RICARDO



Transport Research Center (Centrum dopravního výzkumu - CDV)

Ricardo Energy & Environment

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T: ***xxxxx***

E: xxxxx

Centre for Transport Research, v.v. i. Líšeňská 33a

636 00 Brno

Czech Republic

FAO: xxxxx 24 November 2022

Dear xxxxxxxx

EUROPEAN ROAD SAFETY CHARTER - APPOINTMENT TO THE NATIONAL RELAY NETWORK

Ricardo-AEA Ltd (trading as Ricardo Energy & Environment) is pleased to inform you that Transport Research Center (Centrum dopravního vyzkumu - CDV) been appointed as a National Relay under the European Road Safety Charter, which Ricardo is operating under contract to the European Commission.

The details of the appointment are as follows:

**Scope of work:** the tasks required of a National Relay are defined in the attached Terms of Reference (the document entitled “National Relay Terms of Reference v2.0.pdf”).

**Duration:** This contract will run from 1 November 2022 to 31 October 2023.

**Price:** The tasks set out within the Terms of Reference shall be charged at a rate of 164 euros per day, which shall remain fixed and firm for the duration of this appointment. The rate is inclusive of any taxes.

Travel and subsistence expenses should be incurred in accordance with the attached guidance document (entitled "ERSC NR T&S guidance.pdf) and claims made using the attached claim form provided. The maximum travel and subsistence expenses should not exceed 600 euros.

The contact person in Ricardo for all matters relating to the National Relay network is Kate Thompson. Please use [**xxxxxx**](mailto:ERSC-helpdesk@ricardo.com)for all communication.

**Invoicing and payment:** invoices for fees and epenses incurred shall be submitted annually in arrears on 15 November quoting reference number ***xxxxx*** and submitted with a fully completed claim form to xxxx.

Payments shall be made within 30 days of date of invoice.

**Terms and conditions:** the tasks should be undertaken in accordance with the attached terms and conditions derived from the contract between the European Commission and Ricardo (the document entitled “ED13254 terms and conditions for National Relays.pdf) insofar as they are appropriate and applicable.

Registered office

Ricardo Energy & Environment, a trading name of Ricardo-AEA Ltd

Head Office

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Fermi Avenue,

Harwell,

Oxon

0X11 OQR

Shoreham Technical Centre

Shoreham-by-Sea

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BN43 5FG

Registered in England No. 08229264

VAT Registration No.

212 8365 24

**Ricardo’s expectations of suppliers and contractors:** all organisations which are providing services to Ricardo are required to comply with Ricardo’s expectations of contractors, which can be found at: <http://ee.ricardo.com/cms/suppliers> . Signature of this letter will constitute acceptance of these expectations.

Please counter-sign this letter to confirm acceptance of your appointment on the basis set out in this letter.

Ing. Jindřich Frič, Ph.D.

Yours sincerely

**xxxxxxxx Procurement**

We confirm acceptance of this letter dated 24 November 2022.

Date

Datum: 2022.12.05 17:31:39+01'00'

Name

Position

For and on behalf of Transport Research Center (Centrum dopravního výzkumu - CDV)