



CONTRACT TEMPLATE

for the use of appropriations from Budget Item 400

IMPORTANT NOTICE	
This contract is a template provided for guidance by the Financing Political Groups and Non-Attached Members Unit of the Directorate-General for Finance of the European Parliament. The Member of the European Parliament (hereinafter 'the Member') making use of the template remains fully responsible for its content and the contractual relationship with the contractor. Members should make sure that the type of contract chosen to govern their relationship with contractors is compatible with the scope and the nature of the tasks to be carried out and is in conformity with the national law applicable to the contract. In this respect, Members may wish to obtain confirmation from the contractor that nothing in the contract is contrary to the applicable national law. Members must comply fully with the Rules on the Use of Appropriations from Budget Item 400, Bureau Decision of 30 June 2003, as last amended (hereinafter 'the 400 Rules'). In compliance with Article 1.1.1 of the 400 Rules, the contract must relate to political and information activities conducted in connection with the European Union's political activities. Employment contracts of any kind are not authorized as laid out in Article 1.7 of the 400 Rules.	Contracts must be made through negotiated procurement procedures in accordance with Article 2.3 of the 400 Rules. Additionally, according to Article 38(4) of the Financial Regulation, the list of contracts worth more than EUR 15 000, or the equivalent in the national currency must be published on the contracting authority's website no later than 30 June of the following year (see: https://www.europarl.europa.eu/contracts-and-grants/en/public-procurement/contracts-awarded). As set forth in Article 1.1.3 of the 400 Rules, this contract may not be used to cover expenses where this may give rise to a conflict of interest, as defined in Article 61 of the Financial Regulation. Regardless of the duration specified in the contract, the Greens/EFA in the European Parliament will not defray the related expenses beyond the end of the Member's mandate as a Member of the European Parliament. Members must always comply with the European and national data protection rules applicable to the contract. In particular, Members must provide contractors with a privacy notice containing all mandatory information to be provided to data subjects when personal data is collected from them.

COTRACT

The following has been agreed

BETWEEN

the Greens/EFA Group in the European Parliament,
located at rue Wiertz 60, B-1047 Brussels,
represented, as regards the signing of this contract,

choose one option

option 1 by the Deputy Secretary General, **Guillaume Sellier**, hereinafter referred to as 'the Greens/EFA Group'

option 2 by (surname/first name) _____ ,

Member of the European Parliament, hereinafter 'the Member',

AND (name of the entity or surname/first name) _____ ,

hereinafter 'the Contractor'

Hereinafter referred to collectively as 'the Parties' and individually as 'Party'.

CONTRACTOR'S DETAILS

Business registration number (or relevant legal basis for exemption from the obligation to be so registered):

VAT registration number (or relevant legal basis for exemption from the obligation to be so registered):

Telephone number:

Head office address:

OPTION 1: the Contractor is a legal person

Name of the entity:

Legal representative's details

Title: Mrs Mr Other Date of birth: / / Email address:

Surname: First name:

OPTION 2 : the Contractor is a natural person

Surname: First name:

Title: Mr Other Date of birth: / / Email address:

Important notice: The contractor's legal entity and payment details have to be entered in the financial system of the European Parliament. For this purpose, the contractor will need to complete a separate 'Legal Entity - Financial Identification Form' in digital format and provide proof of banking information and identification documents.

PART I – SPECIFIC TERMS AND CONDITIONS

Applicable law	The law governing this contract is the EU Law, supplemented by the Belgium law (if strictly necessary and by exception, this can be supplemented by another national law)
Object of the contract <i>- For a detailed description, see Part II -</i>	
Address at which the object of the contract is to be provided	
Duration of the contract <i>- Must be in compliance with the provisions of the applicable national law on the duration of contracts and cannot extend beyond the end of the Member's mandate as a Member of the European Parliament -</i>	Start date: / /20 End date: / /20
Costs/Fee (excl. VAT) <i>- Specify currency and pricing methodology if necessary -</i>	
Fee cap (excl. VAT) <i>- Only complete when necessary for specific pricing</i>	Specific pricing arrangements to be attached to the contract (e.g. task-specific rate, hourly rate per person, etc.) within the limit of the fee cap below:

arrangements -

Subcontracting <i>- please specify which tasks are to be subcontracted, if any, and give the name(s) and details of the subcontractor(s).-</i>	
Travel expenses <i>- See Part III, Art. 3, paragraphs 4 and 5 -</i>	☐ Not reimbursed ☐ Reimbursed In accordance with the 400 Rules, the Member may reimburse the Contractor for expenses incurred for travel that is strictly necessary for the performance of the contract described in Part II (A) below and carried out at the Member's request.
Additional specific provisions	
Additional specific provisions	
Additional specific provisions	
Additional specific provisions	

PART II – DETAILED DESCRIPTION OF THE OBJECT OF THE CONTRACT

A/ Detailed description of the tasks to be performed by the Contractor

B/ Performance schedule (Please complete if necessary)

	Individual stages of work	Deliverables	Delivery date	Cost per stage (excl. VAT)
1				
2				
3				
4				
5				
6				

PART III – GENERAL TERMS AND CONDITIONS

Article 1 – Object of the Contract

1. The Member requires the Contractor to provide, and the Contractor agrees to provide, the goods or services described in detail in Part II (A) of this contract (hereinafter ‘the Object’) in accordance with the terms and conditions of this contract (hereinafter ‘the Contract’) and in particular the specific provisions set out in Part I of the Contract (hereinafter ‘the Specific Terms and Conditions’).
2. The sole and exclusive aim of the Contract shall be limited to the Member’s political and information activities carried out in connection with the political activities of the European Union.
3. The Object of the Contract must not be used:
 - to finance any form of European, national, regional or local electoral campaign;
 - for the acquisition of immovable property or vehicles;
 - to finance political parties at national and European level or European political foundations or their dependent bodies (including national political parties’ legally independent foundations) within the meaning of Regulation (EU, Euratom) 2025/2445 of the European Parliament and of the Council of 26 November 2025 on the statute and funding of European political parties and European political foundations (recast)¹;
 - to acquire financial participation in or ownership of any organisation.
4. The Object of the Contract shall be provided at the address stated in the Specific Terms and Conditions. In the performance of the Object, the Contractor may be required to travel under the terms and conditions laid down in Article 3(4).

Article 2 – Duration and termination of the Contract

1. The Object provided under the Contract shall commence and end on the dates laid down in the Specific Terms and Conditions. Unless valid reasons are provided in the Specific Terms and Conditions, the start date may be no earlier than the date on which the Contract is signed or the date on which the Member’s mandate commences. The end date may not be any later than the date on which the Member’s mandate is scheduled to be completed.
2. Without prejudice to any other reasons which may under the applicable national law justify termination of the Contract, the Parties acknowledge that the end of the Member’s term of office as a Member of the European Parliament, for whatever reason, constitutes a just and valid reason for immediate termination of the Contract. If the Member intends to resign, they shall immediately notify the Contractor in writing of the intended date of resignation.
3. Either Party may terminate the Contract with thirty (30) days’ written notice to the other Party. Notice shall be hand-delivered with acknowledgement of receipt or, where this is not possible, shall be served by registered post.
4. In the event of a termination of the Contract, the Contractor shall be entitled solely to payment for fees and expenses corresponding to the work duly performed in accordance with the terms of the Contract up to the effective date of termination. Any costs incurred between the notification of termination and the actual termination date must be strictly necessary, duly justified, and kept to a minimum.
5. In the event that the Contractor commits a serious breach of the Contract or is unable to perform the Object, the Member may, following the issuance of a formal notice which remains unanswered within the specified timeframe, terminate the Contract with immediate effect. Such termination shall occur without any entitlement to compensation or damages for the Contractor and shall be without prejudice to any other rights or remedies the Member may have.

6. Upon expiry or termination of the Contract, the Contractor shall hand over to the Member all documents, papers, pictures, drawings, software, data, specifications, reports, notes, programmes, portfolios, equipment, materials of any sort, identity cards, access passes and keys which were provided by the Member to the Contractor or prepared by or on behalf of the Contractor for the Member under the Contract.

Article 3 – Payment arrangements

1. The Contractor's fee shall be determined on the basis set out in Part I of the Contract and shall be payable on production of an invoice or fee statement, drawn up in accordance with the applicable national law, which details the Object actually provided and gives a breakdown of the overall price charged.
2. All the expenses incurred by the Contractor should be substantiated with relevant supporting documents (receipts, samples, activity reports etc.), which are to be sent together with the invoice to the Member's address mentioned in Part I.
3. Purchases effected as part of Greens/EFA group in the Parliament's institutional activity by Members within the limits of the appropriations allocated by Greens/EFA group in the Parliament are to be regarded as transactions entered into by Greens/EFA group in the Parliament. A signed order form shall be completed by the coordinator of the secretariat for non-attached Members to certify that Articles 3 and 4 of the Protocol on privileges and immunities apply.
4. Where expressly provided for in the Specific Terms and Conditions, and in accordance with any relevant provisions of applicable national law, the Contractor may be reimbursed for part or all of the reasonable and necessary expenses incurred for travel undertaken at the Member's request, solely for the purpose of performing the Object, in accordance with paragraph 5 below.
5. Travel expenses must comply with the principles of sound financial management and proportionality. Only expenses that are reasonable, necessary and directly related to the performance of the Object shall be eligible for reimbursement. All claims must be supported by appropriate original documentation, including, but not limited to, invoices, electronic tickets, boarding passes, hotel bills, the agenda of the visit and any other relevant supporting documents. Any expenses incurred on behalf of non-eligible persons, or unrelated to the execution of the Contract, must be excluded and duly deducted from the total amount claimed.
6. The Contractor shall be solely responsible for paying all taxes, social security contributions and other contributions that they are required to pay under the applicable national law.

Article 4 – Rights and obligations of the Parties

1. Both Parties undertake to implement the terms of the Contract in a spirit of cooperation and with due regard to their reciprocal rights and obligations.
2. The Contractor declares that they are not a member of staff of a political group in the European Parliament, are not employed by a European political party or European political foundation or by any other body in receipt of a grant from the European Parliament and undertakes not to accept such employment for the entire duration of this Contract.
3. The Contractor declares that the Contract does not give rise to any conflicts of interest.
4. Notwithstanding the above, the Contractor is an independent natural or legal person and shall not be restricted to working solely for the Member on the condition that this neither interferes with the proper execution of the Contract, nor gives rise to any conflicts of interest, and is not detrimental to the Member's or Parliament's reputation.
5. The Contractor shall comply with all legal and professional obligations applicable to them and to their profession. They are to exercise skill, care and diligence and to avoid any action or omission that could harm the Member or bring them into disrepute or that could give rise to any conflicts of interest. The Contractor shall bear sole responsibility for rectifying, at their own expense, any errors made during the performance of the Contract.

6. Subject to the proper performance of the Object of the Contract, the Contractor shall be free to determine their own working methods and to organise their time at their discretion. Under no circumstances shall the Contractor place personnel at the disposal of the Member, nor shall the Contractor or their staff be subject to the authority of the Member.
7. The Object may not be subcontracted unless specified in advance in the Specific Terms and Conditions. The Contractor shall bear all the expenses incurred and remain accountable to the Member for the performance of the Contract.
8. Intellectual property rights (including any copyright, patents and design rights) created by the Contractor during the execution of the Contract or exclusively for the purpose thereof shall belong to the Member upon creation and to the maximum extent permitted by the applicable national law. The Member undertakes to secure all such intellectual property rights from the Contractor in writing and in accordance with the applicable national law.
9. The Contractor shall exercise the utmost discretion with regard to facts and information that come to their knowledge during the performance of the Contract and shall not disclose to any person whatsoever any documents or information which have not been made public, save where the prior consent of the Member has been secured.
10. The Contractor shall maintain adequate public liability insurance for the duration of the Contract and in the case of a professional or intellectually based Object, professional indemnity insurance in relation to the Contract.
11. The obligations of the Parties under paragraphs 8, 9 and 10 shall survive the expiry or termination of the Contract, regardless of how such expiration or termination occurs.

Article 5 – European Parliament exclusion clause

The Contract is a private law contract binding only on the Member and the Contractor. The European Parliament is not a party to the Contract and cannot be considered, under any circumstances, as the employer, contractual partner or supervisor of the Contractor. It cannot be involved in any dispute related to the Contract or assume any responsibility whatsoever for actions or omissions committed by the Member or the Contractor.

Article 6 – Applicable law and settlement of disputes

1. The Contract shall be governed by the law indicated in the Specific Terms and Conditions.
2. Disputes shall be settled in accordance with the applicable law, as stated in part I of the Specific Terms and Conditions.
3. Should any provision of the Contract be held to be invalid, it shall be severed, and the remaining provisions shall continue to have full force and effect.

Article 7 – Publication of the Contractor's name on the internet

The Parties acknowledge the fact that the name of the Contractor may be published on European Parliament's website in accordance with Article 38 of the Financial Regulation², in the event that the value of the Contract exceeds EUR 15 000.

Article 8 – Processing of personal data

1. The Parties undertake to comply with the General Data Protection Regulation³ and any other data protection rules applicable under the applicable national law.

2. In particular, the Member undertakes to provide the Contractor with a privacy notice containing all the mandatory information to be provided to data subjects when personal data is collected from them.
3. Any personal data collected in connection with the fulfilment of the Contract may be sent to the European Parliament administration, which will process the data in accordance with Regulation (EU) 2018/1725⁴.

Article 9 – Miscellaneous

4. Any alteration to the provisions of the Contract shall be the subject of a written addendum to the Contract.
5. Unless the context otherwise dictates, words in the singular include the plural and vice versa.

Done in two (2) copies at: _____ on ____ / ____ /20__

Signatures:

Deputy Secretary General, Guillaume Sellier

The Contractor

Or

The Member of the Greens/EAF Group (name and surname)

¹ OJL, 2025/2445, 8.12.2025, ELI: <http://data.europa.eu/eli/reg/2025/2445/oj>

² Regulation (EU, Euratom) 2024/2509 of the European Parliament and of the Council of 23 September 2024 on the financial rules applicable to the general budget of the Union (recast) (OJ L, 2024/2509, 26.9.2024, ELI: <http://data.europa.eu/eli/reg/2024/2509/oj>).

³ Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (OJ L 119, 4.5.2016, p. 1, ELI: <http://data.europa.eu/eli/reg/2016/679/oj>).

⁴ Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (OJ L 295, 21.11.2018, p. 39, ELI: <http://data.europa.eu/eli/reg/2018/1725/oj>).