



Centrum dopravního výzkumu (CDV)

Centre for Transport Research, v.

v. i. Líšeňská

33a

636 00 Brno

Gemini Building  
Fermi Avenue, Harwell  
Didcot  
Oxfordshire  
OX11 0QR, United Kingdom

E: T:

14 February 2025

Dear

## EUROPEAN ROAD SAFETY CHARTER – APPOINTMENT TO THE NATIONAL RELAY NETWORK

Ricardo-AEA Ltd is pleased to inform you that **Centrum dopravního výzkumu (CDV)** has been appointed as a national relay under the European Road Safety Charter (ERSC), which Ricardo Nederland BV is operating under contract to the European Commission. Ricardo-AEA Ltd (hereinafter referred to as "Ricardo") is responsible for the day-to-day management of the ERSC including the engagement and management of national relays.

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 2025 v1.0 FINAL.pdf").

**Duration:** This contract will run from 1 January 2025 to 15 December 2025 and will be reviewed on an annual basis thereafter.

**Price:** As a national relay you will be required to produce an action plan of tasks covering those set out within the Terms of Reference. The action plan will be reviewed and approved by Ricardo at the start of your contract term. You will be able to claim a maximum of 2,800 Euros to cover the tasks set out in your action plan. This maximum amount will cover staff and travel costs and will 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 Travel guidance.pdf"). Any travel costs should be incorporated into your action plan and up to 500 Euros of travel costs will be covered by your maximum amount set out above.

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

**Invoicing and payment:** invoices shall be submitted annually in arrears after 15 December quoting reference number **70117119** and submitted to

### Ricardo-AEA Ltd

Head Office  
Gemini Building,  
Fermi Avenue,  
Harwell,  
Oxon  
OX11 0QR

Tel: +44 (0)1235 753 000

### Registered office

Shoreham Technical Centre  
Shoreham-by-Sea  
West Sussex  
BN43 5FG

Registered in England No.  
08229264

VAT Registration No.  
212 8365 24



ee.ricardo.com

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 Nederland BV (the document entitled "ED18272 terms and conditions for National Relays.pdf) insofar as they are appropriate and applicable.

**RICARDO GROUP POLICIES**

In counter-signing this letter, you shall be deemed to have read and accepted Ricardo Group policies (including supplier code of conduct) which can be found at:

[Policies](#) | [Governance](#) | [Who we are](#) | [Ricardo](#)

However, any provisions set out in the attached terms and conditions shall take precedence over Ricardo Group policies where necessary.

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

Yours sincerely

**Project Manager**

.....  
We confirm acceptance of this letter dated ..... 2025.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

For and on behalf of .....