

01/05/2023

Butterfly Conservation Europe

Postbus 506

NL-6700 AM Wageningen

The Netherlands

[www.bc-europe.eu](http://www.bc-europe.eu)

[info@bc-europe.eu](mailto:info@bc-europe.eu)

**Contract with Butterfly Conservation Europe:**

Supporting co-ordination of butterfly monitoring in Czech Republic 2023

I am pleased to confirm that Butterfly Conservation Europe wishes to contract you to conduct tasks related to expanding butterfly monitoring in Europe under the SPRING project (Strengthening Pollinator Recovery through INDicators and monitorinG). The contract is subject to the enclosed general conditions and to the following:

1. The contract will run from 01/06/2023 to 31/12/2023 paying for the coordination of the Czechia BMS done during 2023
2. The work shall be carried out in accordance with the activities described *Annex A- BMS improvement Czech Rep23* and as agreed with agreed with *Biology Centre of the Czech Academy of Sciences*.
3. The total amount payable by Butterfly Conservation Europe for the works to be performed under this contract shall be up to **€5000** (incl. overheads and any VAT), which amount shall not be exceeded without prior written approval from Butterfly Conservation Europe at the above address. As a self-employed individual, you shall be responsible for your own tax/local insurance.
4. **Project Management**  
You will work closely with [REDACTED] who is the nominated officer for this contract.
5. **Project tasks**  
Overall tasks are attached. A precise work programme will be agreed with [REDACTED].
6. **Payment**  
Payment will be made upon the satisfactory completion of the contract in accordance with our terms and receive all requirements and complete activities by 01/09/2023. Possibility to transfer half of the amount (€2500) completing half of the activities described in Annex A.
7. BCE undertakes all possible measures to reduce the effects and spread of computer software viruses. You must ensure that you use up-to-date and effective virus software in all your work for BCE. Failure to comply with this may reduce payment on the contract, as you will need to meet the cost of repair/replacement of any hardware necessary to correct the problem.
8. You accept full responsibility for compliance with all Health & Safety legislation and all other relevant Acts and Regulations in respect of the work comprised in the contract. You will be liable for your own insurance for any work undertaken during the contract.
9. Please refer to Annex A for further general conditions which are incorporated into this contract.

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Acceptance or refusal of this contract must be made in writing to me at the above address by [REDACTED]. A copy of this letter is attached for you to sign and return.

Please do not hesitate to contact [REDACTED] if you require any clarification on the above. I wish you every success with the programme of work.

Yours sincerely

[REDACTED]

[REDACTED]  
(Chair, BC Europe)

**Contract: Provision of policy advice top conserve Lepidoptera in Europe**

I accept / decline this contract. I have read and understood the conditions of this contract and agree to comply with them.

Signed: [REDACTED]

Date:

Prof. RNDr. Libor Grubhoffer, CSc.  
Biology Centre v.v.i.  
Czech Academy of Sciences  
Branišovská 31  
370 05 České Budějovice  
Czech Republic

[REDACTED]

[REDACTED]

## Annex A - Contract BMS improvement

### General Actions for the improvement of the Czech Republic BMS (SPRING project) for 2023

#### Activity 1

*Support of the BMS: workshop, training*

- 1.1 Coordination of the scheme: contact with volunteers, support new transects...
- 1.2 Preparation of big workshop North of Czech Republic (volunteer annual meeting) together with some Slovak interested volunteers
- 1.3 Preparation of regional workshops (one or two): recruitment and training eBMS tools, dissemination of BMS, small work
- 1.4 Preparing the online workshop on Butterfly Count App + eBMS website usage (transect entry, data downloads, etc.)
- 1.5 Preparing the online training on butterfly identification for Czech Republic

#### Activity 2

*Translation of eBMS improvements on the tools (website and app on Transifex)*

- 2.1 Short translation needed for the new functions and improvements of eBMS in 2023

#### Activity 3

*Translation eBMS website by word files*

- 3.1 Translation of the eBMS menu into Czech
- 3.2 Translation of the eBMS website basic content (less than 1000 words) into Czech. Pages: *Home page, My data, My transect sites, My samples, My annual summary, Entry Data page and review other important pages*
- 3.3 Generate the information for the BMS national page on the eBMS website into Czech and English (<https://butterfly-monitoring.net/cs/node/117>).
- 3.4 Provide the transect volunteer material used in Czech BMS to be place on the eBMS website (including the Transect Manual and other materials)

#### Activity 4

*Field Guide material*

- 4.1 Produce the Field Guide of the most common butterflies of Czech Republic (100 species)
- 4.2 Produce the English versions of this Field Guide

#### Activity 5

*Material of eBMS dissemination*

- 5.1 Translation of the eBMS leaflet into Czech (adapted to the country), explaining the basic methodology and eBMS network
- 5.2 Translation of ButterflyCount leaflet into Czech
- 5.3 Printing dissemination material