**ANNUAL REPORT < from to >**

**FWC SEA 2023 - LOT < >**

**FRAMEWORK CONTRACTOR: < >**

**1. General information:**

Please provide any relevant element regarding the context in which the Framework Contract is implemented. Inter alia: suspensions, changes (requested, rejected, authorised) in a) the consortium composition, b) management team composition.

If changes were accepted by the Framework Contracting Authority provide updated information (consortium composition, composition and contact details of the management team members).

At Framework Contract level, indicate both well-functioning aspects as well as any problems encountered in the implementation.

**2. Use of experts:**

Indicate in the following table the number of experts you

a) proposed in the offers, giving the split between:

- EU experts

- Experts of Beneficiary countries

- Experts of other countries.

b) hired in specific contracts (RfSC) awarded to you, giving the split between:

- EU experts

- Experts of Beneficiary countries

- Experts of other countries.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Experts proposed in offers | | Experts hired in SC | |
| Reporting period | dd/mm/yy | dd/mm/yy | dd/mm/yy | dd/mm/yy |
| EU experts |  |  |  |  |
| Expert of Beneficiary countries[[1]](#footnote-1) |  |  |  |  |
| Expert from other country |  |  |  |  |
| Total |  |  |  |  |

NB: the experts are to be accounted as "expert-project". Indeed, when an expert is proposed in several offers or works for several specific contracts, he/she has to be taken into account for each offer or specific contract.

* 1. Indicate the number of requests where the same expert has been proposed and highlight these requests in the table annexed.

**3. Implementation**

**3.1 Specific issues during RfSC**

* **Overall process**
* **Fee-based/Global price**

Assessment on the appropriateness of the choice.

* **Specific terms of reference**

Main issues coming from the terms of reference

* **Evaluation**

(ex: Evaluation Grid, feedback)

**3.2 Issues during specific contract implementation phase**

* **Briefing / debriefing session**

Frequency of use of the possibility to invite a Management Team or a Quality Support Team member to participate in the briefing or debriefing session of a specific contract and modality used (home based or on the place of performance)

* **Payments and pre-financing.**

Comments on any issues encountered.

* **Taxes**

Frequency of information about the arrangements for the reimbursement of taxes in the specific terms of reference.

* **Issue with decentralised Contracting Authorities**
* **Issues with experts, third parties and local authorities**

**3.3 Specific issues with the dedicated EU Funding & Tenders portal**

* **Bugs and performance issues**
* **Functionalities**
* **Other**

**4. Quality**

How has the Framework Contractor staff (Specific Contract Quality Expert, Quality Support Team and Quality Manager) ensured control and quality of outputs for the specific contracts? What has been the feedback on quality of the deliverables received from the Specific Contracting Authorities? Any other observation on quality assurance**.**

**5. Recommendations / suggestions**

Please provide some concrete suggestions on areas for improvement that will be assessed by the Framework Contracting Authority.

Signature of the Framework Contractor Management Team Leader.

Signature of Quality Manager

1. The country or state outside the European Union with which the European Union has an agreed programme of cooperation. [↑](#footnote-ref-1)