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BERENSCHOT EURO. MGT.

NO. 622

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## Berenschot EuroManagement

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### TELEFAX

To	: Mr Holger Schwemer
Fax number	: +49 40 445146 +49 89 38859904
From	: Marije Balt
Re.	: Request for the supply for services 98/135 • Estonian Administrative Law (Administration Code)
Date	: 8 December 1998
Number of pages	: (incl. front page)

Dear Mr Schwemer,

Hereby I propose to you the conditions for participating as an EU expert in the project mentioned above. Attached you find the Terms of Reference of the project. Our conditions are as follows:

*general*

Title	Estonia Administrative Law (Administration Code)
Duration of the contract	10 months
Place of performance	Estonia and Germany
Performance	short term input
Start of assignment	The number of man-days will be approximately 110 Approximately 1 January 1999



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*Finances***Fees**

ECU 450 per man-day, under the condition that you will be approved as an A expert by the European Commission (you will be informed by mid-December)

**Per diems**

Estonia: ECU 138 per night, with a maximum of approximately 140 nights

**International travel**

Budget to be approved by the Contracting Authority and to be determined later. International travel will be on the basis of economy class.

*Terms of payment***Fees**

Within 30 days after the end of each month and after receipt of the monthly time-sheets, signed by yourself and the beneficiary, at Berenschot EuroManagement. Last month will be paid after written approval of the final report and the executive summary by the Contracting Authority.

**Per diems**

Can be pre-financed before the start of each mission to Estonia, upon written request. Per diems have to be justified by the monthly time-sheets and boarding passes.

**International travel**

Can be pre-financed. Original tickets and boarding passes have to be submitted to Berenschot EuroManagement immediately after the end of each mission.

These conditions are preliminary and dependent upon receipt of your approval by Berenschot EuroManagement not later than tomorrow and upon approval of Berenschot EuroManagement's proposal by the Contracting Authority.


The conditions will be confirmed after the receipt as mentioned above.

I would appreciate to receive your signature for approval by returning this fax to the above fax number.

Kind regards,

For approval,

BERENSCHOT EUROMANAGEMENT



Marije Balt  
Contract Manager



Dr. Holger Schwemer

