communication relating to the Contract shall be made in writing and shall bear the Contract number. Ordinary mail shall be deemed to have been received by the EUAA on the date on which it is registered by the department responsible indicated below. Communications shall be sent to the following addresses:

The EUAA:

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<sup>5</sup>Or local currency where the receiving country does not allow transactions in EUR.

<sup>6</sup>By a document issued or certified by the bank.



The European Union Agency for Asylum (The EUAA)  
MTC Block A, Winemakers Wharf, Grand Harbour Valletta, MRS 1917  
Malta  
E-mail: [MedCOI\\_experts@euaa.europa.eu](mailto:MedCOI_experts@euaa.europa.eu)

Local expert's email: [\[...\]](#)

#### [OPTION 2 – PARTICIPATION IN MEDCOI MEETINGS]

**Reimbursement request Annex III, dated, filled in and signed; timesheet Annex IV filled in and signed; supporting travel documents if applicable (as per invitation letter) must be sent to the following e-mail address: [invoices@euaa.europa.eu](mailto:invoices@euaa.europa.eu)**

#### **ARTICLE VI - GENERAL OBLIGATION TO IMPLEMENT THE CONTRACT PROPERLY AND TO INFORM THE EUAA**

**V.1** The Expert must perform the Contract in compliance with all its provisions and legal obligations under applicable EU, international and national law, including any applicable national taxation and social security law.

The Expert must, in particular, carry out their services properly and in full compliance with the provisions of the Contract. This includes in particular:

- the Code of Conduct for Experts (see Annex I);
- the subject & description of tasks and/or provision of deliverables set out in Article I.

The Expert must implement the Contract fully, in a timely manner and to the highest professional and ethical standards.

The Parties expressly acknowledge that the conclusion of this Contract does not under any circumstances or at any point in time constitute or lead to an employment relationship with the EUAA or any other indicated associated entities (e.g. national authorities) with whom the Expert may interact in the context of their assignment and in the implementation of this Contract.

The Expert does not form part of any organisational chart, is not subject to disciplinary action<sup>8</sup> or fall under any formal hierarchal structure of the Contracting Authority and/or any indicated associated entities.

Without prejudice to any guidelines that the EUAA may require the expert to comply with when interacting with third parties as part of the implementation of this contract. The Expert is not entitled to speak on behalf of/act as a representative of EUAA and/or indicated





associated entities vis a vis third parties.

- V.2** The Expert must immediately inform the EUAA if they cannot fulfil their obligations under the Contract or become aware of other circumstances likely to affect the performance of the Contract.
- V.3** If the Expert breaches any of their obligations under this Contract, the EUAA may apply the measures set out in Articles VI, VII and/or VIII.
- V.4** The Expert shall not delegate to another person the carrying out of the services under this contract or be replaced by any other person unless this has been explicitly agreed upon in writing by the EUAA.
- V.5** The Expert may freely render (similar) services to third parties, provided that there is no conflict of interests and this does not impair the Expert from complying with their obligations under this Contract.
- V.6** In case the Expert is not available or able to provide their services on a given day, no prior permission or doctor's notes shall be required. However, if the Expert has already previously committed themselves to the delivery of services on specific days and/or the delivery of their services relate to planned procedures and activities, then any such absence<sup>9</sup> should nonetheless be coordinated with the Contracting Authority and/or other indicated entities.
- V.7** The Expert has a certain flexibility in terms of organising their own time schedule. However, in case this is required for the proper provision of services taking into account operational needs, then the Expert may be requested to adapt their hours of service-provision in line with the opening/working hours of the contracting authority and/or other indicated entities.

#### **ARTICLE VII - APPLICABLE LAW AND SETTLEMENT OF DISPUTES**

- VI.1** The Contract shall be governed by European Union law, complemented, where necessary, by the national substantive law of Malta.
- VI.2** Any dispute between the parties resulting from the interpretation or application of the Contract which cannot be settled amicably shall be brought before the courts of Malta.

#### **ARTICLE VIII – GENERAL CONDITIONS**

This Contract is governed by the **January 2019** General Conditions published on the Internet at: [https://ec.europa.eu/info/publications/low-value-contracts\\_en](https://ec.europa.eu/info/publications/low-value-contracts_en). Any reference in these General Conditions to the "purchase order" shall be understood as a reference to the present "Contract". Any reference to the "Contractor" shall be understood as a reference to the "the local MedCOI expert".



**SIGNATURE**

The local MedCOI expert,

For the EUAA,  
[*name and position*],

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Done at \_\_\_\_\_, on dd mm yyyy

Done at \_\_\_\_\_, on dd mm yyyy



## ANNEX I - CODE OF CONDUCT FOR LOCAL MEDCOI EXPERT

### **ARTICLE 1 - PERFORMANCE OF THE CONTRACT**

1. The expert works independently, in a personal capacity and not on behalf of any organisation.
2. The expert must:
  - (a) carry out its work in a confidential and fair way;
  - (b) assist the contracting party or relevant service to the best of its abilities, professional skills, knowledge and applying the highest ethical and moral standards;
  - (c) follow any instructions and time-schedules given by the contracting party or relevant service and deliver consistently high quality work.
3. The expert may not delegate another person to carry out the work or be replaced by any other person.

### **ARTICLE 2 - OBLIGATIONS OF IMPARTIALITY**

1. The expert must perform its work impartially. To this end, the expert is required to:
  - (a) inform the contracting party or relevant service of any conflicts of interest arising in the course of its work;
  - (b) confirm there is no conflict of interest for the work s/he is carrying out by signing a declaration (Annex 3).
2. **Definition of the conflict of interest:** a conflict of interest exists if an expert:
  - (a) has any vested interests in relation to the questions upon which s/he is asked to give advice;
  - (b) or its organisation stands to benefit directly or indirectly, or be disadvantaged, as a direct result of the work carried out;
  - (c) is in any other situation that compromises its ability to carry out its work impartially.

The contracting party or relevant service will decide whether a conflict of interest exists, taking account of the objective circumstances, available information and related risks when an expert is in any other situation that could cast doubt on its ability to carry out its work, or that could reasonably appear to do so in the eyes of an external third party.

### **3. Consequences of a situation of conflict of interest:**

- (a) If a conflict of interest is reported by the expert or established by the contracting party or relevant service, the expert must not carry out the work;



- (b) If a conflict becomes apparent in the course of its work, the expert must inform immediately the contracting party or relevant service. If a conflict is confirmed, the expert must stop carrying out its work. If necessary, the expert will be replaced.

### **ARTICLE 3 - OBLIGATIONS OF CONFIDENTIALITY**

1. The contracting party and the expert must treat confidentially any information and documents, in any form (i.e. paper or electronic), disclosed in writing or orally in relation to the performance of the Contract;
2. The expert undertakes to observe strict **confidentiality** in relation to its work. To this end, the expert must not use or disclose, directly or indirectly confidential information or documents for any purpose other than fulfilling its obligations under the Contract without prior written approval of the contracting party.

In particular, the expert:

- i. must not discuss its work with others, including other experts or contracting party or relevant service staff not directly involved in its work;
- ii. must not disclose:
  - any detail of its work and its outcomes for any purpose other than fulfilling its obligations under the Contract without prior written approval of the contracting party;
  - its advice to the contracting party or relevant service on its work to any other person (including colleagues, students, etc.).
3. If material/documents/reports/deliverables are made available either on paper or electronically to the expert who then works from its own or other suitable premises, he/she will be held personally responsible for maintaining the confidentiality of any documents or electronic files sent and for returning, erasing or destroying all confidential documents or files upon completing its work as instructed.
4. If its work takes place in premises controlled by the contracting party or relevant service, the expert:
  - (a) must not remove from the premises any copies or notes, either on paper or in electronic form;
  - (b) will be held personally responsible for maintaining the confidentiality of any documents or electronic files sent, and for returning, erasing or destroying all confidential documents or files on completing its work as instructed.



5. If the expert seeks further information (for example through the internet, specialised databases, etc.) to complete its work, he/she:
  - (a) must respect the overall rules for confidentiality for obtaining such information;
  - (b) must not contact third parties without prior written approval of the contracting party.
6. These confidentiality obligations are binding on:
  - (a) the contracting party (see Regulation No 31 (EEC), 11 (EAEC), laying down the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Economic Community and the European Atomic Energy Community<sup>7</sup>;
  - (b) the expert during the performance of the Contract and for five years starting from the date of the last payment made to the expert unless:
    - i. the contracting party agrees to release the expert from the confidentiality obligations earlier;
    - ii. the confidential information becomes public through other channels;
    - iii. disclosure of the confidential information is required by law.

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<sup>7</sup> OJ 45, 14.6.1962, p. 1385.



## ANNEX II – DECLARATION OF ABSENCE OF CONFLICT OF INTERESTS AND OF CONFIDENTIALITY

### I. Conflict of interests

I, the undersigned [FAMILY NAME, first name], having been appointed as an expert for the abovementioned call, declare that I am aware of Article 61 of the Financial Regulation, which states that:

*"1. Financial actors within the meaning of Chapter 4 of this Title and other persons, including national authorities at any level, involved in budget implementation under direct, indirect and shared management, including acts preparatory thereto, audit or control, shall not take any action which may bring their own interests into conflict with those of the Union. They shall also take appropriate measures to prevent a conflict of interests from arising in the functions under their responsibility and to address situations which may objectively be perceived as a conflict of interests.*

*2. Where there is a risk of a conflict of interests involving a member of staff of a national authority, the person in question shall refer the matter to his or her hierarchical superior. Where such a risk exists for staff covered by the Staff Regulations, the person in question shall refer the matter to the relevant authorising officer by delegation. The relevant hierarchical superior or the authorising officer by delegation shall confirm in writing whether a conflict of interests is found to exist. Where a conflict of interests is found to exist, the appointing authority or the relevant national authority shall ensure that the person in question ceases all activity in the matter. The relevant authorising officer by delegation or the relevant national authority shall ensure that any further appropriate action is taken in accordance with the applicable law.*

*3. For the purposes of paragraph 1, a conflict of interests exists where the impartial and objective exercise of the functions of a financial actor or other person, as referred to in paragraph 1, is compromised for reasons involving family, emotional life, political or national affinity, economic interest or any other direct or indirect personal interest."*

I hereby declare that I do not fall under any of the following circumstances in which a conflict of interests might exist. I confirm that, if I discover before or during the performance of my tasks that a conflict of interests exists, I will declare it immediately to the contracting party.

### II. Confidentiality and personal data protection

I confirm that I have read, understood and accepted the code of conduct for experts established in Annex 1 to the contract sent by the contracting party.

I also confirm that I will keep all matters entrusted to me confidential and will process the personal data I receive only for the purposes of the performance of the present contract. If unnecessary or excessive personal data are contained in the documents submitted during the implementation of the contract, I will not process them further or take them into account for the implementation of the contract. I will not communicate outside the expert's group any confidential information that is



revealed to me or that I have discovered. I will not make any adverse use of information given to me.

Expert:

Date:

Signature:



[OPTION 1 – CONTRACT FOR REQUEST]

**ANNEX III – APPLICATION FOR PAYMENT FORM**

**Contract [insert contract reference]**  
(Call for expression of interest for remunerated experts - EUAA/MLA/2024/XYZ)

(to be sent to [medcoi@euaa.europa.eu](mailto:medcoi@euaa.europa.eu))

**TO BE FILLED BY EXPERT (in block capitals)**

**Section I**

MR " MS "

**TASKS DETAILS:**

SURNAME: .....	PLACE: .....
FIRST NAME: .....	DATE: .....
BANK ACCOUNT NO (IBAN): .....	:
PLACE OF RESIDENCE / EMPLOYMENT: .....	CONTRACT REF.: .....

I have completed my tasks stipulated in contract No. [insert contract reference] as per below request overview, totalling an amount of **EUR [insert total amount]**.

Request reference:	Request type	Delivery time	Number of questions	Rate in EUR
1.				
2.				
3.				
...				
<b>Total :</b>				

**EXPLANATIONS**

**Section II**

In order to obtain the payment of your fee and the reimbursement of your expenses, you must fill in **Section I** of this form.

" I certify that I have been informed of the obligation to present the documentation within the given deadlines indicated in the contract.

" I certify that these particulars are true and accurate and I will not be receiving any similar reimbursement from any other or the same institute in respect the same journey or stay.

**THIS DOCUMENT IS VALID ONLY IF SIGNED BY YOU.**

Date: ..... Signature: .....





[OPTION 2 – PARTICIPATION IN MEDCOI MEETINGS]

**ANNEX III – REIMBURSEMENT REQUEST**

**Please see separate Excel file  
Reimbursement Request (deliverables and travelling expenses)**

**ANNEX IV – TIMESHEET**

**Contract Number:** ..... **Expert`s name:** .....

Date	Number of hours worked per day*	Main Activities
<i>Please fill in</i>	<i>Please fill in</i>	<i>Please fill in</i>

Total amount of worked hours: \_\_\_\_\_

Total amount of worked days\*\* : \_\_\_\_\_

Maximum number of days\*\*\*:

.....

***Date and signature of the Expert***

\*The number of hours will be used to calculate the total numbers of days worked, according to the contract. 8 hours correspond to 1 working day and 4 hours correspond to half working day. The total payment of the performed days will be calculated to the nearest half day.

\*\*The total amount of days will be calculated on the total amount of hours worked. The total payment of the performed days will be calculated to the nearest half day.

\*\*\*As stipulated in the first paragraph of Article II.2 for the execution of the tasks.

**ANNEX V**

*EASO/EDD/2021/006 Decision of the Executive Director of the EUAA on the rules for reimbursement of expenses incurred by participants invited to attend EUAA activities*