



FAX TRANSMISSION

LRDP KANTOR Ltd, 13 The Leathermarket, 10-13 Weston Street, London SE1 3ER, UK
Fax: +44 (0)20 7403 8223 Tel +44 (0)20 73783080 E-mail: lrdplondon@lrp.co.uk

For the attention of: Birgitte Jokinen

Company:

To Fax Number: 0045 89 44 78 33

From: Edina Ocsko

Total No of pages including this page: 3

Date: 8 Nov 2006

Dear Ms Jokinen,

Further to the request from Mr Carsten Olsen, please find his contract in relation to the ESF Article 6 evaluation attached.

Best regards

Edina Ocsko

EVALUATION OF INNOVATIVE MEASURES UNDER ARTICLE 6 OF ESF REGULATION: "INNOVATIVE APPROACHES TO THE MANAGEMENT OF CHANGE"

CONTRACT NO: VC/2005/0004

CONTRACT

LRDP KANTOR Ltd, 13 The Leathermarket, 10-13 Weston Street, London, SE1 3ER, United Kingdom (hereinafter called "the contractor"), and

Mr Carsten Olsen, Vidarsvej 16, 3600 Fredrikssund, Denmark (hereinafter called "the consultant")

Agree the following:

1. PROJECT

LRDP KANTOR Ltd has entered into a contract with the Contracting Authority (i.e. The European Community represented by the European Commission, DG Employment and Social Affairs, Unit C/4) for the implementation of a project entitled 'Evaluation of Innovative Measures under Article 6 of ESF Regulation: "Innovative Approaches to the Management of Change" ("the project").

2. ASSIGNMENT

The consultant will be assigned to the project mentioned above to carry out the duties of the *Researcher in relation to ESF Article 6 projects with Lead Partners based in Denmark* in accordance with the enclosed Terms of Reference (Annex 1), and the Method Report of the project (Annex 2), for up to 9 (nine) working days until the submission of the 2nd Interim Report (i.e. 31 January 2007). Duties of the consultant will be specified in details by LRDP KANTOR in accordance with the Terms of Reference and Method Report. Planned key tasks and deadlines are as outlined below:

- Task 1: Analysis of project documentation in relation to 2 projects (with Lead Partners in Denmark) and arranging 2 visits to each project in agreement with LRDP KANTOR and the 2 project promoters: 1 visit to the Lead Partner and 1 visit to a transnational working meeting of each project (3 working days per project to cover the desk research and two project visits, a total of 6 working days for the 2 projects). *The first 2 project visits are to be taken place between the 10 April and 25 June 2006. The timeframe for the second project visits will be specified by LRDP KANTOR at a later stage.*
- Task 3: Providing feedback on desk research and interviews (after both 1st and 2nd round of visit) in the form specified by LRDP KANTOR in accordance with the Method Report (1.5 working day per project to cover the two feedback reports, a total of 3 working days). *Deadline for providing feedback on the first visit is the 30 June 2006. Deadline for providing feedback on the second project visit will be specified by LRDP KANTOR at a later stage.*

3. REPORTING

The consultant will take instructions from and report to LRDP KANTOR Project Manager (Edina Ocsko), and through her to the Project Director (Dr Michael Gregory).

4. DURATION AND WORKING DAYS

This contract shall enter into force with immediate effect and will expire on 28 February 2007. International travel days may only be treated as working days when they include demonstrable project work and/or meetings conducted in relation to the ESF Article 6 projects specified by the contractor (with project work having started before noon on the day of arrival / project work having ended after noon on the day of departure).

5. REMUNERATION AND METHOD OF PAYMENT

The consultant will receive a fee of €430 per working day, up to a total of €3,870. Payments of fees will be made against the invoices provided by the consultant, and will be subject to acceptance of related deliverables by LRDP KANTOR Ltd and the Contracting Authority, and provision of monthly Time Sheets (Annex 3). Requests for payment are to be sent to LRDP KANTOR Ltd following the approval of the 1st Interim Report up to 50% of the maximum fee amount and following the approval of the 2nd Interim

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Report the remaining fee amount due.

Travel, daily subsistence and accommodation costs will be reimbursed against monthly invoices, in accordance with Article II.7.2 - II.7.4 and 2.2 of Annex III of the principle contract between the Contracting Authority and LRDP KANTOR (see excerpts of the contract No VC/2005/0004 in Annex 5). Costs will be reimbursed on production of the "travel expenses reimbursement form" (Annex 4) together with the original supporting documents (including receipts of hotel accommodation and used tickets) to LRDP KANTOR no later than 20 days after the date of trip.¹

The contractor must be informed about the details of any project-related travel at least 10 working days before the planned visit. The contractor will make travel arrangements for the consultant or will have to approve the costs of travel before the consultant makes any arrangements. Expenses incurred without prior written approval from the Project Manager will not be reimbursed. In the event of scheduling problems occur, the consultant undertakes to resolve them to the mutual satisfaction of all parties.

6. TERMS AND CONDITIONS

The following will apply to this assignment:

- Standard Terms and Conditions (attached and forming part of this contract).
- Terms of Reference (Annex 1) and Method Report (Annex 2)
- Time Sheet (Annex 3)
- Travel Expenses Reimbursement Form (Annex 4)
- Excerpts from the principal contract between the Contracting Authority and LRDP KANTOR Ltd (Annex 5)

10 April 2006

Signed on behalf of LRDP Ltd

Signature:
Name: DR MICHAEL GREGORY

Date: 5/5/06

Signature of the consultant *[please sign both copies and return one to LRDP]*

I agree to carry out the assignment described in this contract. I also agree to the Standard Terms and Conditions attached to the contract.

Signature:
Name: CARSTEN H. OLSEN

Date: 23.08.2006

¹ The consultant have been informed late about this condition, why it doesn't apply.