

EIGE/2011/OPER/25. Questions & Answers Nr 1

Question 1

Can you please specify which costs exactly in relation to the organization of the conference (phase I) are to be carried by the contractor from the project budget, and which costs would/could be carried by EIGE from another budget (even if the contractor is responsible for the organization, booking, renting, etc.)?

Answer 1

TEXT

The contractor's fee for organisation, logistic support and other tasks related to the conference will be covered from the contract budget. Also production (printing) of papers and conference package, on-line conference report and other support, publication and dissemination services provided by the contractor are covered by the contract budget.

Question 2

We understand that hotel and travel costs for the 50 participants in the conference whose expenses would be reimbursed by EIGE have to be covered first by the participants (to be reimbursed by EIGE on an individual basis), and not by the contractor. Is that correct?

Answer 2

This is correct

Question 3

Can you specify which costs exactly in relation to the organization of the two consultation meetings are to be covered by the contractor from the project budget

Answer 3

Please see Answer 2

Question 4

The specifications mention reimbursement of expenses of participants, following the reimbursement rules of EIGE. Does this mean that EIGE will reimburse participants in the consultation meetings directly (on an individual basis), and thus that the individual participants have to pay for their travel and accommodation themselves first?
Thank you for your clarifications.

Answer 4

This is correct