



**Service Contract**

( ) XXX on STF Title.

Hereinafter referred to as the "Project"

BETWEEN

**European Telecommunication Standards Institute**, a not-for-profit association founded in accordance with the law of 1<sup>st</sup> July 1901, registered at the sub-prefecture in Grasse under number W061004871 and whose headquarters are located at 650 route des Lucioles, 06921 Sophia-Antipolis Cedex, France, represented for the purposes of this Contract by **Mr Luis Jorge Romero Saro** in his capacity as Director General.

Hereinafter referred to as "ETSI" or the "**Instructing Party**"

AND

**[Name of the company]** registered in [Country] under the [Nationality] commercial registration number [Commercial registration number] headquartered at [Full address] represented for the purpose of this Contract by **[Name of the legal representative]**, as [Job title of the Legal representative];

Hereinafter referred to as the "**Service Provider**"

Hereinafter referred to as Party or jointly as "the Parties"

**PREAMBLE**

ETSI is an association whose business purpose is notably to develop and maintain technical standards in the field of Information Technology and Communications as required by its members.

Under ETSI's operating rules, a specific skill may be sourced externally, in the context of what is known as **XXXX** when the need for standardisation is urgent.

To finalise the task entrusted to this Project, the Instructing Party has found it necessary to call an independent Service Provider.

The Service Provider in question meets the requirements of the Instructing Party, by virtue of the skills and experience required in the Project field of competence.

ETSI has outlined its requirements to the Service Provider, and it is in the full knowledge of these requirements that the Service Provider has confirmed that it has the necessary experience and expertise skill and knowledge to achieve ETSI's objectives.

In view of the commitments made by the Service Provider, ETSI has decided to assign the Service Provider, in accordance with the terms and conditions outlined in this Contract (the "Contract"), which have been accepted by the Service Provider, with the provision of the services as defined in the Contract.

**AS A CONSEQUENCE OF WHICH THE PARTIES HAVE AGREED THE FOLLOWING:**

**Article 1      PURPOSE**

The purpose of this Contract is to define the terms and conditions under which ETSI assigns to the Service Provider, who undertakes to perform them, the provision of services in compliance with the Specifications described in Annex 1 and hereafter referred to as the "Services".

As a professional, with a know-how not present within the Instructing Party, the Service Provider, who is recognised for its specialisation in the fields of competence required for the Project, has been asked by the Instructing Party to carry out the Services, in the framework of this Contract and in accordance with the Instructing Party's operating rules especially with regard to the organisation of the Project.

The different tasks shall be carried out according to the schedule defined in Annex 2.

**Article 2      CONTRACTUAL DOCUMENTS**

The entire Contract comprises this document that includes the terms and conditions and the following annexes, classed in decreasing order of priority:

- Annex 1 - Specifications
- Annex 2 - Schedule (Milestones) / Payment Plan
- Annex 3 - Contact persons
- Annex 4 - Administrative requirements
- Annex 5 - Support from an ETSI Member

The Contract, as defined above constitutes the entire Contract between the Parties. It cancels and replaces, if necessary, any proposal and/or previous written or verbal agreements, concerning the purpose of this Contract.

The provisions of the Contract may only be modified by an amendment signed by both Parties.

### **Article 3 ENTRY INTO FORCE - DURATION**

This Contract shall enter into effect on [Appropriate date] for the time necessary to perform the Services, subject to an early termination in accordance with the stipulations set out in Article 11 below.

It shall end on the date the services are completed and, in any case, no later than [Appropriate date]. This date corresponds to the maximum duration chosen for the Services performance.

If for any reason, the dates of the Services performance are changed, the duration of the present Contract may be extended via a written addendum duly signed by the Parties.

### **Article 4 SERVICE PROVIDER OBLIGATIONS**

#### **Article 4.1 Obligations concerning its legal situation**

The Service Provider will provide the Instructing Party with the details of its legal status and provide the related documentary evidence and certificates as listed in Annex 4.

The Service Provider also undertakes to comply with the conditions for registration, compulsory social contributions, declarations and payments to the tax authorities of its country. The Service Provider declares to be up to date on its obligations required by its legal status and undertakes to remain up to date during the present Contract.

Concerning any employees that it may have, it declares that it has made all necessary declarations, that it complies with the labour regulations in force, and is up to date for all tax or social contributions due in their respect. The Service Provider alone will be held civil and criminal liable in the event of any incorrect information. The Service Provider undertakes to only employ declared workers and apply the current labour regulations to them.

The Service Provider undertakes to provide the Instructing Party with any proof confirming compliance with its obligations at first request of the Instructing Party and at any time during the entire duration of the present Contract.

#### **Article 4.2 Obligations in the fulfilment of its service provision**

**4.2.1** The Service Provider must perform the Services defined in Annex 1, in compliance with standard industry practices in its field of expertise.

**4.2.2** The Service Provider will assume the management powers for its assignment and its on-site staff, in compliance with the Instructing Party's operating rules, i.e.:

- ETSI Directives <https://portal.etsi.org/directives/home.aspx>
- Management rules: <https://portal.etsi.org/STF/STFs/Summary.aspx>

The Service Provider must provide all its know-how and skills necessary for the performance of its Services for the duration of the Contract.

**4.2.3** At the request of the Instructing Party, and/or any person designated by the Instructing Party in accordance with the Instructing Party's operating rules, the Service Provider shall provide full details relating to the performance and progress of the work. This obligation is only to ensure compliance with the Contract. The Service Provider has total independence in performing its Services.

**4.2.4** The Service Provider undertakes to behave with respect to the Instructing Party's staff, and any person designated by the Instructing Party under its operating rules, by following the highest professional standards and ethics.

**4.2.5** The Service Provider may perform its obligations under this Contract through its affiliates, provided that the Service Provider shall ensure such affiliates comply with the terms of this Contract and shall be responsible for any breach of such terms by such affiliates. For purposes of this section "affiliate" means any company that controls, is controlled by, or is under common control with the Service Provider,

wherein "control" means the power to elect a majority of the board of directors or similar governing body due to ownership of a majority of the voting securities or otherwise.

#### **Article 4.3 Service Provider's liability and insurance**

In performing this Contract, the Service Provider must demonstrate that it takes full care and attention as befits an experienced professional.

The Parties agree that ETSI shall not be liable for any direct or indirect, special, incidental or harmful consequences to ETSI resulting from the actions, omissions, negligence, mistakes, errors, failures and oversights that the Service Provider might perpetrate under the present Contract, including but not limited to loss of anticipated profit, loss resulting from business disruption, claims by third parties or deriving from data loss except in cases where such harmful consequences are due to the negligence or wilful misconduct of ETSI.

The Service Provider's overall liability under this Agreement shall be limited to twice the fee according to Section 7.1, wilful intent excepted.

Insurance cover for all the relevant risks shall be at the Service Provider's expense.

Accordingly, the Service Provider must, at its own expense, either take out adequate employer's liability insurance or maintain adequate self-insurance.

### **Article 5 ORGANISATION OF THE SERVICE PROVIDER'S WORK**

#### **Article 5.1 General principles on service performance**

The Service Provider will have full freedom and independence to perform its services. It will assume full responsibility for performing its services.

#### **Article 5.2 Place of work & working conditions**

The Service Provider may either carry out the work in its own premises or in the premises of the Instructing Party.

Those Service Provider's employees who are required to work in the Instructing Party's premises for the purposes of performing the assignment, shall do so under the Service Provider's sole instructions, and shall report directly and solely to the Service Provider and shall remain under its sole and entire responsibility.

The Instructing Party's offices, which the Service Provider must visit for the purposes of its service provision, are exclusively as follows:

ETSI  
650, route des Lucioles  
06921 Sophia Antipolis Cedex  
FRANCE

To do this, the Service Provider must comply with the Instructing Party's operating and safety rules (entry and exit checks, wearing a badge) and may only stay on-site for the time that seems necessary, only during business days and during office hours of Instructing Party which are currently as follows: 7:30 am - 8 pm. Outside of this context, the Service Provider must obtain the Instructing Party's prior approval.

The staff of the Service Provider shall only be subject to the working hours set by the Service Provider.

Without prejudice to the provisions of this article, the Service Provider undertakes to attend the necessary meetings to monitor the performance of its services.

In particular, the Instructing Party or any person designated by the Instructing Party in accordance with the Instructing Party's operating rules, may require the Service Provider to participate in meetings and events, as per Annex 1. The Service Provider must ensure that the staff attending these meetings and

events has the necessary qualification and knowledge of the context to ensure a professional presentation of the work and will provide a report from the meeting or event to the Instructing Party. Irrespective of where the service is provided, the Service Provider's staff shall report directly to it, under its responsibility and at its expense.

### **Article 5.3 Service provision to other customers**

The Service Provider remains free to provide its Services to its own customer base.

### **Article 5.4 Equipment provision & Maintenance**

The Service Provider is free to choose the hardware for its assignment and shall provide its own equipment.

However, within its premises, the Instructing Party shall make available the hardware and equipment necessary to perform the Services, including computer software and hardware to the Service Provider.

This provision of equipment by the Instructing Party to the Service Provider, is justified due to

- a need for computer security - in terms of compatibility including - with regard to the computer hardware
- the need for collaborative tools
- the confidential nature of the service.

The Service Provider undertakes to ensure that its staff respects the security instructions for the equipment provided.

In addition, the Instructing Party shall provide the Service Provider with any document, information or data that it considers useful for the purposes of the service provision.

Maintenance of the fixed hardware in the Instructing Party's offices made available to the Service Provider shall be borne by the Instructing Party.

### **Article 5.5 Health and safety plan**

In order to prevent any risks related to the interference between the activities of the Instructing Party and the Service Provider, the required information has been sent by the Service Provider, a prior inspection of shared workplaces, the analysis of occupational risks and, if applicable, the establishment of a prevention plan (in the appendix of this Contract) have been produced in accordance with the provisions of Articles R4511-1 et seq. of the French Labour Code.

The Service Provider also declares that it has read the specific hygiene and safety conditions in the Instructing Party's internal rules and regulations and is committed to ensuring that its own employees follow them strictly. The Instructing Party commits to give the Service Provider at least eight days advance notice of any changes on this matter, applicable within its organisation.

It is also agreed that any new statutory or regulatory provision in this area will be immediately enforced.

## **Article 6 COMPLIANCE OF THE SERVICE PROVISION – ACCEPTANCE PROCEDURE**

The Service Provider undertakes to make every effort to perform the Services in the strict compliance of the functional and quality standards specified in the Contract and in particular to provide the Services as per Annex 1 and in conformance with the schedule of Annex 2.

Under Article 4.2.2, the Service Provider undertakes to perform the Services in accordance with the stipulations contained in the "ETSI Directives" as well as any of the Instructing Party's procedures with respect to deliverables and management of Project. The Service Provider acknowledges that it has been fully advised of these procedures.

The Service Provider shall cause its staff to report to the Instructing Party on the progress of the Services performed, including on its assessment of the percentage of execution of the work under the corresponding schedule of Annex 2.

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The Service Provider accepts that its obligation in this regard is a performance obligation.

Upon receipt of the Services performed, the Instructing Party shall be entitled to assess, at its full discretion, its compliance with the requirements set forth in Annex 1 and the schedule referred to in Annex 2.

If the Services are fully accepted by the Instructing Party, payment will be made according to the payment plan of Annex 2.

If a Service is found to be non-compliant, the Instructing Party shall provide the Service Provider with a written description of the observed non-compliance. The Service Provider shall submit a proposal for corrective action to the Instructing Party, or any person designated by the Instructing Party in accordance with the Instructing Party's operating rules. The Instructing Party, or any person designated by the Instructing Party's operating rules, reserves the right to (i) refuse acceptance of the Services in case it does not meet the requirements according to 4.2.1 hereabove, and until the quality of the Services is achieved, and (ii) to suspend the corresponding payment.

## **Article 7 FINANCIAL CONDITIONS**

### **Article 7.1 Fee**

The fee for the Services is set as a lump sum amount of ( ) EUR ex VAT, taking into account the nature of the Services, the resources implemented and the skills of the staff involved and the related expenses.

The fee for the Services will be paid by the Instructing Party to the Service Provider.

The fee for the Services notably includes the travel costs for the Service Provider's staff in order to participate in the working sessions of the relevant.

Where the Service Provider's staff are required to travel to work meetings other than those mentioned above, the travel costs shall be the subject of a quotation submitted for the prior approval of the Instructing Party.

### **Article 7.2 Service Provider salaries**

The salaries of the Service Provider's employees will be borne by the Service Provider, including all the incidental payroll expenses and related professional costs.

### **Article 7.3 Invoicing & payment**

Any invoice issued under this Contract may only take place after (i) the deliverables and Report are issued on the milestone referred to in Annex 2 and (ii) the deliverable has been fully accepted by the Instructing Party in accordance with the acceptance procedure described in Article 6.

Any invoice issued under this Contract shall include the following details: Contract number, corresponding milestone, performance period and be sent by email to: [STFlink@etsi.org](mailto:STFlink@etsi.org)

Any invoice issued under this Contract shall be payable 30 calendar days from the invoice date, subject to compliance with the previously mentioned conditions and provided that it has not been issued more than one year after completing the corresponding milestone.

### **Article 7.4 Bank account**

Payment of all invoices under this Contract will be made by ETSI in EUR to the account held in the name of the Company:

- account holder name: ,
- IBAN number:
- SWIFT code: ,
- with the bank: , located at

## **Article 7.5 Taxation**

ETSI is liable to VAT. The European VAT number is **FR14348623562**. As a result of the fee for this Contract being subject to French taxation, ETSI will pay VAT and any other taxes as requested by the French authorities, with the exception of any taxes due by the Service Provider as per article 4.1.

## **Article 8 CONFIDENTIALITY**

The Service Provider undertakes to treat as strictly confidential during the term of this Contract and for a period of five years thereafter any information of the Instructing Party indicated as “confidential” of which it has had knowledge for the performance of its Services, irrespective of whether this information or these documents are directly related to its Services for the duration of and after the end of this Contract.

The Service Provider shall not be allowed to disclose ETSI's Confidential Information, except to its employees, Affiliates, agents or professional advisors (i) if and to the extent they have a need to have access to such Confidential Information in connection with their employment or in the performance of tasks under this Contract, and (ii) the Service Provider advises such employees, Affiliates, agents or professional advisors of the confidential nature of ETSI's Confidential Information they get access to and ensures that such employees, Affiliates, agents or professional advisors are bound by at least the same level of confidentiality undertakings as stated herein.

The restrictions on the use and disclosure of such confidential information shall not apply to any information which is:

- (a) proven to have been known to the Service Provider prior to the time of its receipt pursuant to this Contract; or
- (b) in the public domain at the time of disclosure to the Service Provider or thereafter enters the public domain without breach of the terms of this Contract; or
- (c) lawfully acquired by the Service Provider from an independent source having a bona fide right to disclose the same; or
- (d) independently developed by an employee of the Service Provider who has not had access to any of the confidential information of the disclosing Party.
- (e) required to be disclosed by the Service Provider by virtue of a court order or statutory duty, the Service Provider shall be allowed to do so, provided that it shall without delay inform the Instructing Party in writing of receipt of such order or duty and reasonably enable the Instructing Party to seek protection against such order or duty.

The Service Provider accordingly undertakes to make any useful provision to ensure that its staff comply strictly with this confidentiality clause and ensure that third parties to this Contract can have no possible access to any information that is by nature confidential.

## **Article 9 INTELLECTUAL PROPERTY**

The knowledge owned by ETSI during the duration of the Contract which the Service Provider may have access to, may be only used by the Service Provider for the purposes of performing the services under this Contract.

### **Article 9.1 ETSI Intellectual Property Rights Policy**

The Service Provider undertakes to observe the provisions of ETSI's Intellectual Property Rights Policy, as defined in the ETSI Directives.

### **Article 9.2 Ownership of the Results**

The Parties agree that ETSI will have the full ownership of the results of the Specifications, described in Annex 1, performed by the Service Provider, and hereinafter referred to as the “Results”. The Results include all deliverables, studies, creations, patented or non-patented innovations, processes, products, know-how, models, material, trials, samples, prototypes, software, IT developments, specifications,

databases, drawings, information, denominations, logos, photographs, videos, whatever their type, form or medium.

The Service Provider transfers to ETSI the exclusive right to file in its name a potential industrial property right protecting the Results, such as a design patent, a trademark or a domain name, whether it be an application in France or overseas.

ETSI will be the sole beneficiary of all of the rights attached to the industrial property titles which may consequently be issued and shall make free use of them.

### **Article 9.3 Assignment of copyright**

9.3.1 Where necessary, for the hypothesis whereby the Results are entirely or partly protected by copyright, the Service Provider shall transfer to ETSI, on an exclusive basis, all of the copyrights that it may hold on the Results and it is specified that these transferred rights include in particular:

- the right to reproduce or to have reproduced the Results, without restriction in terms of number, in their entirety or in part, by all means and processes, on all media and all materials, both current and future, known or unknown, and particularly on paper or paper derivatives, plastic, digital, magnetic, electronic or IT media, by downloading, videogram, CD-ROM, CD-I, DVD, disk, floppy disk, network;
- the right to represent or to have represented the Results, by means of all current or future methods of distribution and communication, known and unknown, and particularly by means of all online telecommunications network, such as internet, intranet, digital television network, over-the-air transmission, by satellite, by cable, interactive telematics system, by downloading, teletransmission, cabled telephone networks and wireless telephone networks;
- the right to adapt, modify, transform, further develop the Results, in their entirety or in part;
- the right to translate or to have the Results translated, in their entirety or in part, into any language;
- the right to use and exploit the Results for the purposes of their own activities or for the benefit of a third party, for whatever reason;
- the right to assign all or part of the assigned rights, and particularly to grant to any third party any reproduction, distribution, broadcasting, commercialisation or manufacturing contract, in whatever form, medium and means it may be, whether in return for payment or free of charge.

9.3.2 This assignment of copyright is valid for the entire world and for the whole legal duration of the protection of intellectual property right. No patent licence is granted by implication, estoppel or otherwise.

9.3.3 The Parties have agreed that the price of this assignment is included in a fixed and definitive amount in the remuneration received by the Service Provider for the services covered by this Contract. The Service Provider may not claim any additional sums for any reason whatsoever.

### **Article 9.4 Trademarks**

When the Service Provider uses ETSI trademark(s) on documents ordered by ETSI, the Service Provider must strictly adhere to the instructions and requirements, particularly in terms of graphics, supplied by ETSI. The Service Provider shall not under any circumstances use ETSI trademark(s) for any purpose other than those determined in writing by ETSI.

### **Article 9.5 Use of the Results by the Service Provider**

ETSI acknowledges that the Service Provider is authorized to use and reproduce the Results for non-commercial research and teaching purposes.

For any other purpose, the Service Provider shall request ETSI permission and if accepted, such authorization shall be provided by ETSI in writing.

### **Article 9.6 Ownership of the rights related to the Results**

The Service Provider guarantees ETSI that it is in possession of all of the rights relating to the Results, and the intellectual property rights in particular. It will in good faith undertake that the Results do not constitute an infringement, and that they do not infringe the rights of third parties, whoever they may

be. The Service Provider undertakes to provide its best efforts in a general manner in order to avoid obstruction to the free use of the Results by ETSI.

#### **Article 9.7 Support of the Service Provider to ETSI**

The Service Provider undertakes to support ETSI against any action, claims, demands or opposition on the part of any person invoking an intellectual property right or an act of competition and/or parasitic act upon which this transfer might infringe.

#### **Article 10 PERSONAL DATA**

The Parties shall respect applicable regulations in terms of the protection of personal data by complying in particular with the obligations resulting from the European Union's General Data Protection Regulation 2016/679 and the French law referred to as "Loi Informatique et Libertés" (Information Technology and Freedoms law") n°78-17 of 6th January 1978 in its most recent consolidated version.

The Service Provider undertakes to use the personal data provided by ETSI or to which access has been authorised for the purposes of delivering the Services only to ensure the successful fulfilment of the Contract.

The Service Provider shall take particular care to ensure that all the personal data that it may have acquired from ETSI for the purposes of fulfilling the Contract are destroyed within one month of the end of the Contract.

#### **Article 11 TERMINATION**

##### **Article 11.1 From the Service Provider**

If the Service Provider wishes to terminate this Contract for any reason whatsoever, it must inform the Instructing Party by giving writing advanced notice of 30 calendar days. The Service Provider shall do everything to progress the completion of its service provision so that the Instructing Party can replace it under the best possible conditions.

##### **Article 11.2 From the Instructing Party**

If the Instructing Party wishes to terminate this Contract for any reason whatsoever, it shall inform the Service Provider by giving advanced notice of 30 calendar days.

When the Contract is terminated in accordance with Articles 11.1 or 11.2, (i) any sums due to the Service Provider shall be assessed in accordance with Articles 6 and 7.3 of the Contract and (ii) no further compensation shall be due to the Service Provider.

##### **Article 11.3 Breach**

If there has been a total or partial breach of any of the Service Provider's obligations, this Contract shall be automatically terminated due to the exclusive fault of the Service Provider, without any further compensation and without prejudicing any legal action that the Instructing Party might claim, if the breach is not rectified within fifteen (15) calendar days after sending a registered letter with acknowledgement of receipt. Tasks fulfilled by the Service Provider in accordance with this Contract prior to any such breach, remain unaffected by this Article 11.3 and will be compensated pro rata as laid down in Annex 2.

#### **Article 12 FORCE MAJEURE**

The responsibility of either of the Parties shall be fully discharged if there is a breach or delay in performance of one or several obligations provided for in this Contract that is due to a case of Force Majeure.

Force Majeure constitutes any event outside the control of a Party, not due to a possible fault or negligence of that Party, which the Party is unable to prevent or predict by exercising reasonable

diligence; this notably includes any event that has the characteristics of Force Majeure within the meaning of Article 1218 of the Civil Code and French case law.

The Party affected by any case of Force Majeure shall notify the other Party by any method no later than three calendar days following its occurrence.

Without prejudicing the above-mentioned paragraphs, the Parties shall provide the diligence and the necessary efforts to fulfil their obligations under the Contract as soon as possible, after the occurrence of the Force Majeure event.

If a Force Majeure affecting one of the Parties continues for more than 30 calendar days, the other Party shall be entitled to declare that the Contract is automatically terminated, without compensation, by sending a registered letter with proof of receipt.

## Article 13 APPLICABLE LAW AND DISPUTE SETTLEMENT

This Contract is governed by French law, with the exception of the conflict of laws rules.

In case of difficulty regarding the interpretation, application or performance of any of the above-mentioned clauses, either during the term or after the expiry of this Contract, disputes which could not be resolved amicably between the Parties shall be submitted exclusively to the competent Court in the jurisdiction of the city of **Paris in France**, even in the case of multiple defendants, third party proceedings or emergency proceedings.

## Article 14 GENERAL PROVISIONS

### Article 14.1 Legality of the Contract

This Contract constitutes the entire agreement between the Parties. Amendments or additions to the Contract shall be made in writing. This requirement for the written form may, in turn, be waived only by written agreement. There are and shall be no oral supplements to the Contract.

If individual provisions of this Contract are or become invalid, this shall not affect the validity of the remaining provisions.

In such a case, the Parties undertake to replace the invalid provision by a valid provision coming as close as possible to the economic purpose and intent of the invalid provision and the Contract shall remain in force for all its other provisions.

### Article 14.2 Contract assignment

The intuitu personae nature of this Contract, which was entered into on the basis of the Service Provider's abilities, prevents the Service Provider from assigning the rights and obligations provided for therein to another party in any form whatsoever, without prior written agreement from ETSI.

ETSI will have the right to assign its rights and obligations resulting from this Contract and to make the Services provided for in the Contract available to all its beneficiaries.

### Article 14.3 Language

All documents including all data, descriptions, diagrams, instructions and other related material as well as any agreement, amendment or correspondence related to the Contract shall be in English unless otherwise explicitly agreed between the Parties.

In two copies, one for each of the Parties.

Date	<input data-bbox="261 1850 703 1906" type="text" value="{{Date3_es_:signer3:date }}"/>	Date	<input data-bbox="989 1850 1431 1906" type="text" value="{{Date2_es_:signer2:date }}"/>	
Signature	<input data-bbox="261 1928 703 2074" type="text" value="{{ETSIDG_es_:signer3:signature:multiline(6) }}"/>	Signature	<input data-bbox="989 1928 1431 2074" type="text" value="{{Signer_es_:signer2:signature:multiline(6) }}"/>	

Our ref: XXX/01\_\_

Name	Luis-Jorge Romero Saro
Title	Director-General
email	luis.romero@etsi.org

Name	{{*SignName_es_.signer2:fullname }} 
Title	{{*SignTitle_es_.signer2:string }} 
email	{{*SignEmail_es_.signer2:email }} 



## **Annex 1 Specifications**

## **Annex 2 Schedule**

Payments will be made upon full acceptance by the ETSI Secretariat of the deliverable as per article 6 of the Contract:

## Annex 3 Contact Persons

The Parties designate the following individuals as contact persons:

### **TECHNICAL CONTACT PERSONS /PROJECT MANAGERS**

#### For the Service Provider

Role/title:  
e-mail:  
Tel:  
Mobile:

#### For ETSI

##### **Mrs. Léa Belloulou**

ETSI Head of Funded Activities  
e-mail: STFLINK@etsi.org  
Tel: +33 4 92 94 49 40

### **ADMINISTRATIVE CONTACTS**

#### For the Service Provider

Role/title:  
e-mail:  
Tel:  
Mobile:

Postal address:

#### For ETSI

##### **Mrs. Léa Belloulou**

ETSI Head of Funded Activities  
e-mail: STFLINK@etsi.org  
Tel: +33 4 92 94 49 40

Postal address:

STFLINK  
650, route des Lucioles  
F-06921 Sophia Antipolis Cedex  
France

## **Annex 4 Administrative requirements**

These requirements are due on contract signature if and only if service contract value is above 5 000 € (five thousand euros):

- VAT number
- Registration identification Number, if service provider is registered in a professional register (for French Service Provider: RCS, RM)

## **Annex 5 Support from an ETSI Member**