	ANNEX III to CONTRACT [NUMBER] RULES RELATING TO ACCESS AND PRESENCE OF EXTERNAL STAFF ON THE ISPRA SITE OF THE JOINT RESEARCH CENTRE (JRC)  JRC-ISPRA'S D&WM PROGRAMME MANAGEMENT ASSISTANCE SERVICES (PMAS)	JRC/IPR/2016/G.III.9/5008/OC  Page 1 of 2

## **RULES RELATING TO ACCESS AND PRESENCE OF EXTERNAL STAFF ON THE ISPRA SITE OF THE JOINT RESEARCH CENTRE (JRC)**

### **ARTICLE 1 – PROPOSAL**

The Contractor shall assign the necessary specialised personnel to implement the work being the subject of this contract.

The Contractor shall, within 20 days prior to the envisaged beginning of the work on JRC Ispra Site, submit to the Commission the list of his employees he will entrust with the execution of the one site services, transmitting for each Person information on name, first name, date and place of birth, nationality, profession, residence, enclosing a photograph and a Police/Criminal Record (the “Certificato penale”). If applicable a copy of the Permit of Stay ('Permesso di Soggiorno') may also be requested.

### **ARTICLE 2 – ACCEPTANCE**

Persons may only have access to the JRC Ispra site with a permit or badge that has been delivered to them personally at the discretion of the Commission.

The Commission reserves the right not to accept unwelcome persons on the site, at its discretion, by informing the Contractor.

Upon acceptance by the Commission of the list of employees, the Commission shall issue for each person an entrance permit or badge, which the bearer shall be required to show at the request of JRC Ispra Security Staff.


The Contractor shall make sure that the permit or badge is returned to the Commission at the end of the bearer's services on JRC Ispra Site.

The Contractor is responsible for any damages caused to the Commission through the loss or omitted restitution of the permit.

### **ARTICLE 3 – PRESENCE IN THE JRC**

The Contractor undertakes to deal with the necessary procedures for the entry and presence on the site, not only for his own personnel but also for the one of his subcontractors.

The activities must be performed during the working hours of the JRC Ispra site, on working days, unless otherwise specified in the contract, in its Technical Specifications (Annex I of the contract) or in the offer of the Contractor (annex II of the contract).

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The JRC opening time is:

**Monday - Friday: from 7.00 to 20.00**

The working hours of the Contractor's personnel must be included in the JRC's normal working hours which are as follows:

**Monday - Friday: 8.30 – 12.30 / 13.30 - 17.30**

Manual work (non-office work) in controlled and supervised areas is only authorised within time slots:

**Monday - Friday: from 8.40 – 12.20 / 13.40 – 17.20**

Working day means a day of 8 working hours (40 working hours per week).

The Contractor will receive the list of days regarded as holidays by the JRC, apart from Saturdays and Sundays.

Dispensation to the above-mentioned timetable shall be possible only with the authorisation granted on a case by case basis by the representatives of the Commission.

#### **ARTICLE 4 – SAFETY REQUIREMENTS**

See the Annex "Safety contractual clauses".

#### **ARTICLE 5 – RECALL AND REPLACEMENT OF PERSONNEL**

The Commission may request that the Contractor recalls a person from the Site when deemed appropriate. The Contractor shall immediately comply with such a request, and, if requested by the Commission, the Contractor shall substitute the person concerned by another employee.