

Guidelines on administrative procedures: contracts for external suppliers (*Act of Engagement*)

The Council of Europe has its own contractual documents which, for simplicity's sake, are based on European public tenders. [Here](#) you can familiarize yourself with the backgrounds of the most commonly used contracting procedures. The most used *One-Off Contract* can be awarded either following a direct negotiation or a call (in the case of bigger projects). All PEYR members are regularly informed on calls that are being published in the relevant area.

The guidelines below have been prepared to familiarize you in simple steps with some underlying principles for our future cooperation.

Before starting the work:

- Before we can conclude a contract, we need to add you to our **internal database of suppliers, where each supplier is registered under a specific number (FIMS number)**. This is the reason you were asked to fill out a form (*FIMS form*). As a freelancer, you can work as a sole proprietor (using your personal account) or you could be registered as a legal entity. The contractual procedure remains the same. Please note that only suppliers we register in our database can conclude a contract with the Council of Europe.
- After having discussed the tasks with one of the youth partnership staff members, **you will receive a proposal (*Act of Engagement*) with a detailed description of your tasks**, including the time-limit and the fee for each individual task. Instructions in the document will guide you through filling out the necessary parts, so please read them carefully.
- It is your responsibility to familiarise yourself with regulations in your country on contracts and receiving payments from abroad. **If you are subject to VAT for this work and you possess an intra community VAT number**, please state this number in the designated space in the *Act of Engagement*. The Council of Europe can request a VAT exemption certificate (*Article 151 – Directive 2006/112/CE*) for goods and services purchased or taxable in the European Union (other than France). This certificate must be requested by the Organisation from the French Administration before the final signature of the contract.
(Please note that for small enterprises, under the same directive, there is a non-taxable limit per country, and in that case there is no need for a VAT certificate if you do not exceed the limit. The list of countries and amounts could be consulted [here](#).) More useful information regarding VAT procedure for CoE contracts could be found on [this page](#).
- After completing pages 1 and 3 of the *Act of Engagement*, please return it to us by e-mail. Do not sign or date it yet. By returning a filled-out *Act of Engagement* back to the Secretariat, you agree to its terms. **Please note that the contract is not binding until it has been signed by both parties.**

- At this stage, the Secretariat starts an internal procedure for signing, which usually takes up to a week.
- **When ready, the *Act of Engagement* (now containing an individual contract number, as well as a PO number in the signature part) is sent to you for your signature. In all future correspondence related to administrative follow-up, please state these two numbers.**
You can either insert an electronic version of your signature or print out the document, sign it and send back the scanned version to the Secretariat. Please note that all pages need to reach us attached to one single e-mail.
- The contract (*Act of Engagement*) is then countersigned at our end and a .pdf version containing both parties' signatures is returned to you by e-mail.

After completing the work:

- **Once your tasks have been satisfactory completed and after the time-limit set for completion of the last task, you can submit your invoice to the Secretariat.** Please use a template at the end of this document, or feel free to use your own version. However, the following information needs to be included in every invoice:

Invoiced to:

Council of Europe -

Partnership between the European Commission and the Council of Europe in the field of youth

Avenue de l'Europe, F-67075 Strasbourg-Cedex

Your full name and address

Council of Europe Contract No. (indicated on the first page of your contract) and the PO number (indicated in the signature part)

Date the invoice on the date of submission. This date must be inserted after the last task is completed. Please note that the CoE secretariat is unable to insert this date by hand and the invoice will be invalid without a date being specified.

Insert all the individual tasks, as they are stated in your contract, including the amount to be paid for each task.

TOTAL to be paid (net fixed amount)

- For invoices following the VAT tax exemption procedure, please contact the Secretariat for additional guidance, as these need to fulfil additional requirements.

You are finally also invited to have a look at the Council of Europe's [webpage](#), where you will find general information for external suppliers. Please always check this page for any information you might need, before contacting the secretariat.

MODEL INVOICE (please delete when completing)

To be invoiced to:	Council of Europe - Partnership between the European Commission and the Council of Europe in the field of youth Avenue de l'Europe, F-67075 Strasbourg-Cedex
Name and address of Consultant:	Write your full name and address, as in the contract.
Invoice No.	This is for your own numbering system; you can use any n° you find useful or leave it empty.
Council of Europe Contract No.	Insert the Contract No. (indicated on the first page of your contract) and the PO number (indicated in the signature part).
Date:	Date the invoice on the date of submission. This date must be inserted after the last task is completed. Please note that the CoE secretariat is unable to insert this date by hand and the invoice will be invalid without a date being specified.
Signature:	
Description of Item	Amount €
Insert all the individual tasks, as they are stated in your contract, including the amount to be paid for each task.	
TOTAL to be paid (net fixed amount) ►	