

European Commission

Call for tenders - JRC/SVQ/2021/OP/0287

**Technical support for the revision of EU Ecolabel
Criteria for indoor and outdoor Paints and Varnishes
Product Group**

TENDER SPECIFICATIONS

Part 2: Technical Specifications

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1 BACKGROUND AND RATIONALE

1.1 The Directorate and the Unit

The mission of the Directorate B – Fair and Sustainable Economy of the Joint Research Centre (JRC) of the European Commission, based in Seville (Spain), is to provide first-class analysis and data to support the EU’s aim for today’s and tomorrow’s Europeans to enjoy fair and sustainable prosperity. It takes a systemic view of the

relationships between economic activities, the environmental impacts of human activities and the societal needs of the EU's citizens. Directorate B develops and carries out macroeconomic analysis and supports policy making with its unique analytical and modelling tools. It boosts EU innovation-driven competitiveness in the global context, turning territorial diversity and urban-rural interactions into value. It drives European markets, industry and services, including construction and the built environment, towards environmental sustainability.

The JRC.B.5 Unit of the Directorate B – Fair and Sustainable Economy, Circular Economy and Sustainable Industry Unit (hereafter, JRC.B.5), aims to provide techno-economic support in the fields of sustainable consumption, industrial emissions, product policy, waste and environmental management. It also develops and applies analytical modelling capabilities, economic analyses and impact assessments; takes care of the techno-economic characterization of selected technologies, products and processes; provides methodological, modelling and analytical support with regard to the socio-economic and environmental implications of external trade, including the interaction between external trade and the functioning of the single market; and provides analyses of global production, trade and value chains.

1.2 Policy background

The contract is intended to provide the Commission with services that support the revision of EU Ecolabel criteria for the indoor and outdoor paints and varnishes product group.

The EU Ecolabel Regulation EC 66/2010¹ provides a framework to establish voluntary ecological criteria aiming at reducing the negative impact on the environment, health, climate and natural resources of production and consumption of the defined product group. The Regulation stipulates in Annex I, a standard procedure for the development and revision of EU Ecolabel criteria, taking into account the environmental improvement potential along the life cycle of products.

1.3 Research context

The requested work seeks for support in the revision of EU Ecolabel criteria for indoor and outdoor paint and varnishes product group. This includes provision of comprehensive environmental and techno-economic analysis with the aim to develop scientific and technical evidence to feed into the EU Ecolabel criteria revision process and other relevant policy instruments.

It is the intention of the European Commission to achieve a high degree of coherence through developing the evidence base for both EU Ecolabel research process.

Non-exhaustive list of policy instruments that should be taken into consideration for the revision of EU Ecolabel criteria for indoor and outdoor paint and varnishes product group are:

¹ [OJ L 27, 30.1.2010, p. 1.](#)

- Directive 2004/42/EC ('Paints Directive')²;
- Regulation (EC) No 1272/2008 (CLP Regulation)³;
- Regulation (EC) No 1907/2006 (REACH)⁴;
- Regulation (EU) 528/2012 (Biocidal Products Regulation, BPR)⁵;
- [Ecodesign for Sustainable Products Regulation](#) (ESPR)⁶;
- [Packaging and Packaging Waste Regulation](#)⁷.

2 AIM AND OBJECTIVES OF THIS CONTRACT

To this end, the contract is intended to provide the European Commission with the technical and scientific support service for the revision process of the EU Ecolabel criteria as specified in the Commission Decision 2014/312/EU of 28 May 2014, establishing the ecological criteria for the award of the EU Ecolabel for indoor and outdoor paints and varnishes.

3 APPROACH

The revision process comprises a series of consecutive steps, which fit into a standard procedure for the EU Ecolabel criteria revision in accordance with Annex I of EU Ecolabel Regulation EC 66/2010. The contractor must provide the following technical support (excluding point 16) in revising the existing EU Ecolabel criteria:

1. Identification of relevant stakeholders (continuous along the project lifetime);
2. Preliminary data gathering on legislation/standards/other EU policy, potentially relevant ISO 14024 type I Ecolabel criteria and other environmental schemes in place;
3. EU Ecolabel scope analysis and definitions assessment based on an overview of the existing statistical and technical categories, existing relevant legislation and standards, and other ISO 14024 type I Ecolabels;
4. Carrying out a comprehensive market analysis for the product group;
5. Carrying out technical analysis of production technologies of the greatest relevance to the product group;
6. Assessing the environmental impacts associated with the product group, including hotspot identification;
7. Analysis of potential improvements, including best practice assessment;
8. Production of the Preliminary Background Report (PBR), which will compile the outputs from steps 2-7 in a concise manner, effectively acting as a single

² [OJ L 143, 30.4.2004, p. 87.](#)

³ [OJ L 353, 31.12.2008, p. 1.](#)

⁴ [OJ L 396, 30.12.2006, p. 1.](#)

⁵ [OJ L 167, 27.6.2012, p. 1.](#)

⁶ [COM/2022/140 final.](#)

⁷ [COM/2022/677 final.](#)

- point of reference for all the relevant background information on the product group;
9. Preparation of the first draft Technical Report (TR1), which must contain initial proposals for the product group scope and EU Ecolabel criteria;
 10. First Ad-Hoc Working Group (AHWG1) stakeholder meeting;
 11. Gathering of stakeholder feedback and preparation of the responses;
 12. Update and revision of the Technical Report (TR2) containing updated criteria/rationale;
 13. Second Ad-Hoc Working Group (AHWG2) stakeholder meeting;
 14. Gathering of stakeholder feedback and preparation of the responses;
 15. Update and revision of the Technical Report (TR3) containing updated criteria/rationale;
 16. Presentation of the third version of the revised and updated Technical Report (TR3) to the EUEB members⁸ (to be done by JRC.B.5);
 17. Gathering of stakeholder feedback and preparation of the responses;
 18. Update and preparation of the Technical Report (TR4);
 19. Post-Inter-Service Consultation: update of the criteria proposals and corresponding Final Technical Report.

As a result of the work requested under this contract, the Contractor must produce the deliverables described under section 5.2 ‘Deliverables’.

4 SUPPORT FOR THE REVISION OF THE EU ECOLABEL CRITERIA FOR THE PRODUCT GROUP ‘INDOOR AND OUTDOOR PAINTS AND VARNISHES’

The contract's objective is to support JRC.B.5 in revising the existing EU Ecolabel criteria depicted in section 3.

The priority in this revision process is to first analyse which of the existing criteria and the supporting technical evidence for EU Ecolabel are still valid, and to carry out additional research in support of the revision process. Potential new criteria must be proposed and developed if identified as necessary during the implementation of the contract.

For the revision of EU Ecolabel criteria for indoor and outdoor paint and varnishes product group, special emphasis must be placed on Task 3 (Technical Analysis), in particular in the assessment of environmental impacts and improvement potential along with Task 4 and 5 (Ad-hoc support with the development of draft criteria proposals and respective Technical Reports for EU Ecolabel).

⁸ The European Union Ecolabelling Board (EUEB) is composed of representatives of the Competent Bodies of the European Union, Iceland, Liechtenstein and Norway, and the stakeholders organisations representatives, for more information please see: https://environment.ec.europa.eu/topics/circular-economy/eu-ecolabel-home/about-eu-ecolabel_en

4.1 Scope of work

The scope of the work to be carried out by the Contractor is spread across five main Tasks described in detail in section 4.2 - 4.6, under which the following deliverables must be produced:

- Task 1 [T1] – Scope assessment based on an overview of the existing statistical and technical categories, existing relevant legislation and standards, and other ISO 14024 type I ecolabels (i.e. step 2 and 3 of the revision process described in Chapter 3);
- Task 2 [T2] - Market analysis (i.e. step 2 and 4 of the revision process described in Chapter 3);
- Task 3 [T3] - Technical analysis which reviews the relevant production technologies and assesses environmental impacts of the product group. This includes hotspot identification, consideration of improvement potentials and best practice analysis. Task 3 includes production of the Preliminary Background Report (PBR) (i.e. step 8 which compiles outputs from steps 2 to 7 of the revision process described in Chapter 3);
- Task 4 [T4] – Development of draft criteria proposals and respective technical reports for EU Ecolabel (i.e. steps 9, 12, 15, 18, and 19 of the revision process described in Chapter 3);
- Task 5 [T5] – Ad-hoc support during Ad-Hoc Working Group Meetings (AHWG) and in responding to selected stakeholder comments (i.e. steps 10, 11, 13, 14, and 17, of the revision process described in Chapter 3).

Identification of relevant stakeholders must be executed on a continuous basis within the duration of the project, i.e. step 1 of the revision process as described above in section 3.

No later than two weeks after the entry into force of the contract, a Kick-off meeting (hereinafter, KoM) between the JRC.B.5 and the Contractor must take place. The main output of the KoM will be an Inception Report.

The work required from the Contractor also includes the provision of satisfactory support to the communication activities on technical matters – for example presentations during technical meetings.

4.2 Task 1: Scope and definition assessment

Aim: *To analyse and propose revised scope and definition(s) of the EU Ecolabel for indoor and outdoor paint and varnishes product group. The assessment must be based on an overview of the existing statistical and technical categories, existing relevant legislation and standards, and other ISO 14024 type I ecolabels.*

With the aim to revise the existing product group scope and definition, the Contractor must identify and briefly introduce relevant statistical categories e.g. PRODCOM. The product categorisation must be relevant from a functional, technical, economic and environmental point of view. The relevant existing legislation, tests and technical standards must be analysed at EU level. Non-EU legislation and standards must also be assessed, where relevant. Accordingly, the analysis must take into account applicable environmental legislation, regulations on health, labelling directives, voluntary agreements etc.

Whenever relevant to the product group, existing ISO 14024 type I Ecolabels (e.g. Blue Angel or Nordic Swan) must be reviewed and when pertinent, the EU Ecolabel criteria must seek for the harmonisation with other ISO 14024 type I Ecolabels.

Based on the stakeholders' feedback assessment, which will be prepared by the JRC.B.5, the Contractor must confirm or revise the current product group scope and definitions. The existing definitions will be taken as a starting point and adapted within the course of the project. The product group scope and definitions shall be relevant from a functional, technical, economic and environmental point of view to be used as a basis along the revision process.

The proposed scope and definitions of the product group may not match directly with the statistical, technical and legal definitions and categories, as overviewed within this task. In this case the study will detail on how the respective categories and definitions can be translated into official statistical categories.

The deliverable [D1] to be produced under this task is a task report: Scope assessment and definition analysis of the EU Ecolabel for indoor and outdoor paints and varnishes product group, which constitutes the first chapter of the Preliminary Background Report (PBR) that consists of Tasks 1 to 3.

DELIVERABLE 1: Scope and definition assessment for the revised EU Ecolabel for indoor and outdoor paints and varnishes product group.

D1	Report discussing the proposal of a (new) definition and scope of the product group or validation of the existing one for the EU Ecolabel criteria for indoor and outdoor paints and varnishes product group; inclusion of technical description of the production process for paint and varnishes and different uses of the most representative products included under the scope; categorisation (statistical and technical) of the product group; overview of existing legislation, environmental labels, public procurement schemes, voluntary agreements and technical standards.
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4.3 Task 2: Market analysis

Aim: *To collect key figures, which will enable quantitative assessment of the economic relevance of the product group at Member State, European⁹ and global levels. It must include information on the functioning of the market for this product group, both from producer and consumer perspective, and the identification of relevant trends, drivers, challenges, innovations, market segmentations and environmental initiatives.*

The Contractor must carry out a market analysis including the collection of information that will enable quantitative assessment of the economic and environmental relevance of the product group at Member State, European and global levels.

In this task the information collected will allow for a quantitative assessment of at least the past 5 years (2018-2022) and an indicative forecast up to 2030 of the following data: production and sales, import-export (intra/extra EU), apparent consumption, annual growth rates for indoor and outdoor paints and varnishes. Most important areas of

⁹ EU: EEA countries.

(environmental) products innovation will also be characterised, including the identification of respective products, manufacturers and diffusion into markets.

In addition, the global/EU market must be characterised according to market segmentation (geographical (i.e. per country in the EU), technological, target group related), with an overview of the respective products and services (including a brief characterisation), as well as identifying the key manufacturers, their supply chains, and consumer groups. Consumer trends and expectations within the different market segments should be assessed, ideally including statistical evidence informing about their respective significance.

N.B: This specific task can be performed by the Contractor either (1) by using publically available statistical data e.g. EUROSTAT, or by (2) the purchase of one (or more) specific market research report(s). The costs incurred under the second option will be fully born by the Contractor.

The final deliverable [D2.6] is a task report: Market Analysis Report, which constitutes the second chapter of the Preliminary Background Report (PBR) that consists of Tasks 1 to 3). The deliverable is indicatively broken down into the ‘sub-deliverables’ listed below. The exact timing to fit into the revision process and content structure of sub-deliverables will be agreed during the KoM and included in the inception report.

DELIVERABLE 2: Market Analysis Report.

D2.1	Global and European market structure and overview – main trends since 2018, including market forecast until 2030.
D2.2	EU supply and demand since year 2018, breakdown to Member State level and product type (product type classification can be done according to PRODCOM or the categories listed in the EU Ecolabel decision for indoor and outdoor paints and varnishes).
D2.3	EU market structure – main players, important mergers, consolidation, company size distributions (relevance for SMEs) and number of jobs involved.
D2.4	SWOT (strengths, weaknesses, opportunities and threats) analysis of European production sector(s).
D2.5	Consumer perspective, perceived importance of ‘green’ products and identification of relevant environmental marketing tools.
D2.6	Final market analysis report.

4.4 Task 3: Technical analysis (production technologies, environmental impacts and improvement potential assessments)

Aim: *To systematically identify and assess (1) the most relevant manufacturing technologies for the products included under the scope of EU Ecolabel for paints and varnishes product group, and (2) the environmental impacts that are associated with the product group. The analysis shall be performed in a standardised manner that will identify the hotspots across different life cycle stages and at the level of specific material flows/inputs and emissions and that, together with technical description of production technologies, facilitates the identification of environmental improvement potentials. If deemed necessary, the new Life Cycle Assessment (LCA) studies (based on PEF methodology) shall be carried out. Environmental impacts which are not*

sufficiently addressed by the LCA approaches (e.g. health related issues) shall likewise be identified and assessed.

This task must investigate the most relevant (based on e.g. market distribution, novelty, and environmental savings) production technologies for this product group. The review must assess the areas of most significant environmental impact in the production process and make a clear link to Best Available Techniques (BAT), wherever relevant. The analysis must address paint and varnishes manufacturing processes, including chemicals used. Recent and potential future innovations must be identified, especially when this can be directly or indirectly linked to a reduction in environmental impacts (e.g. reduced waste, substitution of hazardous process chemicals, lower specific energy consumption). As a result of this task the most important areas of (environmental) technical innovations of the production of indoor and outdoor paints and varnishes must be characterised, including the identification of products, manufacturers and diffusion into markets. Relevant innovations in indoor and outdoor paints and varnishes application and waste management must also be studied.

This task shall also investigate the environmental performance of indoor and outdoor paints and varnishes, in particular, the environmental impacts due to the production and transportation of the materials used in the manufacturing of paints and varnishes, the maintenance over its lifetime, the application process, the replacement and the treatment of the waste. The technical analysis must include the use phase for indoor and outdoor paints and varnishes, e.g. formulation changes. The Contractor must identify and analyse the environmental impacts of indoor and outdoor paints and varnishes (both LCA and non-LCA) across the life-cycle of product group under the scope of the EU Ecolabel criteria.

Unless otherwise agreed with the JRC.B.5, the LCA analysis must follow the Product Environmental Footprint methodology (PEF¹⁰).

Comparative PEF studies of mineral paints versus polymer-based paints must be investigated to evaluate the added value of one against the other product (including non-LCA impacts, e.g. unintentional release of microplastics, ecotoxicological profile).

The identification of the most relevant environmental impacts must be carried out by looking at existing scientific evidence, namely available Product Environmental Footprint Category Rules (PEFCRs) and Environmental Footprint studies or by conducting new EF study(ies) relevant to the product group and sub-groups in question.

Whenever possible, the assessment of the EU Ecolabel for paints and varnishes should be performed by integrating the updated version of PEFCRs and EF compliant data to ensure that EU Ecolabel products perform well under PEFCRs. The fitness for use, which includes durability versus presence of hazardous substances should specifically be addressed, considering possible harmonisation between EU Ecolabel and PEFCRs studies). To this extent, exchanges with CEPE (European Council of the Paint, Printing Ink, and Artist's Colours Industry), in charge of this update, should be guaranteed.

¹⁰ <https://eplca.jrc.ec.europa.eu/EnvironmentalFootprint.html>

The Contractor must also carry out a comprehensive and coherent analysis of the chemical profile of products addressed by the scope of this product group. The chemical assessment shall consider product functionality and allocate differences between different types of products, in particular hazardous properties of ingredients used (e.g. nanomaterials, preservatives, among others). The analysis must be harmonised with requirements laid down in EU Ecolabel Regulation and in accordance with REACH and CLP Regulation, and other relevant European chemical policy. Specifically, a discussion on hazardous substances and the potential to substitute them with safer components or via the use of alternative materials or designs must, wherever technically feasible, be included - in particular, with regard to substances of very high concern pursuant to Article 57 of the Regulation (EC) No 1097/2006 (REACH)¹¹. Preferably, the proposed methodology for a product chemical inventory should reflect the agreements of EU Ecolabel Chemical Task Force (JRC, 2018)¹².

As a minimum, the technical analysis shall cover:

1) Technical analysis of the manufacturing technologies of the relevant products included under the scope of the product group indoor and outdoor paints and varnishes.

2) Literature review: the Contractor must critically conduct a thorough literature review on life cycle environmental impacts and life cycle costing of the representative paint and varnishes products. Relevant LCA literature and other peer reviewed studies on environmental impacts not captured by LCAs shall be appropriately screened and assessed. The screening criteria for the literature review as well as format of the findings, e.g. summary, will be agreed during the KoM.

3) PEF analysis: specifically representative product groups must be studied. The final decision on how many PEF analysis will be conducted will be agreed during the KoM and will be related to the adequateness and sufficiency of the LCA studies identified within point 2). In any case, high quality EF compliant data should be used in the assessments.

N.B. The LCA analysis might be considered as not necessary if the relevant PEF-compliant analyses are available and satisfactorily addressed by the literature review. The final decision of whether to carry out or not a PEF-based life cycle assessment remains with the JRC.B.5 after assessing the output of the literature review.

Specifically, the PEF screening must identify the following information:

- Most relevant life cycle stages.
- Most relevant processes.
- Most relevant environmental impacts.
- Data requirements.
- Preliminary definition and description of a benchmark.

¹¹ [OJ L 396, 30.12.2006, p. 1.](#)

¹² https://rural-cluster.org/wp-content/uploads/2020/10/ecolabel_chemical_task_force_2_final_recommendations.pdf

The PEF studies must identify the environmental hotspots and underpin the criteria development. The possibility of using the work already done (e.g. PEF CRs on wood and wall indoor paints) will be evaluated by the Contractor and the JRC.B.5. PEF studies must be undertaken in a transparent, traceable and concise way and the JRC.B.5 must be consulted and must agree on the technical assumptions and details used in the LCA model, having unrestricted access to the model's files. The data should ideally be sourced from industry (primary) and/or from other sources (secondary) whose quality must be equivalent. Preference should be given to the use of primary data and the most recent data should be sought from the relevant industry(ies) or through industry associations, e.g. CEPE¹³.

4) Product specific non-LCA environmental impacts, which are not detected through standard LCA tools, or non-environmental impacts of relevance (e.g. health related issues) must be identified and assessed as well. A consideration/discussion specifically on the area of hazardous substances (with focus on Substances of Very High Concern (SVHC)¹⁴) and on the impacts on human health and the environment associated with chemicals, materials, products and services commercialised or introduced onto the EU market^{15,16} must be included.

Based on the outcome of the technical analysis (as described under point 1) to 4)), the Contractor must assess the improvement potential, which along with the results from Task 2 (market analysis) shall serve as an aid to identify the frontrunner and/or the best market alternatives. The Contractor must investigate on how to translate the results of Task 3 into revised EU Ecolabel criteria proposals and, if applicable, new criteria areas. Ideally, SWOT (strengths, weaknesses, opportunities and threats) analysis of European production sector(s) as to the innovation and/or improvement potential shall be provided.

A technical analysis report [D3.1] is a partial deliverable of Task 3 and is indicatively broken down into the 'sub-deliverables' listed below. The report constitutes the third chapter of the Preliminary Background Report (PBR).

The final deliverable under Task 3 is a Preliminary Background Report [D3.2] that consists of sub-deliverables D1.1, D2.6 and D3.1. The exact timing to fit into the revision process as well as the content structure of sub-deliverables will be agreed during the KoM and included in the inception report.

DELIVERABLE 3: Technical analysis report and Preliminary Background Report.

D3.1	Technical analysis report
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¹³ European Council of the Paint, Printing Ink, and Artist's Colours Industry (CEPE) <https://www.cepe.org/>

¹⁴ As referred to in Article 57 of the Regulation (EC) No 1097/2006 (REACH). [OJ L 396, 30.12.2006, p. 1.](https://eur-lex.europa.eu/eli/lj/2006/30/01/obj)

¹⁵ [OJ L 325, 20.12.2022, p. 179.](https://eur-lex.europa.eu/eli/lj/2022/325/01/obj)

¹⁶ European Commission, Joint Research Centre, Caldeira, C., Farcal, L., Garmendia Aguirre, I., et al., Safe and sustainable by design chemicals and materials: framework for the definition of criteria and evaluation procedure for chemicals and materials, Publications Office of the European Union, 2022, [https://data.europa.eu/doi/10.2760/487955.](https://data.europa.eu/doi/10.2760/487955)

	<ul style="list-style-type: none"> - Technical analysis of the manufacturing technologies - Literature review - LCA - Non-LCA environmental impacts assessment - Improvement potential
D3.1.1	<p>Technical analysis of the manufacturing technologies of the relevant products included under the scope of the product group indoor and outdoor paints and varnishes</p> <ul style="list-style-type: none"> • Description of the production processes. • Technologies, materials used, user patterns and relative consequences for product performance and end-of-life.
D3.1.2	<p>Literature review:</p> <ul style="list-style-type: none"> • Review of relevant scientific literature on the LCA of the product group (criteria to be provided in order to indicate when a study can be considered relevant or not).
D3.1.3	<p>Life Cycle Assessment</p> <ul style="list-style-type: none"> • Outline of the life cycle based methodology for the environmental assessment (one single approach accommodating the needs of different policy instruments). • Identification and development of base cases representing the products included in the scope. • Life cycle modelling (definition of functional unit and system boundaries; bill of materials; primary data collection; background information from databases; assumptions and uncertainty; impact assessment methods). • Environmental Assessment (key data from LCI, impact characterization and normalization, results from the reference impact categories; contribution analysis for the identification of the hotspots; sensitivity analysis on the main parameters of the model and streamlined comparison with other impact assessment methods). • Conditions which could allow to substitute the development of a LCA study (final decision at the kick off meeting).
D3.1.4	<p>Product specific non-LCA environmental impacts assessment</p> <ul style="list-style-type: none"> • Health issues not covered by LCA (e.g. hazardous substances). This shall include (but not be restricted to): identification of substances and materials of potential concern, screening of the hazardous substances (CLP and SVHC list), analysis of their significance and possibilities of substitution and/or prevention. The reference to Art 6(6) of the EU Ecolabel Regulation 66/2010 shall be addressed. • Identification of other product related issues: microplastics, waste production, biodegradability, bio-content, packaging, etc.
D.3.1.5	<p>Identification and consideration of environmental improvement potential with the view of the revised criteria proposals.</p>
D3.2	<p>Preliminary Background Report (composed of deliverables D1.1, D2.6 and D3.1).</p> <p>Background analysis and an explanation of the methodology employed, which must provide robust answers to the following key research questions:</p> <ul style="list-style-type: none"> • What are the overall environmental innovation and the current and emerging technologies in the EU paint and varnishes market? • What are the examples of the current best practices for paint and varnish products on the market in terms of environmental impact and/or health and safety? • Based on the life cycle assessment, what are the environmental hotspots and the associated improvement potentials for paint and varnishes products and how they could be translated into EU Ecolabel criteria areas?

4.5 Task 4: Development of draft criteria proposals and respective Technical Reports

Aim: (1) To provide the revised EU Ecolabel criteria for indoor and outdoor paints and varnishes product group. (2) To provide along the revision process the technical expertise that can feed into supporting rationale for draft criteria proposals. It shall include technical and science-based reasoning behind each criterion proposed by the Contractor in close co-operation with the JRC.B.5.

The Contractor is required to provide technical assistance in the revision and development of EU Ecolabel criteria proposals for indoor and outdoor paints and varnishes. The work requested from the Contractor under Task 4 comprehends provision of the draft criteria proposals and corresponding technical reports, including science-based rationales behind each criterion proposal. In this context, the Contractor will deliver the First Technical Report [TR1], the Second Technical Report [TR2], the Third Technical Report [TR3] and the Fourth (final) Technical Report [TR4].

The basis for the revised criteria proposal shall consider top (at least between 10-20%) environmentally performing products currently available on the market¹⁷. The technical reports (TR1, TR2, TR3, TR4, and final TR) must be clearly linked to the conclusions and recommendations from the Preliminary Background Report. In addition, it must include a quantitative indication of the overall environmental performance that the criteria are expected to achieve in their totality, when compared to that of the average product on the market. In particular, for the preparation of the first Technical Report, the Contractor must assess the technical validity and ambition level of existing criteria. Technical reports must also contain a summary of the Preliminary Background Report and proposal for scope and definitions that accompany the criteria. The proposed revised criteria must indicate the relevant testing methods or other applicable means of proof for the criterion assessment and verification. Beyond the previous considerations, additional specific technical and/or market research (e.g. estimation of criteria's market selectivity; estimation of laboratory testing) will be required in order to elaborate specific proposals. The feasibility of potential new criteria areas based on progress in the industry and the results of techno-economic analysis of the sector must also be assessed. Whenever possible, and upon agreement with the JRC.B.5, horizontal measures might apply.

The rationale for drafting the criteria must focus on:

- Explaining the link between draft criteria and environmental benefits when compared to products not meeting the criteria.
- Explaining the technical aspects of criteria and justifying any deviations from such an approach.
- Incorporation of stakeholder feedback of a technical nature into the revised criteria proposals and accompanied rationales.

¹⁷ How EU Ecolabel criteria could be modified in order to match the best products currently available on the market in terms of environmental performance throughout the life cycle (at least 10-20% of the products). This percentage serves as a guideline allowing the necessary flexibility in the exact percentage for promoting the most environmentally friendly products and, at the same time, ensuring that consumers are provided with the sufficient choice.

This Task will be concluded with the following four **Technical Reports**:

The exact timing and content structure of sub-deliverables will be tailored during the KoM and included in the inception report.

DELIVERABLE 4: Technical Reports

D4.1	<p>Technical Report 1 [TR1]</p> <p>Report assessing technical and scientific rationale behind the revised first draft criteria proposals for EU Ecolabel. This shall include:</p> <ul style="list-style-type: none"> • Scientific explanations of each requirement and criterion (based on findings from the previous Tasks and stakeholder comments) and these shall be clearly linked to the conclusions and recommendations from the Preliminary Background Report. • Summary of the Preliminary Background Report. • Proposal for scope and definitions that accompany the EU Ecolabel criteria. • The Contractor shall assess the technical validity and ambition level of existing EU Ecolabel criteria. • Criteria shall include a quantitative indication of the overall environmental gain that the revised proposed criteria are expected to achieve, when compared to the average product on the market (estimation of the market selectivity for the proposed criteria). • Estimation of the costs and environmental benefits of the proposal. • First revised EU Ecolabel criteria proposals.
D4.2	<p>Technical Report 2 [TR2]</p> <p>Report assessing technical and scientific rationales behind the revised second draft criteria proposals for EU Ecolabel. This shall include:</p> <ul style="list-style-type: none"> • Scientific explanations of each requirement and criterion (based on findings from the previous Tasks and stakeholder comments) and these shall be clearly linked to the conclusions and recommendations from the Preliminary Background Report. • In particular, responses to the stakeholder comments received after the first AHWG Meeting. • Summary of the Preliminary Background Report. • Proposal for scope and definitions that accompany the EU Ecolabel criteria. • Second revised EU Ecolabel criteria proposals.
D4.3	<p>Technical Report 3 [TR3]</p> <p>Report assessing technical and scientific rationales behind the revised third draft for EU Ecolabel criteria proposals. This shall include:</p> <ul style="list-style-type: none"> • Scientific explanations of each requirement and criterion (based on findings from the previous Tasks and stakeholder comments) and these shall be clearly linked to the conclusions and recommendations from the Preliminary Background Report. • In particular, responses to the stakeholder comments received after the second AHWG Meeting. • Summary of the Preliminary Background Report. • Proposal for scope and definitions that accompany the EU Ecolabel criteria. • Third revised EU Ecolabel criteria proposals.
D4.4	<p>Technical Report 4 [TR4]</p>

	<p>Report assessing technical and scientific rationales behind the revised fourth draft EU Ecolabel criteria proposals based on the previous Tasks, stakeholders comments, and additional research. This shall include:</p> <ul style="list-style-type: none"> • Scientific explanations of each requirement and criterion (based on findings from the previous Tasks and stakeholder comments) and these shall be clearly linked to the conclusions and recommendations from the Preliminary Background Report. • In particular, responses to the stakeholder comments received after the latest EUEB Meeting. • Summary of the Preliminary Background Report. • Proposal for scope and definitions that accompany the EU Ecolabel criteria. • Fourth revised EU Ecolabel criteria proposals.
D4.5	<p>Final Technical Report [final TR]</p> <p>Report summarising previous TRs, assessing technical and scientific rationales behind the revised final draft EU Ecolabel criteria proposals based on the previous Tasks, stakeholders comments, and additional research. This shall include:</p> <ul style="list-style-type: none"> • Summary of scientific explanations of each requirement and criterion (based on findings from the previous Tasks and stakeholder comments) and these shall be clearly linked to the conclusions and recommendations from the Preliminary Background Report. • In particular, responses to the stakeholder comments received ahead of the vote. • Summary of the Preliminary Background Report. • Proposal for scope and definitions that accompany the EU Ecolabel criteria. • Final revised EU Ecolabel criteria proposals.

4.6 Task 5: Ad-Hoc support with stakeholders meetings and comments

Aim: *To provide technical expertise and in a satisfactory manner address comments raised by stakeholders that are of a technical nature. This includes providing technical support to JRC Seville during and following the 1st and 2nd Ad-Hoc Working Group (AHWG) stakeholder meetings and written feedback analysis. Written feedback analysis to comments raised by stakeholders after the last consultation (i.e. as specified in step 17 of the revision process described in Chapter 3) must also be provided.*

The Ad-Hoc Working Group (AHWG) stakeholder meetings (two in total) are part of the EU Ecolabel revision process and will be organised by JRC.B.5. See section 6.3 for more detailed information regarding these meetings.

The Contractor shall be proactive in the identification of expert stakeholders in the earliest stages of the contract. The Contractor is required to assist in the presentation of the specific technical rationales behind the revised criteria proposals.

At the AHWG meetings (steps 10 and 13 of the revision process described in Chapter 3) a number of highly technical comments may be raised, both during the meetings (captured in the minutes) but also in subsequent written comments. In order to adequately capture and address the technical aspects of these comments, the JRC.B.5 will require technical assistance from the Contractor. This inter alia involves assistance to the consultation process by, in particular, summarising the comments and responses received.

The Contractor must compile all written responses (comments) into a Table of Comments (ToC), which will be attached to the subsequent version of the Technical Report. The contractor must provide satisfactory responses to all comments raised by stakeholders that the JRC.B.5 deems suitable to refer to the Contractor. As a guiding principle, the comments referred to the Contractor will predominantly (but not exclusively) fall under the areas of his expertise and the deliverables that he has produced. The exact format of the ToC will be agreed during the KoM.

The Contractor must also prepare the minutes of the AHWG meetings.

DELIVERABLE 5: Meeting presentations and minutes

D5.1	Presentations for the First AHWG meeting Presentation (in electronic format) to be developed according to JRC.B.5 guidance.
D5.2	Minutes from the first AHWG meeting Minutes (in electronic format) to be developed according to JRC.B.5 guidance.
D5.3	Table of comments 1 Report containing the responses provided to comments of technical nature referred to the Contractor after the first AHWG meeting, which will be integrated into the ToC accompanying the TR2.
D5.4	Presentations for the Second AHWG meeting Presentation (in electronic format) to be developed according to JRC.B.5 guidance.
D5.5	Minutes of the second AHWG meeting Minutes (in electronic format) to be developed according to JRC.B.5 guidance.
D5.6	Table of comments 2 Report containing the responses provided to comments of technical nature referred to the Contractor after the second AHWG, which will be integrated into the ToC accompanying the TR3
D5.7	Table of comments 3 Report containing the responses provided to comments of technical nature referred to the Contractor after the EUEB, which will be integrated into the ToC accompanying the TR4.
D5.8	Table of comments 4 Report containing the responses provided to comments of technical nature referred to the Contractor ahead of the vote, which will be integrated into the ToC accompanying the final TR.

5 DELIVERABLES

5.1 Deliverables

The Contractor must provide the following deliverables, which are to follow the Commission’s layout requirements:

CODE	DELIVERABLE	TASK	CONTENT
D0.1	Inception Report (Outcomes from the Kick-off Meeting)		<ul style="list-style-type: none"> • Work plan. • Deliverables agreed timescales. • Outline of other items covered and agreed during the meeting.
D1.1	Scope and definition analysis of the EU Ecolabel for paints and varnishes	T1	<ul style="list-style-type: none"> • Proposal of a (new) definition and scope of the product group or validation of the existing one for the EU Ecolabel for paints and varnishes. • Technical description and uses. • Categorisation (statistical and technical) of the product group. • Overview of existing legislation, environmental labels, public procurement schemes, voluntary agreements and technical standards.
D2.1	Overview	T2	<ul style="list-style-type: none"> • Global and European market structure and overview – main trends since 2018, including market forecast until 2030.
D2.2	EU supply and demand	T2	<ul style="list-style-type: none"> • EU supply and demand since 2018, breakdown to Member State level and product type (product type classification can be done according to PRODCOM or the categories listed in the EU Ecolabel decision for indoor and outdoor paints and varnishes).
D2.3	EU market structure	T2	<ul style="list-style-type: none"> • EU market structure – main players, important mergers, consolidation, company size distributions (relevance for SMEs) and number of jobs involved.
D2.4	SWOT Analysis	T2	<ul style="list-style-type: none"> • SWOT (strengths, weaknesses, opportunities and threats) analysis of European production sector(s).
D2.5	Consumer perspective	T2	<ul style="list-style-type: none"> • Consumer perspective, perceived importance of ‘green’ products and identification of relevant environmental marketing tools.
D2.6	Final Market Analysis Report	T2	<ul style="list-style-type: none"> • Market analysis main figures to show: number of products and licences, production volumes per product per country, sales volumes per product per country (EU MS), import/export (intra-extra-EU), annual growth rates, apparent consumption, forecasts

CODE	DELIVERABLE	TASK	CONTENT
			<p>(both in physical and monetary terms).</p> <ul style="list-style-type: none"> • Market description (market driving factors, key players, innovators, market segmentation and market shares based on enterprise turnover, technical aspects, etc). • Identification of available elements of market research. • Consumer trends. • Potential penetration in the market of the EU Ecolabel.
D3.1	Technical analysis	T3	<ul style="list-style-type: none"> • Technical analysis of the manufacturing technologies. • Life Cycle Assessment and Life Cycle Costing: scientific literature on the environmental. Assessment of the product group and life cycle modelling. • Non-LCA environmental impacts assessment. • Life cycle cost-benefit analysis for the decision-making which must include special taxes, subsidies, etc. • Improvement potential.
D3.1.1	Technical analysis of the manufacturing technologies of the relevant products included under the scope of the product group indoor and outdoor paints and varnishes	T3	<ul style="list-style-type: none"> • Description of the production processes. • Technologies, materials used, user patterns and relative consequences for product performance and end-of-life.
D3.1.2	Literature review:	T3	<ul style="list-style-type: none"> • Review of relevant scientific literature on the LCA of the product group (criteria to be provided in order to indicate when a study can be considered relevant or not).
D3.1.3	Life Cycle Assessment	T3	<ul style="list-style-type: none"> • Outline of the life cycle based methodology for the environmental assessment (one single approach accommodating the needs of different policy instruments). • Identification and development of base cases representing the products included in the scope. • Life cycle modelling (definition of functional unit and system boundaries; bill of materials; primary data collection; background information from databases; assumptions and uncertainty; impact assessment methods). • Environmental Assessment (key data from LCI, impact characterization and normalization, results from the reference impact categories; contribution analysis for the identification of the hotspots; sensitivity analysis on the main parameters of the model and streamlined comparison with other impact assessment methods). • Conditions which could allow to substitute the development of a LCA study (final decision at the kick off meeting).

CODE	DELIVERABLE	TASK	CONTENT
D3.1.4	Product specific non-LCA environmental impacts assessment	T3	<ul style="list-style-type: none"> Health issues not covered by LCA (e.g. hazardous substances). This shall include (but not be restricted to): identification of substances and materials of potential concern, screening of the hazardous substances (CLP and SVHC list), analysis of their significance and possibilities of substitution and/or prevention. The reference to Art 6.6. of the EU Ecolabel Regulation 66/2010 shall be addressed. Identification of other product related issues: microplastics, waste production, biodegradability, bio-content, packaging, etc.
D3.1.5	Improvement potential	T3	<ul style="list-style-type: none"> Identification and consideration of environmental improvement potential with the view of the revised criteria proposals.
D3.2	Preliminary Background Report	T3	<p>Report containing deliverables D1.1, D2.6 and D3.1. Background analysis and an explanation of the methodology employed, which must provide robust answers to the following key research questions:</p> <ul style="list-style-type: none"> What are the overall environmental innovation and the current and emerging technologies in the EU paint and varnishes market? What are the examples of the current best practices for paint and varnishes products on the market in terms of environmental impact and/or health and safety? Based on the life cycle assessment, what are the environmental hotspots and the associated improvement potentials for paint and varnishes products and how they could be translated into EU Ecolabel criteria areas?
D4.1	Technical Report 1	T4	<p>The first draft criteria proposals with their respective scientific rationale and the main findings supporting it. It shall be based on Task 1, 2, 3 outputs, stakeholder comments and additional research. Technical reports shall also contain a summary of the Preliminary Background Report and proposal for scope and definitions that accompany the criteria.</p>
D4.2	Technical Report 2 (including legal documents)	T4	<p>The second draft criteria proposals with their respective scientific rationale and the main findings supporting it. It shall be based on Task 1, 2, 3 outputs, stakeholder comments, comments during and after the first AHWG Meeting, and additional research. Technical reports shall also contain a summary of the Preliminary Background Report and proposal for scope and definitions that accompany the criteria. The legal documents shall be developed as well.</p>
D4.3	Technical Report 3 (including legal documents)	T4	<p>The third draft criteria proposals with their respective scientific rationale and the main findings supporting it. It shall be based on Task 1, 2, 3 outputs, stakeholder comments, comments during and after the second AHWG meeting, and additional research. Technical reports shall also contain a summary of the Preliminary Background Report and proposal for scope and definitions that</p>

CODE	DELIVERABLE	TASK	CONTENT
			accompany the criteria. The legal documents shall be developed as well.
D4.4	Technical Report 4 (including legal documents)	T4	Report(s) assessing technical and scientific rationales behind the revised draft criteria proposals (based on Task 1, 2, 3 outputs), stakeholders comments, comments during and after the latest EUEB Meeting, and additional research. Technical report 4 shall also contain a summary of the Preliminary Background Report and proposal for scope and definitions that accompany the criteria. The legal documents shall be developed as well.
D4.5	Final Technical Report (including legal documents)	T4	Report summarising previous TRs, assessing technical and scientific rationales behind the revised draft criteria proposals (based on Task 1, 2, 3 outputs), stakeholders comments, in particular, responses to the stakeholder comments received ahead of the vote, and additional research. This final technical report shall also contain a summary of the Preliminary Background Report and proposal for scope and definitions that accompany the criteria. It includes the final revised EU Ecolabel criteria proposals. The legal documents shall be developed as well.
D5.1	Presentations for the First AHWG meeting.	T5	Presentation (in electronic format) to be developed according to JRC.B.5 guidance.
D5.2	First AHWG meeting minutes	T5	Minutes (in electronic format) to be developed according to JRC.B.5 guidance.
D5.3	Table of comments 1	T5	Report containing the responses provided to comments of technical nature referred to the Contractor after the first AHWG, which will be integrated into the ToC accompanying TR2.
D5.4	Presentations for the Second AHWG meeting	T5	Presentation (in electronic format) to be developed according to JRC.B.5 guidance.
D5.5	Second AHWG meeting minutes	T5	Minutes (in electronic format) to be developed according to JRC.B.5 guidance.
D5.6	Table of comments 2	T5	Report containing the responses provided to comments of technical nature referred to the Contractor after the second AHWG, which will be integrated into the ToC accompanying TR3.
D5.7	Table of comments 3	T5	Report containing the responses provided to comments of technical nature referred to the Contractor after the EUEB, which will be integrated into the ToC accompanying the TR4.
D5.8	Table of comments 4	T5	Report containing the responses provided to comments of technical nature referred to the Contractor ahead of the vote, which will be integrated into the ToC accompanying the final TR.

MS Office must be used as productivity software in the remit of project environments (e.g. MS Excel, MS Word, MS PowerPoint). For Word documents, the Contractor must use the version of MS-Office available at the Commission at the time of the delivery (presently, the Commission is using MS-Office 2016).

All deliverables must be drafted in English and must have undergone a quality check in terms of content, presentation and language before being sent to the Commission.

Unless otherwise agreed during the KoM, the JRC.B.5 will have 7 calendar days to review the deliverable(s) and send feedback to the Contractor. Then, unless otherwise agreed during the KoM, the Contractor will have 7 calendar days to provide the revised/final version of the respective deliverable. The timeline for each deliverables is indicated within *Section 7- Calendar of deliverables and reports*.

6 COORDINATION AND MEETINGS

The Contractor is required to carry out the work in close co-operation with the JRC.B.5, including regular communication, feedback and consultation with the JRC.B.5 team. The details on communication such as form and frequency will be agreed during the KoM.

The meetings to be organised in the frame of this contract are indicated below. The Contractor must draft the minutes of all meetings taken place within this contract. The draft minutes must be sent to the Commission for approval at the latest 5 days after the meeting. Kick-off meeting (KoM).

6.1 Kick-off meeting (KoM)

A one-day kick-off meeting (KoM) must take place at the latest **two weeks** following the signature of the contract. The meeting will take place either in person (DG JRC premises, Seville, Spain).

During the meeting the JRC.B.5 and the Contractor will fine tune the work plan and discuss the identified project risks and applicable mitigation measures.

The JRC.B.5 will provide the Contractor with the information about the current situation of the project, and will emphasise on the project details as well as any outputs that may affect the tasks to be carried out by the Contractor. As a starting point, the JRC.B.5 will share with the Contractor the following information:

- Preliminary stakeholder lists: identification of relevant and/or particularly active participants that shall be further expand in collaboration with JRC.B.5.
- Results of the preliminary stakeholder questionnaire which analyses the feedback collected about any proposed restriction or expansion of the product group scope and/or criteria.

- Derogation requests report that analyses the work carried out in the previous year and stakeholder feedback in relation to several derogation requests from stakeholders.
- The exact MS Office format requirements for the provision of deliverables, including templates, if applicable.

The outcome of the KoM meeting will be an **Inception Report**, which will contextually outline the meeting and define the agreed timing for all deliverables. The Contractor must submit the Inception Report within two weeks from the date of the KoM meeting.

6.2 Interim meetings

The Contractor must participate in at least seven online interim meetings to monitor the state of the work and to discuss potential issues and improvements. As a general rule, the meetings will be organised to discuss results/progress on the different tasks and their related deliverables. The exact dates for the interim meetings will be agreed during the KoM.

The online interim meetings shall take place at least:

- At the latest two weeks after delivery of the draft Inception Report to discuss the Commission's observations on the draft Inception Report.
- In month 3 as a monitoring meeting.
- After provision of Deliverable D3.1. and D4.1.
- After provision of Deliverable D4.2.
- After provision of deliverable D4.3.
- After provision of Deliverable D4.4.
- After provision of Deliverable D4.5.

Additional online meeting can be scheduled upon agreement between the Contractor and the JRC.B.5.

Both parties shall agree on the preferred digital channel for the interim meetings (e.g. video conference or phone).

Minutes, including a list of actions, must be prepared by the Contractor after the meeting(s) and distributed to all participants for comments via email within one week after the meeting(s).

6.3 Stakeholder meetings (Ad Hoc Working Group (AHWG) meetings)

Two stakeholder meetings are part of the EU Ecolabel criteria revision process and will be organised by the JRC.B.5. It will be one face-to-face meeting, either in Seville (Spain) or in Brussels (Belgium), and one online meeting.

The Contractor must participate in both AHWG Meetings. The Contractor must also prepare the minutes (See Task 5, Deliverables D5.2 and D5.5) and the meeting presentations (D5.1, D5.4). The presentations must be provided to the JRC.B.5 no later than 2 weeks before each meeting.

The exact dates for the two meetings will be communicated to the Contractor in due time.

6.4 Summary of meetings

All meetings with their respective tentative time schedule are summarised below:

Timeline	Meeting
Month 0 + 2 weeks	Kick off meeting
Month 0 + 1 month	1 st Interim meeting after the provision of Deliverable D0
Month 0 + 3 months	2 nd Interim meeting
Month 0 + 4.5 months	3 rd Interim meeting after provision of Deliverable D 3.1. and D4.1.
Month 0 + 6 months	1 st AHWG Meeting
Month 0 + Month 10.5	4 th Interim meeting after provision of Deliverable D 4.2
Month 0 + 12 months	2 nd AHWG Meeting
Month 0 + 16 months	5 th Interim Meeting after provision of deliverable D 4.3
Month 0 + 20 months	6 th Interim meeting after provision of Deliverable D4.4
Month 0 + 22 months	7 th Interim Meeting after provision of Deliverable D4.5

7 CALENDAR OF DELIVERABLES

The following summary table reports the tentative time schedule for the different deliverables.

TASKS	INDICATIVE TIMELINE (months since start of the project to work and finish deliverables)	CODE	DELIVERABLE
T0	T0 + Month 0.5-0.75	D0	Inception report
T1	T0 + Month 2-3	D1.1	Scope and definition analysis
T2	T0 + Month 2-4	D2.6	Market analysis
T3	T0 + Month 2-4	D3.1	Technical analysis
T3	T0 + Month 2-4.5	D3.2	Preliminary report
T4	T0 + Month 2-4.5	D4.1	Technical Report 1
T5	T0 + Month 5-5.5	D5.1	Presentations for the First AHWG meeting
T5	T0 + Month 6-6.5	D5.2	First AHWG meeting minutes.
T4	T0 + Month 6-10.5	D4.2	Technical Report 2
T5	T0 + Month 6-10.5	D5.3	Table of comments 1
T5	T0 + Month 11-11.5	D5.4	Presentations for the Second AHWG meeting
T5	T0 + Month 12-12.5	D5.5	Second AHWG meeting minutes
T4	T0 + Month 12-15.5	D4.3	Technical Report 3
T5	T0 + Month 15-15.5	D5.6	Table of comments 2
T4	T0 + Month 17-20	D4.4	Technical Report 4
T5	T0 + Month 17-20	D5.7	Table of comments 3
T5	T0 + Month 20-22	D5.8	Table of comments 4
T4	T0 + Month 20-22	D4.5	Final Technical Report

The performance of the tasks cannot start before the date on which the last party signs the contract, and should be finalised in a maximum of **22 months**, including the time for the JRC.B.5 to comment the interim deliverables and the Contractor to implement the suggested amendments. The time needed for possible comments and amendments to the final deliverable (D4.5) would be added to the total duration of the contract.

8 QUALITY ASSURANCE

The Contractor must establish robust means to ensure the reliability, validity and comparability of the information collected as well as the quality of its analysis and of its reporting, including a full and standard referencing of the sources used. Identification of risks and challenges for a successful execution of the project including /corrective measures to ensure business continuity shall also be taken into consideration.

The work delivered by the Contractor must be of such quality that it can be used for policy making and that it is directly publishable by the European Commission as a part of its official publications. Thus, the Contractor shall establish robust means of ensuring the validity and comparability of information collected and the quality of its analysis and reporting.

In particular, the Senior Researcher nominated by the Contractor in his offer will be in charge of the scientific quality assurance tasks.

Before final acceptance, all reports will be completed, adapted and corrected by the Contractor who will fully take into account the comments, suggestions and additional written comments provided by the JRC.B.5.

9 LANGUAGE

The language of all deliverables meetings, presentations, and exchanges will be English.

It is expected that the written text in the deliverables is of high standard scientific language, ideas are expressed in a clear and logically structured way. The text of all deliverables will be strictly assessed according to these criteria in the review process.

10 STRUCTURE AND GRAPHIC REQUIREMENTS OF THE FINAL DELIVERABLES

All studies produced for the European Commission and Executive Agencies shall conform to the corporate visual identity of the European Commission by applying the graphic rules set out in the European Commission's Visual Identity Manual, including its logo.

The Commission is committed to making online information as accessible as possible to the largest possible number of users including those with visual, auditory, cognitive or physical disabilities, and those not having the latest technologies. The Commission supports the [Web Content Accessibility Guidelines 2.0](#) of the W3C.

For full details on Commission policy on accessibility for information providers, see: http://ec.europa.eu/ipg/standards/accessibility/index_en.htm

Pdf versions of studies destined for online publication should respect W3C guidelines for accessible pdf documents. See: <http://www.w3.org/WAI/>

12.1 Content

Final report (D4.5)

The final report shall include:

1. an abstract of no more than 200 words and an executive summary of maximum 6 pages, both in English and French;
2. the following standard disclaimer:

“The information and views set out in this [report/study/article/publication...] are those of the author(s) and do not necessarily reflect the official opinion of the Commission. The Commission does not guarantee the accuracy of the data included in this report. Neither the Commission nor any person acting on the Commission’s behalf may be held responsible for the use which may be made of the information contained therein.”

3. specific identifiers which shall be incorporated on the cover page provided by the Contracting Authority.

Publishable executive summaries

The publishable executive summaries shall be provided in both English and French and shall include:

1. the following standard disclaimer:
“The information and views set out in this [report/study/article/publication...] are those of the author(s) and do not necessarily reflect the official opinion of the Commission. The Commission does not guarantee the accuracy of the data included in this report. Neither the Commission nor any person acting on the Commission’s behalf may be held responsible for the use which may be made of the information contained therein.”
2. specific identifiers which shall be incorporated on the cover page provided by the Contracting Authority.

12.2 Structure

The final report (D4.5) must follow the structure agreed at the Kick-off Meeting and be similar to the structure of the JRC Scientific and Policy Report "Towards a better exploitation of the technical potential of waste-to-energy" (available at <https://ec.europa.eu/jrc/en/publication/eur-scientific-and-technical-research-reports/towards-better-exploitation-technical-potential-waste-energy>).

12.3 Graphic requirements

For graphic requirements, the contractor will have to refer to the template provided in the annex 1. The cover pages shall be filled in accordance with the instructions provided in the template.