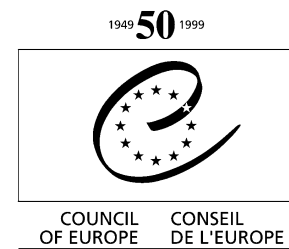


SECRETARIAT GENERAL

DIRECTORATE OF EDUCATION, CULTURE AND SPORT
Cultural Policy and Action Division

Please quote : GV/mpf



Strasbourg, 3 August 1999

Dear Mr Guaraldi,

I should like to invite you to prepare a text which will form a part of the background documents for the **First European Conference on Print on Demand**, which will take place in Strasbourg in January 2000. The text should provide:

- (i) technical information concerning the options for producing texts through print on demand techniques (machines: cost, size, power, capacity etc.);
- (ii) a description of a model for print on demand in the academic environment.

Each section mentioned above should be for 5-10 pages written in English or French. The text should be submitted to the Secretariat by **15 September 1999**. It should be available in digital format compatible with Word 97.

In return, the Secretary General undertakes to pay you a fee of **5000 FF** (Five thousand French Francs). This sum shall be payable on receipt of the text, its acceptance by the Secretary General and on presentation of a request for fees.

Furthermore, I should like to invite you to participate in a **Seminar to be held on book policy on 19 October 1999 in Ljubljana, Slovenia**. The Seminar will examine the opportunities offered by print on demand for countries of lesser-diffused languages. You will be asked to make two presentations, one on each of the subjects mentioned above, for a total duration of 30 minutes and to respond during a question and answer session.

Your travel and subsistence expenses will be reimbursed by the Council of Europe according to the terms specified in the attached rules. You are invited, however, to arrange your journey by choosing the most economical route and by making use of any available fare reductions (week-end fares, "pex", excursion fares, etc...). If the use of a reduced rate ticket requires you to prolong your trip somewhat, the Council of Europe will pay additional subsistence allowances *provided* there is an overall saving to the Council's budget.

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If you paid a reduced fare by comparison with the fare indicated on your air ticket (in which case a special code appears on the ticket), you will be reimbursed only upon presentation of documentary evidence of the sum actually paid by you (invoice, copy of credit card slip, etc...).

A form for claiming the reimbursement of subsistence expenses is enclosed. It should be completed and handed to the Secretariat at the beginning of the meeting. The Council of Europe will reimburse your travel and subsistence expenses after the meeting, by bank transfer.

As no insurance is taken out by the Council on behalf of experts, you are asked to make your own arrangements for cover in respect of sickness or accident during the journey and the meeting.

The provisions of this contract may be amended only by written agreement between the parties.

Any dispute between the Secretary General and the consultant regarding the terms of execution of this contract shall - failing a friendly settlement between the parties - be submitted to arbitration in accordance with Rule N° 481 issued by the Secretary General with the approval of the Committee of Ministers as provided in Article 21 of the General Agreement on Privileges and Immunities of the Council of Europe.

I should be grateful if you would return the enclosed copy of this letter bearing a written indication of your agreement (ie "read and approved") followed by your signature.

For all information concerning this event, please do not hesitate to contact me (tel. 03.88.41.28.47, fax 03.88.41.37.82, Email : giuseppe.vitiello@coe.fr).

Yours sincerely,

Giuseppe Vitiello
Electronic Publishing, Books and Archives