

ANNEX F

1. Publication	
Description	Publication of Cedefop Reference / Information series
Design Manual	Cedefop Layout & Design Guidelines, or other guidelines specifically requested
Size	a. A4 b. B5 c. 10.5x21 cm
Data Input	MS Office
Language versions	Each volume carries one language or could be combination of BG, ES, CS, DA, DE, ET, EL, EN, FR, GA, IT, LV, LT, HU, MT, NL, PL, PT, RO, SK, SL, FI, SV, IS, NO
Drafts	up to 3
Design proposals	3 (cover)
Pages	16-672
Colours	Cover CMYK Interior: a. K+PMS, b. CMYK
Tables	0-80
Graphs	0-80
Charts	0-40
Images	0-40
Print-run	NA
Medium	NA
Production	NA
Option	Development of a new publication series template for interior layout and/or cover design (different from the current Cedefop Layout Guidelines) might be requested.

2. Exhibition catalogue	
Description	Exhibitions catalogue. Cedefop might provide with scanned images.
Design Manual	NA
Size	21x21 cm
Data Input	MS Office and possibly scanned images
Language versions	1 multilingual volume EL/EN
Drafts	up to 3
Design proposals	3 (cover)
Pages	16-96
Colours	Cover CMYK Interior CMYK
Tables	0-5
Graphs	0-5
Charts	0-5
Images	1-100
Print-run	NA
Medium	NA
Production	NA
Option	NA

3. Illustrated publication	
Description	Publication with complicated and unique design using many design elements, illustrations and images. Sophisticated design and layout that does not follow conventional Cedefop layout schemes.

Design Manual	NA
Size	a. A4 b. B5
Data Input	MS Office
Language versions	Each volume carries one language or could be combination of BG, ES, CS, DA, DE, ET, EL, EN, FR, GA, IT, LV, LT, HU, MT, NL, PL, PT, RO, SK, SL, FI, SV, IS, NO
Drafts	up to 3
Design proposals	3 (cover and interior)
Pages	16-84
Colours	Cover CMYK Interior K+PMS or CMYK
Tables	1-20
Graphs	1-20
Charts	1-20
Images	1-20
Print-run	NA
Medium	NA
Production	NA
Option	Development of new unique concept

4. Publications catalogue	
Description	Catalogue of Cedefop Publications. Each entry has an image and a summary. New entries are added to the ones already existing. Imposition will follow the instructions of the printer. Cedefop Information series
Design Manual	Cedefop Layout & Design Guidelines, or other guidelines specifically requested
Size	10.5x21 cm
Data Input	MS Office
Language versions	One multilingual volume, combination of BG, ES, CS, DA, DE, ET, EL, EN, FR, GA, IT, LV, LT, HU, MT, NL, PL, PT, RO, SK, SL, FI, SV, IS, NO
Drafts	up to 3
Design proposals	3 (cover)
Pages	176-304
Colours	Cover CMYK Interior CMYK
Tables	0-10
Graphs	0-10
Charts	0-10
Images	Approximately 100 new images per volume
Print-run	NA
Medium	NA
Production	NA
Option	NA

5. Cedefop Info	
Description	Cedefop's periodical newsletter. It comprises articles and follows the design and layout of a newspaper. Three issues per year.
Design Manual	Cedefop Layout & Design Guidelines
Size	A4
Data Input	MS Office
Language	DE, EN, FR

versions	
Drafts	up to 3
Design proposals	3
Pages	20
Colours	K+PMS
Tables	0-5
Graphs	0-5
Charts	0-5
Images	0-5
Print-run	NA
Medium	NA
Production	NA
Option	NA

6. Briefing note	
Description	Briefing notes that are published 3-4 times per year. Design will be complicated and similar to a newsletter including images and charts.
Design Manual	NA
Size	a. A4 b. B5
Data Input	MS Office
Language versions	Each volume carries one language or could be combination of BG, ES, CS, DA, DE, ET, EL, EN, FR, GA, IT, LV, LT, HU, MT, NL, PL, PT, RO, SK, SL, FI, SV, IS, NO
Drafts	up to 3
Design proposals	3
Pages	2-4
Colours	CMYK
Tables	1-5
Graphs	1-5
Charts	1-5
Images	1-5
Print-run	NA
Medium	NA
Production	NA
Option	NA

7. Flyer	
Description	Promotional flyer linked to a publication (a,b) Promotional flyer not linked to a publication. Design will be complicated and not following the standard Cedefop manual (c)
Design Manual	Cedefop Layout & Design Guidelines, or other guidelines specifically requested
Size	a. 10x21 cm (Spread: A4 - folded twice) b. B5 (Spread: 52x25 cm - folded twice) c. 16x22.5 cm (Spread: 67.5x48 cm - Cross-shaped flyer folded four times)
Data Input	MS Office
Language versions	Each volume carries one language or could be combination of BG, ES, CS, DA, DE, ET, EL, EN, FR, GA, IT, LV, LT, HU, MT, NL, PL, PT, RO, SK, SL, FI, SV, IS, NO
Drafts	up to 3
Design proposals	3
Pages	NA
Colours	CMYK
Tables	0-10
Graphs	0-10

Charts	0-10
Images	1-10
Print-run	NA
Medium	NA
Production	NA
Option	NA

8. Study visits application form	
Description	Application form for the Study visits programme
Design Manual	NA
Size	A4 (Spread: 84x29.7 cm - folded three times)
Data Input	MS Office
Language versions	Each volume carries one language or could be combination of BG, ES, CS, DA, DE, ET, EL, EN, FR, GA, IT, LV, LT, HU, MT, NL, PL, PT, RO, SK, SL, FI, SV, IS, NO
Drafts	up to 3
Design proposals	3
Pages	NA
Colours	CMYK
Tables	0-5
Graphs	0-5
Charts	1-5
Images	1-5
Print-run	NA
Medium	NA
Production	NA
Option	NA

9. Greetings card	
Description	Generic greetings card, distributed by mail. Double-sided.
Design Manual	NA
Size	a. 15x21 cm (Spread: A4 folded once) b. 10x21 cm (Spread: A4 folded twice)
Data Input	MS Office
Language versions	Each volume carries one language or could be combination of BG, ES, CS, DA, DE, ET, EL, EN, FR, GA, IT, LV, LT, HU, MT, NL, PL, PT, RO, SK, SL, FI, SV, IS, NO
Drafts	up to 3
Design proposals	3
Pages	NA
Colours	CMYK
Tables	0
Graphs	0
Charts	0
Images	0-5
Print-run	NA
Medium	NA
Production	NA
Option	NA

10. Business card	
Description	Business card for Cedefop employees. Double-sided.
Design Manual	NA
Size	6x9 cm
Data Input	MS Office

Language versions	EL, EN
Drafts	up to 3
Design proposals	3
Pages	NA
Colours	CMYK
Tables	0
Graphs	0
Charts	0
Images	1 (Logo of Cedefop)
Print-run	1-300
Medium	Coated paper white matt, 300 gr/m ²
Production	Digital printing
Option	NA

11. Invitation	
Description	Invitation for various events, distributed by mail. Double-sided.
Design Manual	NA
Size	21x10 cm
Data Input	MS Office
Language versions	Each volume carries one language or could be combination of BG, ES, CS, DA, DE, ET, EL, EN, FR, GA, IT, LV, LT, HU, MT, NL, PL, PT, RO, SK, SL, FI, SV, IS, NO
Drafts	up to 3
Design proposals	3
Pages	NA
Colours	CMYK
Tables	0
Graphs	0
Charts	0
Images	0-5
Print-run	1-300
Medium	Coated paper white matt, 300 gr/m ²
Production	Digital printing
Option	NA

12. Bookmark	
Description	Promotional bookmark. Double-sided.
Design Manual	NA
Size	4x20 cm
Data Input	MS Office
Language versions	Each volume carries one language or could be combination of BG, ES, CS, DA, DE, ET, EL, EN, FR, GA, IT, LV, LT, HU, MT, NL, PL, PT, RO, SK, SL, FI, SV, IS, NO
Drafts	up to 3
Design proposals	3
Pages	NA
Colours	CMYK
Tables	0
Graphs	0
Charts	0-5
Images	0-5
Print-run	NA
Medium	NA
Production	NA
Option	NA

13. E-newsletter	
Description	Newsletter for electronic distribution (e-mail, site download, etc.)
Design Manual	NA
Size	A4
Data Input	MS Office
Language versions	Each volume carries one language or could be combination of BG, ES, CS, DA, DE, ET, EL, EN, FR, GA, IT, LV, LT, HU, MT, NL, PL, PT, RO, SK, SL, FI, SV, IS, NO
Drafts	up to 3
Design proposals	3
Pages	8-16
Colours	RGB
Tables	0-20
Graphs	0-20
Charts	0-10
Images	0-10
Print-run	NA
Medium	NA
Production	Electronic file (PDF)
Option	NA

14. Advertisement	
Description	Advertisement for placement in magazines, newspapers etc and the web.
Design Manual	NA
Size	a. A4 b. A5 c. B5 d. B6
Data Input	MS Office
Language versions	Each volume carries one language or could be combination of BG, ES, CS, DA, DE, ET, EL, EN, FR, GA, IT, LV, LT, HU, MT, NL, PL, PT, RO, SK, SL, FI, SV, IS, NO
Drafts	up to 3
Design proposals	3
Pages	NA
Colours	a. CMYK b. K
Tables	0
Graphs	0
Charts	0-5
Images	0-5
Print-run	NA
Medium	NA
Production	NA
Option	NA

15. Logo	
Description	The logo should be suitable for use in any size (from pencils to banners) and colour versions (4c, 2c, B/W). It should be delivered with instructions for all colour schemes (CMYK, RGB, PMS).
Design Manual	NA
Size	NA
Data Input	MS Office
Language versions	BG, ES, CS, DA, DE, ET, EL, EN, FR, GA, IT, LV, LT, HU, MT, NL, PL, PT, RO, SK, SL, FI, SV, IS, NO

Drafts	up to 3
Design proposals	3
Pages	NA
Colours	CMYK and RGB and K+PMS
Tables	0
Graphs	0
Charts	0
Images	0
Print-run	NA
Medium	NA
Production	Scalable EPS archive in 4c and 2c and B/W
Option	NA

16. Flag	
Description	Flag for outdoor use at Cedefop premises. It could be a design based on Cedefop's logo.
Design Manual	NA
Size	120x80 cm
Data Input	MS Office
Language versions	NA
Drafts	up to 3
Design proposals	3
Pages	NA
Colours	CMYK or PMS spot colours
Tables	0
Graphs	0
Charts	0
Images	0
Print-run	NA
Medium	NA
Production	Scalable EPS archive
Option	NA

17. Visual identity system	
Description	Development of a visual identity system for conferences, exhibitions, campaigns etc. It will be adapted to all material: sticker, folder, programme, notepad, badge, bag, pen, mouse-pads, banners and the web.
Design Manual	NA
Size	NA
Data Input	MS Office
Language versions	NA
Drafts	up to 3
Design proposals	3
Pages	NA
Colours	a. CMYK b. RGB c. K+PMS
Tables	NA
Graphs	NA
Charts	NA
Images	NA
Print-run	NA
Medium	NA
Production	NA

Option	NA
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18. Sticker	
Description	It could be a new design or an imported one following a visual identity system. It will be used for conferences, exhibitions, campaigns etc. An A4 page with the sticker or with size variations will be prepared for printing.
Design Manual	NA
Size	Variable; from 2x5 cm to 10x20 cm
Data Input	MS Office
Language versions	NA
Drafts	up to 3
Design proposals	3
Pages	1
Colours	CMYK
Tables	0
Graphs	0
Charts	0
Images	0-5
Print-run	1-500
Medium	Adhesive paper white matt 150 gr/m ² (digital printing) Adhesive transparent film (silk printing)
Production	a. Digital b. Silk printing
Option	NA

19. Folder	
Description	Folder with 2 sleeves on each inner side, suitable for A4 papers. It could be a new design or an imported one following a visual identity system. It will be used for conferences, exhibitions, campaigns etc. A die-cutting template should be delivered.
Design Manual	NA
Size	A4 (Spread: 70x35 cm)
Data Input	MS Office
Language versions	Each volume carries one language or could be combination of BG, ES, CS, DA, DE, ET, EL, EN, FR, GA, IT, LV, LT, HU, MT, NL, PL, PT, RO, SK, SL, FI, SV, IS, NO
Drafts	up to 3
Design proposals	3
Pages	NA
Colours	CMYK
Tables	0
Graphs	0
Charts	0-5
Images	0-5
Print-run	NA
Medium	NA
Production	NA
Option	NA

20. Programme	
Description	It could be a new design or an imported one following a visual identity system. It will be used for conferences, exhibitions, campaigns etc. Double-sided.
Design Manual	NA
Size	A4
Data Input	MS Office

Language versions	Each volume carries one language or could be combination of BG, ES, CS, DA, DE, ET, EL, EN, FR, GA, IT, LV, LT, HU, MT, NL, PL, PT, RO, SK, SL, FI, SV, IS, NO
Drafts	up to 3
Design proposals	3
Pages	2-8
Colours	CMYK
Tables	0-5
Graphs	0-5
Charts	0-5
Images	0-5
Print-run	1-200
Medium	Coated paper, white matt 200 gr/m ²
Production	Digital printing
Option	a. 4 page-programme: Folding one time b. 8 page-programme: Folding one time and Saddle-stitching

21. Notepad	
Description	Conference notepad with no cover. It could be a new design or an imported one following a visual identity system. It will be used for conferences, exhibitions, campaigns etc.
Design Manual	NA
Size	a. A4 b. B5
Data Input	MS Office
Language versions	Each volume carries one language or could be combination of BG, ES, CS, DA, DE, ET, EL, EN, FR, GA, IT, LV, LT, HU, MT, NL, PL, PT, RO, SK, SL, FI, SV, IS, NO
Drafts	up to 3
Design proposals	3
Pages	NA
Colours	CMYK
Tables	0
Graphs	0
Charts	0
Images	0-5
Print-run	NA
Medium	NA
Production	NA
Option	NA

22. Badge	
Description	It could be a new design or an imported one following a visual identity system. It will be used for conferences, exhibitions, campaigns etc.
Design Manual	NA
Size	6x10 cm
Data Input	MS Office
Language versions	Each volume carries one language or could be combination of BG, ES, CS, DA, DE, ET, EL, EN, FR, GA, IT, LV, LT, HU, MT, NL, PL, PT, RO, SK, SL, FI, SV, IS, NO
Drafts	up to 3
Design proposals	3
Pages	NA
Colours	CMYK
Tables	0
Graphs	0
Charts	0
Images	0-5

Print-run	100-500
Medium	Uncoated paper, white matt 115 gr/m ²
Production	Digital printing
Option	NA

23. Bag	
Description	Promotional bag made of cloth or paper. It could be a new design or an imported one following a visual identity system. It will be used for conferences, exhibitions, campaigns etc.
Design Manual	NA
Size	35x50 cm
Data Input	MS Office
Language versions	Each volume carries one language or could be combination of BG, ES, CS, DA, DE, ET, EL, EN, FR, GA, IT, LV, LT, HU, MT, NL, PL, PT, RO, SK, SL, FI, SV, IS, NO
Drafts	up to 3
Design proposals	3
Pages	NA
Colours	a. CMYK b. PMS spot colours
Tables	0
Graphs	0
Charts	0
Images	0-5
Print-run	NA
Medium	NA
Production	NA
Option	NA

24. Pen	
Description	Promotional pen. Design will usually include the placement of Cedefop's logo. It will be used for conferences, exhibitions, campaigns etc.
Design Manual	NA
Size	NA
Data Input	MS Office
Language versions	Each volume carries one language or could be combination of BG, ES, CS, DA, DE, ET, EL, EN, FR, GA, IT, LV, LT, HU, MT, NL, PL, PT, RO, SK, SL, FI, SV, IS, NO
Drafts	up to 3
Design proposals	3
Pages	NA
Colours	a. CMYK b. PMS spot colours
Tables	0
Graphs	0
Charts	0
Images	0-5
Print-run	NA
Medium	NA
Production	NA
Option	NA

25. Mouse-pad	
Description	Promotional conference mouse-pad. It could be a new design or an imported one following a visual identity system. It will be used for conferences, exhibitions, campaigns etc.
Design Manual	NA
Size	23x19 cm

Data Input	MS Office
Language versions	Each volume carries one language or could be combination of BG, ES, CS, DA, DE, ET, EL, EN, FR, GA, IT, LV, LT, HU, MT, NL, PL, PT, RO, SK, SL, FI, SV, IS, NO
Drafts	up to 3
Design proposals	3
Pages	NA
Colours	a. CMYK b. PMS spot colours
Tables	0
Graphs	0
Charts	0
Images	0-5
Print-run	NA
Medium	NA
Production	NA
Option	NA

26. Poster/Banner	
Description	Promotional Poster/Banner. It could be a new design or an imported one following a visual identity system. It will be used to promote publications and in conferences, exhibitions, campaigns etc, in hard copy and for the web.
Design Manual	NA
Size	a. 40x60 cm b. 60x80 cm c. 70x100 cm d. 80x210 (QuickScreen) e. 90x120 cm f. 120x210 cm g. 120x280 cm
Data Input	MS Office
Language versions	Each volume carries one language or could be combination of BG, ES, CS, DA, DE, ET, EL, EN, FR, GA, IT, LV, LT, HU, MT, NL, PL, PT, RO, SK, SL, FI, SV, IS, NO
Drafts	up to 3
Design proposals	3
Pages	NA
Colours	CMYK
Tables	0-5
Graphs	0-5
Charts	0-5
Images	1-5
Print-run	1-10
Medium	a. Coated paper, white matt 150 gr/m ² b. Plastic canvas
Production	Digital printing
Option	a. Paper: matt plastification, mounting on 'Kapa-Fix' b. Plastic canvas: placing of bars at both ends c. QuickScreen: Mounting on 'Expand QuickScreen' mechanism d. Sizes 40x60cm, 60x80cm and 70x100cm could be prepared with a view of offset printing.

27. Web design	
Description	Develop graphic design concept for web pages. It could be a new design or an imported one following a visual identity system. Design proposals may be required to incorporate any combination of text, images, banners, icons, graphs, tables, infograms, etc and video and audio features.

Design Manual	NA
Data Input	MS Office
Language versions	Each page carries one language or could be combination of BG, ES, CS, DA, DE, ET, EL, EN, FR, GA, IT, LV, LT, HU, MT, NL, PL, PT, RO, SK, SL, FI, SV, IS, NO
Drafts	up to 3
Design proposals	3
Production	Optimised Bitmap formats (tiff, bmp, png, in various sizes and dpj resolution) and Vector formats (psd, eps, png, wmf, cdr)

28. Web design technical advice	
Description Production	Provide technical guidance to Web developers for web design <ul style="list-style-type: none"> a. design manual for application of Cedefop corporate image to the web b. ad-hoc design advice as required

1. Production

The design and layout of all items shall be prepared bearing in mind that the final production method shall be high quality offset lithography. The preparation of the final Ready-for-Press archives shall also take into account the same principle. In the instances where this contract requires production (digital or silk printing) it is clearly stated.

Dispatch of material – Cedefop encourages online exchange of electronic files. In a case where there might be any physical material dispatched between the contractor and Cedefop (i.e drafts, films, proofs) the sender will bear the relevant costs.

2. Clarification of codes

Explanation of the codes and the tasks is included. Codes explained here are cross-referenced and explanations apply to similar ones found at other parts of the price schedule.

LAYPU01 (and all cover-related codes) – includes three design proposals, insertion of corrections. Cedefop's house style (cover design guidelines) and aesthetics should serve as a basis. Price should include all illustrations and images used.

LAYPU03, Layout of preliminary pages - layout of title, copyright, information and bibliographical reference pages (3, 4, 5 and last page).

LAYPU04, Layout of text page - layout, insertion of author corrections up to 15% of the text (more than that will be counted as new layout), insertion of layout/transformation corrections.

LAYPU06, Layout of 'mixed' page - Page containing text and table or graph or chart or image. Price should include layout, insertion of author corrections up to 15% of the text (more than that will be counted as new layout), insertion of layout corrections, creation of table or graph or chart and incorporating them in the layout. Costs for use of extra images (if needed) will be reimbursed according to the procedure outlined in point 2.4.

LAYPU08, Layout of 'complicated' page - Page containing text and more than one tables, graphs, charts or image and/or combinations of those and/or complicated tables, graphs and charts. Price should include layout, insertion of author corrections up to 15% of the text (more than that will be counted as new layout), insertion of layout corrections, creation of table, graph and chart and incorporating them in the layout. Costs for use of images (if needed) will be reimbursed according to the procedure outlined in point 2.4.

LAYPU05, Adaptation of text page, other language - Includes the same tasks as the 'pilot language version' but is based on the already concluded pilot version.

DEST01, Development of new publication series cover design template – Cedefop might require a development of a new template for cover design for its series: Panorama, Dossier, Reference, Information. Code comprises: development of three cover design proposals, insertion of corrections in three stages (drafts), set out cover specifications (fonts, sizes, images, schemes, metrics) and compiling a document with the complete and exhaustive specifications. It will be applied to future publications.

DEST02, Development of new publication series interior layout template - Cedefop might require a development of a new template for the interior layout for its series: Panorama, Dossier, Reference, Information. Code comprises: development of three design proposals, insertion of corrections in three stages (drafts), set out interior layout specifications (fonts, sizes, images, schemes, metrics) and compiling a document with the complete and exhaustive specifications. It will be applied to future publications.

LAYPI01, Development of new unique design concept – An ‘illustrated’ publication is an ad-hoc and high-quality publication that does not follow the design and layout of Cedefop series. It uses extensively images, illustrations, and design elements. Code comprises: development of three cover design and three interior layout proposals, insertion of corrections in three stages (drafts).

LAYPI02 – LAYPI06, illustrated publication – Design, layout and adaptations will be based on the already developed new unique design concept (LAYPI01).

VARTR01, Transportation - to Thessaloniki (Greece). Price should include all transportation costs for one person.

VARTR02, Compensation - includes all accommodation and subsistence costs for one person.

Adaptations - the term is used to cover the linguistic but also size adaptation.

- **Adaptation, other language:** Whenever there are more than one language versions of a publication, flyer etc. the design/layout is firstly performed in the pilot language (usually EN) and then adapted to the relevant language versions. Example: pilot language version is EN and cover design and interior layout is adapted to FR
- **Adaptation, size:** Whenever there is a resize of design. Examples: the basic design of a 70x100 poster is adapted to 40x60 cm.

Design, original – the design of material that is not directly linked to any design manual, visual system, or similar material. Concerns items not included in Cedefop’s design manual.

Design, imported - it refers to design adaptation, when there is a pre-determined design developed and it is adapted to other material. Examples: a given design/concept of a flyer is adapted to a folder; conference visual system is adapted to a conference folder.

Design manual – Cedefop has issued a cover design and interior layout manual. Publications series as well as some promotional material such as flyers are included. The design and layout of these items should be based on this manual.

3. Languages

BG	Bulgarian	HU	Hungarian
ES	Spanish	MT	Maltese
CS	Czech	NL	Dutch
DA	Danish	PL	Polish
DE	German	PT	Portuguese
ET	Estonian	RO	Romanian
EL	Greek	SK	Slovak
EN	English	SL	Slovene
FR	French	FI	Finnish
GA	Irish	SV	Swedish
IT	Italian	IS	Icelandic
LV	Latvian	NO	Norwegian
LT	Lithuanian		

4. ISO paper sizes (in mm)

A0	841 × 1189	B0	1000 × 1414
A1	594 × 841	B1	707 × 1000
A2	420 × 594	B2	500 × 707

A3	297 × 420	B3	353 × 500
A4	210 × 297	B4	250 × 353
A5	148 × 210	B5	176 × 250
A6	105 × 148	B6	125 × 176
A7	74 × 105	B7	88 × 125
A8	52 × 74	B8	62 × 88
A9	37 × 52	B9	44 × 62
A10	26 × 37	B10	31 × 44