

# Project Deliverable D2.3

<b>Project Number:</b>  293514	<b>Project Acronym:</b>  BIOPARTNERS	<b>Project Title:</b>  Reinforcing Georgian international cooperation capacities in the field of Food and Biotechnologies
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<b>Instrument:</b>  SUPPORT ACTION	<b>Thematic Priority</b>  INTERNATIONAL COLLABORATION
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<b>Title</b>  D2.3 Report on selection of Scientific Reference Team
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<b>Dissemination level ( Project co-funded by the European Commission within the Seventh Framework Programme)</b>		
PU	Public	X
PP	Restricted to other programme participants (including the Commission)	
RE	Restricted to a group defined by the consortium (including the Commission)	
CO	Confidential, only for members of the consortium (including the Commission)	

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**Authors (organizations) :**

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UMU.  
inno

**Abstract :**

The document describes how the reference team has been selected. The main role of the experts is to provide DIBBAUG with technical expertise, strategic vision regarding the EU-Georgia collaboration and connecting DIBBAUG to the key players in the field of Food, Agriculture and Biotechnology.

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## 1. Context

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According to the task 2.5: Selection and set-up of Scientific Reference Team of the BIOPARTNERS project, a high level Scientific Reference Team of experts in the Biotechnology (Food, Agriculture and Biotechnology) domain was set up, in order to have an external expert opinion on major project results.

The additional main purpose of setting up this independent high level expert group is to enlarge the communication scope of the BIOPARTNERS and consequently DIBBAUG with the aim to enhance collaboration between Georgia and Europe through the use of their current networks. Effective collaboration is greatly facilitated by the close interaction of individuals involved in R&D activities. In spite of the global communications revolution project collaboration remains first and foremost a “contact spot”, involving close, sustained interaction of individual scientists and engineers from different organisations.

The BIOPARTNERS Scientific Reference Team is constituted of 3 experts, chosen, according to a transparent selection process described below.

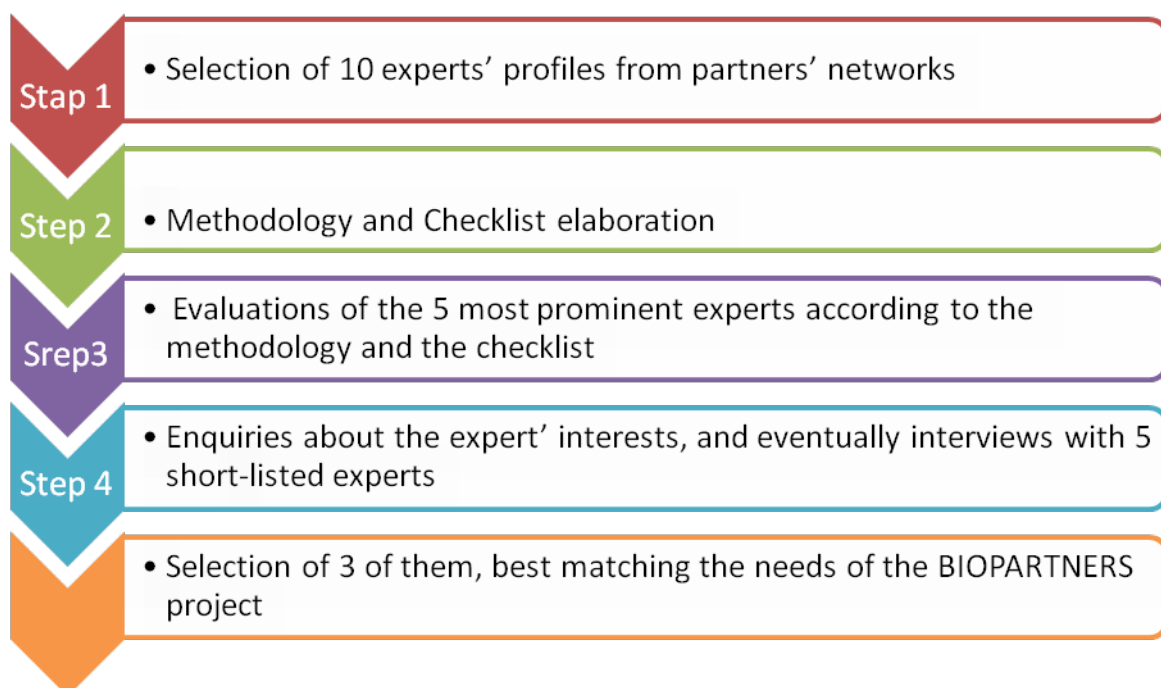
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## 2. Expert selection methodology

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### 2.1. Methodological approach

The methodological approach of experts selection has been preliminary discussed by the Consortium members during the kick-off meeting that was held in Murcia on the 5-8<sup>th</sup> of March 2012. The partners agreed that the selection of relevant experts will be organised according to the following methodology:



The procedure will be finalised by the signature of the appointment letter with each expert in order to formalise administrative and operational aspects of his/her mission.

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## 2.2. Selection steps

### *Step 1 : Selection of 10 profiles*

The preliminary list has been designed during the kick-off and composed of 10 specialists whose profiles, in accordance with the partners' views, met the project requirements.

Initial list of experts proposed for the scientific reference team	
1	<b>Otilio Fernanadez Villafane</b> - Madrid, Spain
2	<b>Timo K. Korpola</b> - Turku, Finland
3	<b>Marin Berovic</b> Ljubljana, Slovenia
4	<b>Walter Steiner</b> Graz, Austria
5	<b>Agnieszka Sirko</b> , Warsaw, Poland
6	<b>Roger N.F. Thorneley</b> - Norwich, UK
7	<b>Miguel A. Aranda</b> - Murcia, Spain
8	<b>Angel T. Martínez</b> - Madrid , Spain
9	<b>Francisco Javier de la Mata</b> - Madrid , Spain
10	<b>Rafael Gomez-Ramirez</b> - Madrid , Spain

All candidates for BIOPARTNERS reference team have been identified via partners' professional networks.

### *Step 2 : Checklist elaboration*

Partners agreed that the profiles of the BIOPARTNERS scientific reference team members might meet the following criteria:

Selection Criteria	
<b>1. English Knowledge</b>	<ul style="list-style-type: none"> <li>• Excellent command</li> <li>• Good command</li> <li>• Limited command</li> </ul>
<b>2. Professional experience</b>	<ul style="list-style-type: none"> <li>• Over 10 years</li> </ul>
<b>3. Sector of professional experience (In relevance to Food, Agriculture and Biotechnology)</b>	<ul style="list-style-type: none"> <li>• Highly relevant</li> <li>• Relevant</li> <li>• Low relevance</li> </ul>
<b>4. Networks (industrial, institutional/public, scientific)</b>	<ul style="list-style-type: none"> <li>• Large</li> <li>• Medium</li> <li>• Low</li> </ul>
<b>5. Knowledge EU Framework Programmes and Projects</b>	<ul style="list-style-type: none"> <li>• Relevant</li> <li>• Limited</li> </ul>
<b>6. International expert/ evaluator</b>	<ul style="list-style-type: none"> <li>• Highly experienced</li> <li>• Experienced</li> <li>• Not very experienced</li> </ul>
<b>7. Knowledge of international state-of-the-art in the field of Biotechnology in particular in the field of Food,</b>	<ul style="list-style-type: none"> <li>• Excellent</li> <li>• Good</li> </ul>

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<b>Agriculture and Biotechnology</b>	<ul style="list-style-type: none"> <li>• Limited</li> </ul>
<b>8. Experience in collaboration with Georgian organisations</b>	<ul style="list-style-type: none"> <li>• Excellent</li> <li>• Good</li> <li>• Limited</li> </ul>
<b>9. Experience in setting up technological partnerships</b>	<ul style="list-style-type: none"> <li>• Extensive</li> <li>• Good</li> <li>• Week</li> </ul>
<b>10. Availability</b>	<ul style="list-style-type: none"> <li>• High</li> <li>• Medium</li> <li>• Low</li> </ul>

*Step 3 & 4 : Short list and interviews with preselected experts*

Accordingly to the selection criteria and especially in respect with such an important issue as availability, the short list has been established as a following:

- 1. Marin Berovič**, Full Professor of Biotechnology and Bioprocess Engineering, Faculty of Chemistry and Chemical Engineering, Dept.Chemical, Biochemical Engineering, University of Ljubljana, Tel: + 386 1 24-19-510, Fax:+ 386 1 4760 300, Email: [marin.berovic@fkkt.uni-lj.si](mailto:marin.berovic@fkkt.uni-lj.si)
- 2. Walter Steiner**, Prof., Dipl.-Ing.Dr.techn., Institute of Biotechnology and Biochemical Engineering, Graz University of Technology, Erzherzog-Johann\_University. Graz, Austria, **retired** . Tel: + 43(0) 316 873-8420, Fax+ 43(0) 316 873-8434, Email: [walter.steiner@TUGraz.at](mailto:walter.steiner@TUGraz.at)
- 3. Timo K. Korpola**, Prof., Joint Biotechnology Laboratory, University of Turku, Turku, Finland, Tel: +358 2 333 8066. +358 49 764 470, Fax: +358 2 333 8080, Email: [timokor@utu.fi](mailto:timokor@utu.fi),
- 4. Agnieszka Sirko**, Prof., Institute of Biochemistry and Biophysics, Department plant biochemistry, Warsaw, Poland , Tel.: +4822 6584801, Email: [asirko@ibb.waw.pl](mailto:asirko@ibb.waw.pl)
- 5. Miguel A. Aranda** , Research Prof., Departamento de Biología del Estrés y Patología, Centro de Edafología y Biología Aplicada del Segura (CEBAS)- CSIC, PO Box 164, 30100 Espinardo, Murcia, Spain. [m.aranda@cebas.csic.es](mailto:m.aranda@cebas.csic.es)

These persons have been personally contacted by the Durmishidze Institute of Biochemistry and Biotechnology of Agrarian University of Georgia (DIBBAUG) and University of Murcia( UMU) . Each interview was focused on a presentation of project’s objectives, main activities and key expected impacts; BIOPARTNERS scientific reference team purpose and discussion on the competences requested for. The interview has been closed by the invitation to mark an interest for the project and to joint BIOPARTNERS reference team. All experts contacted expressed their interest for the topic.

*Step 5 : Final list of the BIOPARTNERS scientific reference team*

The profiles of 5 candidates who expressed interest to become a member of the reference team has been discussed during the consortium conference call in July.

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Final selection of the three members of the REFERENCE TEAM is as following:

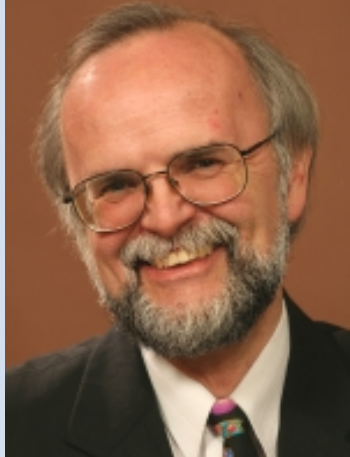
1. **Prof. Marin Berovic**
2. **Prof. Walter Steiner**
3. **Prof. Miguel A. Aranda**

The appointment letter has been designed by the consortium. It contains a description of the duties to be carried out by the reference team member. It establishes the contract with the expert and should be signed by him/her. The template of the Appointment letter is annexed to the present report.



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### 3. Experts' profiles

Country	<b>Slovenia</b>	
Name	<b>Dr. Marin Berovič</b>	
Position	<b>Full time Professor of Biotechnology and Bioprocess Engineering</b>	
Organisation	<b>Faculty of Chemistry and Chemical Engineering, Dept. Chemical, Biochemical Engineering, University of Ljubljana</b>	
Telephone	<b>+ 386 (0) 1 24-19-510</b>	
Email	<b><a href="mailto:marin.berovic@fkkt.uni-lj.si">marin.berovic@fkkt.uni-lj.si</a></b>	

- **1976 B.Sc., 1979 M.Sc.** in Chemical Engineering, on Faculty of Chemistry and Chemical Engineering, University of Ljubljana.
- **1986 Ph.D**, Biochemical Engineering, Technical University, Graz, Austria
- **1976/1998** higher research scientist on National Institute of Chemistry as a head of Bioreactor Engineering Centre.
- **1996 Assistant Professor of Bioprocess Engineering** on Biotechnical Faculty University of Ljubljana
- **1998 Assistant Professor of Biotechnology** on Faculty of Chemistry and Chemical Engineering, Dept. Chemical, Biochemical Engineering University of Ljubljana
- **1985, 1987, 1989 Heading International Bioreactor Engineering Courses**
- **1986 Yugoslavia state representative in European Federation on Biotechnology (EFB)** in Working Party on Bioreactor Performance.
- **1989 Establish European Federation on Biotechnology Bioreactor Engineering Course, doctoral/post doctoral engineering course, Graz 1989**
- **1996 European Section on Bioprocess Sciences (ESBES) founding member** and Head of Task Force Bioprocess Engineering Courses
- **2002 Associated Professor of Microbial Biotechnology and Bioprocess Engineering** on Faculty of Chemistry and Chemical Engineering, Dept. Chemical, Biochemical and Ecology Engineering University of Ljubljana
- **1991-2012 Organize and manage European Federation on Biotechnology Bioprocess Engineering Course**, principal doctoral/post doctoral engineering course of EFB Working Party on Bioreactor Performance, Working Party on Measurement and Control Working Party on

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Downstream Processing, Supetar Island of Brac, Croatia.

## International Activities

**2005 Chairman of European Section on Biochemical Engineering Sciences**

**2002 Vice-Chairman of International Organization on Biotechnology and Bioengineering ( World Association)**

**2005 Member of The Executive Board of European Federation on Biotechnology**

**2007 Full time Professor of Biotechnology and Bioengineering**

**2010 Co-Editor of Volume Biotechnology – Encyclopaediae of Life Support Systems ( World Encyclopaediae of Science and Technology)**

## Competences and Relevant Projects of Research in Biotechnology

- Biochemical Engineering of Antitumor and Anticancer Immunostimulants from Pharmaceutically Interesting Mushrooms by Submerged and Solid State Cultivation
- Submerged and Solid State Bioprocess Engineering
- Redox Potential as a Key Physiology Parameter in Submerged Fermentation Technology
- Bioreactor Design and Process Operations
- Bioprocess Instrumentation Control
- Bioprocess Rheology
- Process Integrated Systems
- Scale-Up of Industrial Processes
- Foam and Foaming Separation in Bioprocess Technology
- Process Engineering in Wine Technology

## Scientific Training

1977 Institut für Biochemische Technologie und Microbiologie, Technische Universität Graz, Austria, (Bioprocess Engineering)

1989/1990 Technical University Delft-Leiden, The Netherlands, (Modelling in Biotechnology)

1993 Institut für Technische Chemie Technische Universität Hannover, Germany (Comprehensive Methods for Bioreactor Engineering)

1993 Technical University of Denmark, Lyngby, Denmark, Center for Process Biotechnology / Department of Biotechnology (Morphologically Structured Models)

1993 University of Strathclyde, Glasgow, Great Britain, (Rheology of Filamentous Fungal Broths)

**Books : Co Editor of World Encyclopaediae on Living Support Systems EOLLS Volume Biotechnology**

**Editor and co-editor of 8 text books EFB Bioprocess Engineering**

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**Editor on** : Biochemical Engineering : New Biotechnology Journal  
Biotechnology Annual Review

**Referee** : Biotechnology Bioengineering  
Journal of Biotechnology, Biochemical Engineering Journal,  
International Journal of Medicinal Mushrooms


**Member of Editorial Boards** : Food Technology Biotechnology  
Chemical Biochemical Engineering Quaterly  
Phytomedicine

**Member of** : New York Academy of Sciences, American Chemical Society  
International Organisation on Biotechnology,  
European Association for Promotion of Science and Technology

**His scientific bibliography** : contents 456 various contributions from the field of Biotechnology and Biochemical Engineering.

**He obtained four awards for his scientific and research work, two National B. Kidric Awards for research and inovations and Krka Award.**

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Country Name	<b>Austria</b> <b>Dr. Walter STEINER</b>	
Position	<b>Professor, retired</b>	
Organisation		
Telephone	<b>+43 316 873 8420</b>	
Email	<a href="mailto:walter.steiner@TUGraz.at">walter.steiner@TUGraz.at</a>	

University education and career:

1965 - 1973	Technical Chemistry. Technical University of Graz
9.3.1973	Diploma degree “Diplomingenieur” in Technical Chemistry
1973 -1974	Assistant at the Department of Chemical Engineering, Techn. Univ. Graz
1974 - 1988	Assistant at the Department of Biotechnology, Microbiology and Waste Treatment, Techn. Univ. Graz
28.6.1980	Doctoral degree, Dr. techn. (Equivalent to PhD) with honours in Biotechnology, TU- Graz
1982	Postdoc at the “National Institute of Chemistry”, Ljubljana, Slovenia
25.5.1988	Habilitation or Venia legendi in Biotechnology, Academic lecturer/reader, Degree of an “University Docent”
4.10.1988	Associate Professor
since 1988	Member of the board of directors of the Austrian Society for Biotechnology
1988-1994	Local Branch Leader of the Austrian Society for Biotechnology


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	since 1991	Austrian Delegate at the European Federation of Biotechnology (ESAB), Working Party "Applied Biocatalysis"
	1992 - 1994	Vice-President of the Austrian Society for Biotechnology
	1.9.1994	a. o. Univ. Professor
	since 18.9 1995	Honorary Member of the " National Institut of Chemistry, Slovenia, Lubljana
	1996-1998	Member of the Senate of the University
	1994 -1997	President of the Austrian Society for Biotechnology
	1997-1999	Vice-President of the Austrian Society for Biotechnology
	1.10.2000 - 31.12.2004	Head of the Department (Institut für Biotechnologie)
	1.1.2005	Vice-Head of the Department (Institut für Biotechnologie und Bioprozeßtechnik).
	since 1.11.2009	retired

Univ.Prof. Walter Steiner was also head of the "Enzyme - Technology" group in the department of Biotechnology at the Graz University of Technology. In addition to teaching Biotechnology, Biochemical Engineering, Enzyme Technology, Wood Protection, Process Control and Optimisation in Biotechnology at the Graz University of Technology, he is appointed as external examiner and teacher at several Universities abroad and member of the Editorial Board of several scientifically recognized journals. (J. Biotechnology, Engineering in Life Sciences, Chemical & Engineering Technology, Acta Chimica Slovenica, Food Technology and Biotechnology,...). Evaluator in different national and international activities including EC projects. He was acting as grant holder in the Tempus -Joint project "New curriculum models for educating food engineers" (JEP-40065-2005)

His research is focused on "Enzymes involved in the degradation of natural biopolymers", "Enzymes for enhanced biogas(methane) production" on "Enzymes in Pulp and Paper Industries" on "Isolation and Characterization of Starch-phosphorylases", in "Biofunctionalization of Polymers" and on Enzymes involved in the Biodegradation of Environmentally Difficult-degradable Compounds as well as on "Enzymes from Extremophiles" and on "Biocatalysis and Biotransformations". He organized several scientific Meetings, Symposia and Summer Schools. More than 150 publications in refereed journals, 5 patents, over 200 lectures and posters, several other contributions in books, etc. show his scientific record and activities.

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Country	Spain	
Name	Dr. Miguel A. Aranda	
Position	Research Professor	
Organisation	Departamento de Biología del Estrés y Patología, Centro de Edafología y Biología Aplicada del Segura (CEBAS), Consejo Superior de Investigaciones Científicas (CSIC)	
Telephone	34-968396355	
Email	<a href="mailto:m.aranda@cebas.csic.es">m.aranda@cebas.csic.es</a>	

### Academic data

University studies: Agricultural Engineering. Universidad Politécnica de Madrid, 1989.  
 Predoctoral fellow, Universidad Politécnica de Madrid, 1990-1995. PhD in Plant Pathology, Universidad Politécnica de Madrid, 1995.

### Employment

- 1989** Consultant Agriculturalist, INCOYDESA, Madrid, Spain.
- 1990** PhD student (MEC fellow), Plant Pathology, UP Madrid, Spain.
- 1995** Post-doc (MEC fellow), Virology, John Innes Centre, Norwich, UK.
- 1997** Post-doc (Marie Curie fellow), Virology, John Innes Centre, Norwich, UK.
- 1999** Tenured Scientist, Virology, EELM-CSIC, Málaga, Spain.
- 2002** Tenured Scientist, Virology, CEBAS-CSIC, Murcia, Spain.
- 2006** Research Scientist, Virology, CEBAS-CSIC, Murcia, Spain.
- 2009** Research Professor, Virology, CEBAS-CSIC, Murcia, Spain.

### Research Interests

Plant Virology – Molecular Genetics - Genomics

### Teaching and training

- Since 1995** Supervisor of 11 PhD students, 2 graduate students and other students.
- Since 2009** Teaching in Applied Virology, Master in Plant Biology and Biotechnology (Univ. Murcia, Spain).
- Miscellaneous** Teaching in various masters, seminars (Univ. Málaga; Univ. Murcia; JIC, UK; Univ. P. Cartagena, etc).

### Management

- 2000-2002** Deputy Director, EELM-CSIC, Málaga, Spain
- Since 2007** Founder and shareholder of the company Bioprodin, a spin-off of CSIC, UM and IMIDA (Spain).

**Since 2008** Head of Department. Stress Biology and Plant Pathology, CEBAS-CSIC, Murcia, Spain.

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### Editorial tasks in scientific journals

*Molecular Plant Pathology*, member of editorial board (2002-2008)

*Open Virology Journal*, member of editorial board (2008- )

*Annals of Applied Biology*, member of editorial board (2009- )

*Journal of General Virology*, member of editorial board (2009- )

**Total number of papers included in the Science Citation Index: 57**

**Average citations per paper: 25**

**Average Impact Factor: 3.8**

**H index: 22**

### Main research projects (last five years)

**-Title:** Co-ordination of research on genetic resistance to control plant pathogenic viruses and their vectors in European crops (RESISTVIR)

**Financial source:** Unión Europea (6º Programa Marco) (ref. FOOD-CT-2004-514048)

**Budget:** 2.280.700 Euros

**Years:** 2005-2009

**-Title:** Dianas para la mejora de las resistencias del melón a virus de importancia agronómica

(RESMELOVIR).

**Financial source:** Ministerio de Educación y Ciencia (ref. AGL2006-08069/AGR)

**Budget:** 174.482 Euros

**Years:** 2006-2009

**-Title:** Resistencia Genetica al Virus del amarilleo de las venas del pepino

(Cucumber vein yellowing virus, CVYV) en pepino (*Cucumis sativus* L.) (SUE-AGR 07/04-0008).

**Financial source:** Consejería de Educación, Ciencia e Investigación de la Región de Murcia.

**Budget:** 79.002 Euros

**Years:** 2008-2009

**-Title:** Development of genomic tools in cucurbits, including the sequencing of the melon genome, and their application for breeding these crop species.

**Financial source:** FUNDACIÓN GENOMA ESPAÑA.

**Budget:** 537.400 Euros

**Years:** 2009-2011

**-Title:** Traducción de RNAs de virus de plantas independiente de cap: análisis del modelo experimental MNSV/melón y aplicaciones biotecnológicas (TRADUVIR).

**Financial source:** Ministerio de Ciencia e Innovación (ref. AGL2009-07552/AGR)

**Budget:** 264.000 Euros

**Years:** 2010-2012

**- Title:** Identification of new plant susceptibility factors whose modification would confer virus resistance (VIRECROP).

**Financial source:** Plant-KBBE 2009. Ministerio de Ciencia e Innovación (ref. EUI2009-04009)

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**Budget:** 520.000 Euros

**Years:** 2010-2012

**Title:** Epidemiología y dinámica evolutiva del Virus del amarilleo de las cucurbitáceas transmitido por pulgones (*Cucurbit aphid-borne yellows virus*, CABYV).

**Financial source:** Fundación Séneca de la Región de Murcia (Ref. 11934/PI/09)

**Budget:** 60.116 Euros

**Years:** 2010-2012

### Patents

**Inventors:** M.A. Aranda & C.F. Marco

**Title:** Procedimiento para la detección del Virus del amarilleo de las venas del pepino (CVYV)

**No. of application:** 200102784.

**Date of priority:** 14/12/2001

**Inventors:** M. Franco, J.M. Aguilar, C.F. Marco, J.A. Díaz, E. Rodríguez-Cerezo y M.A. Aranda

**Title:** Método para generar resistencia frente al Virus del amarilleo y enanismo de las cucurbitáceas (CYSDV) en plantas, construcciones genéticas usadas y plantas resistentes a CYSDV obtenidas mediante dicho método

**No. of application:** 200201437.

**Date of priority:** 21/06/2002

**Inventors:** Martínez-García, B., Marco, C.F., Aranda, M.A., López-Abella, D., Serra-Yoldi, M.T., López-Moya, J.J.

**Title:** Procedimiento de obtención de la proteína recombinante de la cápsida CP del virus del amarilleo de las venas del pepino, cucumber vein yellowing virus (CVYV) y sus aplicaciones.

**No. of application:** 200202875.

**Date of priority:** 13/12/2002

**Inventors:** Sempere, R.N., Gómez, P., Truniger, V., Aranda, M.A.

**Title:** Secuencia viral implicada en la regulación de la expresión génica, vector de expresión, célula y planta que la comprende

**N. of application:** P200930391

**Date of priority:** 30/06/2009



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## 4. Annex : Appointment letter template

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DIBBAUG

Alley David Agmashenebeli, 13 km

0131 Tbilisi, Georgia

**To the attention of:**

**Professor**

Address:

Tel:

Fax:

Tbilisi, 25 August, 2012

### **APPOINTMENT LETTER**

**Subject: BIOPARTNERS scientific reference team member appointment – Professor**

Dear Professor

The project BIOPARTNERS N° 293514 funded by the European Commission under the 7<sup>th</sup> Framework Programme, would like to thank you for agreeing to become a member of the BIOPARTNERS scientific reference team throughout the project duration 3 years (January 1, 2012 – December 31, 2014). The BIOPARTNERS project has been implemented by DIBB of Agrarian University of Georgia (DIBBAUG) (project coordinator) in partnership with the international consortium - University of Murcia and inno TSD.

**Description of the BIOPARTNERS team member duties**

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Your duties, as the BIOPARTNERS Expert, are aimed at **promoting and supporting EU-Georgian R&D collaboration in the field of Food, Agriculture and Biotechnology**, and are as follows:

1. **Provide contact** with the specialists involved with the different European networks in order to help DIBBAUG's integration into European technology Platforms and to promote DIBBAUG's participation in the FP7 projects;
2. **Promote** the BIOPARTNERS project and its activities, acting as a "project ambassador" by **keeping your various networks informed** of the project outcomes, and by **disseminating information about BIOPARTNERS**, for example at the conferences or workshops in which you participate;
3. **Take part in at least 4 peer reviews planned by the project:**
  - One for the Strategic Development Plan of DIBBAUG
  - One review of the Twinning plan
  - Two reviews of the twinning and international cooperation activities
4. **Validate** project findings and recommendations on twinning activities implementation, joint lab feasibility and reinforcement of DIBBAUG international cooperation capacities;

In addition, you may be asked to participate in the specific project meetings and/or in the major project events (eg. internal workshops of DIBBAUG, networking and brokerage sessions, final project conference in Tbilisi,...), organized during the project's life time.

You should act impartially and provide the best of your abilities, your professional skills, knowledge and ethics in accordance for the benefit of the project with the guidelines and time schedule provided in this Appointed Letter.

#### **Duration of this assignment**

You will be required to perform and complete your Expert's tasks between the dates of the signature of this appointment letter and at least one month before the end of the BIOPARTNERS project (planned project end date: December 31, 2014). The present agreement is established for the duration of the Contract N° 293514. If for some reasons the Contract N°293514 is stopped, cancelled or

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suspended by the European Commission, the present agreement will be respectively stopped, cancelled or suspended on the same day. If this is the case, you will be informed as soon as possible.

### **Cost claim**

You may claim the cost of travel and accommodation for attending the BIOPARTNERS events, but only if these costs items and amounts are agreed in advance with DIBBAUG. Please note that claims for expenses must relate only to the travel and accommodation costs and not to equipment or other resources. Travel and accommodation costs are reimbursed on the basis of actual expenditure, economy (Y) class flight only (boarding passes must be kept) or 1<sup>st</sup> class train.

If you wish to make a payment claim, please note that you have to send your invoice together with all original supporting documents relating to the expenses claimed to DIBBAUG within no more than 30 days after the completion of your duties, and in any case before November 30, 2014. If you have not submitted these documents within this period, it is presumed that no claim for payment or for reimbursement of expenses will be requested.

DIBBAUG will **not** reimburse any other expenses. DIBBAUG will not be responsible for payment of any charges (including employment charges) or taxes.

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For expenses claims, you will need to convert any currency into EURO when necessary. It has to be done on the basis of the rate defined in article 91 of the Commission Regulation (EEC, Euratom, ECSC) N 610/86 of 11/12/1986 laying down rules for the implementation of certain provisions of the Financial Regulation of 21/12/1977 for the month in which the expenses were incurred. Such rates are published on the monthly basis in the Supplement to the European Communities Official Journal after the 10<sup>th</sup> of each month, and are available on the Internet (InforEuro) at: <http://ec.europa.eu/budget/inforeuro/index.cfm?Language=en>

Coordinator may, decrease or increase the number of expert working days, depending on the needs of the project, or for any other justified reason. You will be informed immediately if such decision is taken.

### **Conditions**

You should also note that, in accepting the provisions of this Appointment Letter, you commit yourself to respect the applicable national legislations (including social charges, taxation and value added tax) with regard to any payments received from DIBBAUG on behalf of the BIOPARTNERS contract and with regard to social security matters and working rights. Upon request by any competent national authorities, DIBBAUG may inform them about any payment made for the performance of your duties.

DIBBAUG will not under any circumstances or for any reason whatsoever be liable for damage sustained by you during the performance of your duty. The provisions of the present appointment letter do not constitute an employment agreement and DIBBAUG is not liable to provide you with any compensation or coverage in the event of injury or illness.

