SER = SERVICE
SUP = SUPPLY
W = WORKS
G = GRANTS

Where not specified the definition applies to all type of contracts.

ACP States	The Africa, Caribbean and Pacific States signatories of the ACP-EU Partnership Agreement.
Addendum	A document modifying the terms and conditions of a contract.
Action document (previously known as action fiche)	Document in annex to the Annual Action Programme (AAP) which describes the actions to be carried out under the AAP
Administrative order	Any instruction or order issued in writing by the supervisor (W) or project manager (SER,SUP) to the contractor regarding the execution of the contract.
Admissible	An application or tender which is suitable, not irregular or unacceptable.
Ancillary services	All related services which the contractor is required to implement in a supply contract in addition to deliver the goods procured. Where they are necessary they are specified in the contract and may include for example services such as unloading, installation, testing, commissioning, provision of expertise, supervision, maintenance, repair, training and other such obligations connected with the goods to be provided under the contract (SUP).
Annual Action Programme (AAP)	The Annual Action Programme constitutes the financing decision adopted at the formulation stage and required to finance a project/programme with EU funds. It consists of several action documents – one for each action.
Applicant	A natural person or an entity with or without legal personality who has submitted an application in a grant award procedure or in a contest for prizes.
Application documents	A tender, a request to participate, a grant application or an application in a contest for prizes.
Appropriate media	Publication in the Official Journal of the European Union and on the F&T portal is obligatory for most contracts covered by this guide. Publication in the press of partner countries and, if need be, specialised publications may be necessary or advisable.

Assessor	An independent individual expert with an in-depth knowledge of the issues covered by a grant programme who is engaged by a contracting authority to carry out a detailed written assessment of a grant application using the published evaluation grids. He/she cannot be a member of the evaluation committee but may attend its meetings as observer (G).
Award procedure	A procurement procedure, a grant award procedure, a contest for prizes, or a procedure for selection of experts or entities implementing Union funds.
Basic act	A legal act, other than a recommendation or an opinion, which provides a legal basis for an action and for the implementation of the corresponding expenditure.
Beneficiary of a grant	A natural person or an entity with or without legal personality with whom a grant agreement has been signed (G).
Best value for money	See 'most economically advantageous offer'.
Bill of quantities	The document containing an itemized breakdown of the works to be carried out in a unit price contract, indicating a quantity for each item and the corresponding unit price. (W).
Budget breakdown	The schedule which breaks down the contract value according to the different items or services, stating out fee rate, unit prices and lump sums for each item provided (W, SER, SUP).
Call for proposals	A public invitation by the contracting authority, addressed to clearly identified categories of applicants, to propose operations within the framework of a specific EU programme.
Candidate	An economic operator that has sought an invitation or has been invited to take part in a restricted procedure, a competitive procedure with negotiation, a competitive dialogue, an innovation partnership, a design contest or a negotiated procedure..
CFSP	The Common Foreign and Security Policy.
CIR	The Common Implementing Rules.
Clearance	The amount of expenditure incurred in accordance with the contract which the contracting authority, after examination of the expenditure verification report or the supporting documents, accepts for deduction from the total sum of pre-financing under the contract.
Commercial warranty	The warranty the manufacturer provides for a defined period guaranteeing that the supply will be free from structural defects due to substandard material or workmanship, under conditions of normal commercial use and service. The commercial warranty should not be confused with - and might go beyond - the warranty period of the contract (SUP).

Commission	The European Commission (COM).
Competitive dialogue	Procedure only used for particularly complex contracts. A contract notice sets out the needs and requirements and the contracting authority opens a dialogue with candidates satisfying the selection criteria announced in the contract notice.
Competitive negotiated procedure	See simplified procedure
Conflict of interests	A conflict of interest exists where the impartial and objective exercise of the functions of a financial actor or other person, as referred to in the paragraph below, is compromised for reasons involving family, emotional life, political or national affinity, economic interest or any other direct or indirect personal interest. Financial actors and other persons, including national authorities at any level, involved under direct, indirect and shared management, including acts preparatory thereto, audit or control, shall not take any action which may bring their own interests into conflict with those of the Union. They shall also take appropriate measures to prevent a conflict of interest from arising in the functions under their responsibility and to address situations which may objectively be perceived as a conflict of interest. Where there is a risk of a conflict of interest, the member of national staff in question shall refer the matter to his or her hierarchical superior. In the case of staff covered by the Staff Regulations, he or she shall refer the matter to the relevant authorising officer by delegation. The relevant hierarchical superior or the authorising officer by delegation shall confirm in writing, whether a conflict of interest is found to exist. In that case, the Appointing Authority or the relevant national authority shall ensure that the official concerned ceases all activity in this matter. The relevant authorising officer by delegation or national authority concerned shall ensure that any further appropriate action is taken in accordance with the applicable law
Consortium	A grouping of eligible natural and legal persons or public entities which submits a tender or an application, under a tender procedure or in response to a call for proposals. It may be a permanent, legally-established grouping or a grouping which has been constituted informally for a specific tender procedure or call for proposals. All members of a consortium (i.e. the leader and all other partners) are jointly and severally liable to the contracting authority.
Contract	An agreement, between two or more persons or entities. It can take either the form of procurement contract — with specific terms and an undertaking to provide services, supplies and/or works in return for a financial consideration (SER, SUP, W) — or of grant contract establishing specific terms and conditions to implement the action (G).

Contract budget	A summary of the costs of performing the contract. The total of these costs is the contract value or contract price. In the case of works the sum represents the initial estimate payable for the execution of the works or such other sum as ascertained by the final statement of account as due to the contractor under the contract. In the case of grants the budget shows an estimate of the eligible costs and the total costs. The income must also be detailed.
Contract price	See 'Contract budget'.
Contract value	See 'Contract budget'.
Contracting authority	Entity referred to in Article 178.2 of 2018 Financial Regulation, i.e. (i) in case of direct management: the European Commission on behalf of and for the account of the partner country/countries, (ii) in case of indirect management: the State or the entity concluding the contract as provided for (where appropriate) in the financing agreement.
Contractor	Any natural or legal person or public entity or consortium of such persons and/or bodies selected at the end of the procedure for the award of the contract. The successful tenderer, once parties have signed the contract.
Contribution in kind	Provision of goods or services free of charge to the action which is the subject of a grant contract by the beneficiary or by a third party. Contributions in kind do not therefore involve any expenditure for the grant beneficiary.
Corrigendum	Correction of a notice or guidelines already published in the Official Journal of the European Union and/or equivalent local publication and on the F&T portal.
Cost-plus contract	A contract where the contractor, when finished the agreed-upon work, receives compensation equal to their expenses plus a profit.
Crisis	Situations of immediate or imminent danger threatening to escalate into an armed conflict or to destabilize a country or its neighborhood, or situations caused by natural disaster, manmade crisis such as wars and other conflicts or extraordinary circumstances having comparable effects related inter alia to climate change, environmental degradation, privation of access to energy and natural resources or extreme poverty.
Day	Calendar day unless otherwise specified.
Dayworks	Varied work inputs subject to payment on an hourly basis for the contractor's employees and plants (W).
DCI	The Development Cooperation Instrument

Defects liability period	The period stated in the contract immediately following the date of provisional acceptance, during which the contractor is required to complete the works and to remedy defects or faults as instructed by the supervisor (W).
DG BUDG	The Directorate General for Budget
DG DEVCO	The Directorate General for International Cooperation and Development
DG ECHO	The Directorate General for Humanitarian Aid and Civil Protection
DG NEAR	The Directorate General for Neighbourhood and Enlargement Negotiations
DG REGIO	The Directorate General for Regional and Urban Policy
Direct award	The award of a grant or of a procurement contract without organising a call for proposals/tenders. A direct award is only appropriate under certain special circumstances and must always be the subject of an evaluation report.
Drawings	Drawings provided by the contracting authority and/or the supervisor, and/or drawings provided by the contractor and approved by the supervisor, for the carrying out of the works (W), for the provisions of the supplies (SUP), or for performance of the services (SER).
Dynamic purchasing system	An electronic procedure used for making commonly used purchases of items generally available on the market. It is limited in duration and open throughout its validity. For each individual contract a contract notice is published inviting all the contractors admitted to the system.
EC	The European Commission.
EDES	The Early Detection and Exclusion System (EDES) is a database, containing restricted information concerning third parties likely to represent a threat to the EU financial interests. The Early Detection and Exclusion System replaced as from 1st of January 2016 the Early Warning System and the Central Exclusion Database.
EDF	The European Development Fund.
EEAS	The European External Action Service
EIDHR	The European Instrument for Democracy and Human Rights
Economic operator	Any natural or legal person, including a public entity, or a group of such persons, which offers to supply products, execute works or provide services or immovable property.
Equipment	Machinery, apparatus, components and any other articles intended for use in the works (W).

ENI	The European Neighbourhood Instrument
EURATOM	The European Atomic Energy Community
EU	The European Union
Evaluation committee	A committee made up of a non-voting chairperson, a non-voting secretary and an odd number (at least three) of voting members (the evaluators) having the technical and administrative expertise necessary to give an informed opinion on tenders or grant applications.
Execution period	The period from contract signature until final payment for services, or until release of the performance guarantee after final acceptance for supplies and works. The period from contract signature until final payment; in no event can this period last longer than 18 months after the end of the implementation period (SER, G).
Expenditure verification	The expenditure verification refers both to the process and the report by which an auditor verifies according to agreed-upon procedures contained in the relevant terms of reference that the financial report submitted by the contractor/beneficiary can be reconciled to the latter's accounting and bookkeeping system and to the underlying accounts and records. The auditor also verifies that the contractor/beneficiary complies with the relevant provision of the contract signed with the Commission.
Expert	A natural person employed or otherwise legally contracted by an eligible contractor, or where applicable subcontractor, engaged to provide the expertise required for the proper performance of a contract.
Explanatory note	A summary at the beginning of a contract dossier or addendum dossier explaining to the reader the purpose and essential features of the proposed contract or addendum.
EU	The European Union.
Fee-based contract	A contract under which the services are provided on the basis of fixed fee rates for each day worked by experts (SER).
Final beneficiaries of a grant	Those who will benefit from the project in the long term at the level of the society or sector at large (G).
Final acceptance certificate	Certificate(s) issued by the supervisor (W) or project manager (SUP) to the contractor at the end of the defects liability period (W) or warranty period (SUP) stating that the contractor has completed its obligations (W, SUP).

Financial Instruments	Union measures of financial support provided from the budget to address one or more specific policy objectives of the Union. Such instruments may take the form of equity or quasi-equity investments, loans or guarantees, or other risk-sharing instruments, and may, where appropriate, be combined with other forms of financial support or with funds under shared management or funds of the European Development Fund (EDF)
Financing agreement	An agreement between the European Commission and the partner country which determines the objectives and the duration of a future programme of assistance.
Financial offer	The part of a tender which contains all the financial elements of the tender, including its summary budget and any detailed price breakdown or cash-flow forecast required by the tender dossier.
Foreign currency	Any currency permissible under the applicable provisions and regulations other than the Euro, which has been indicated in the tender.
FPI	The Service for Foreign Policy Instrument
FR	The Financial Regulation
Framework contract	A framework contract is a contract concluded between a contracting authority and an economic operator for the purpose of laying down the essential terms governing a series of specific contracts to be awarded during a given period, in particular as regards the duration, subject, prices, conditions of performance and the quantities envisaged. The contracting authority may also conclude multiple framework contracts, which are separate contracts with identical terms awarded to a number of suppliers or service providers. Not to be confused with framework partnership agreements, through which the Commission establishes long-term cooperation with grant beneficiaries.
General conditions	The general contractual provisions setting out the administrative, financial, legal and technical clauses governing the execution of all contracts of a particular type.
General damages	Damages which have not been agreed beforehand by the parties and awarded by a court or arbitration tribunal, or agreed between the parties, as compensation payable to an injured party for a breach of the contract by the other party.
Global price contract	A contract under which the services provided are paid on the basis of the delivery of the specified outputs (SER).

Goods	A tangible physical product where the property of what is purchased is transferred from the contractor to the contracting authority (in the case of procurement contracts) or to the designated local partners of the beneficiary and/or final recipients of the action (in the case of grant contracts).
Grant	A financial contribution by way of donation from the contracting authority to a specific beneficiary in order to implement an action (or in some cases to finance part of its budget) in order to promote an EU policy aim (G).
Grant programme	A programme which determines the objectives and scale of assistance in the form of grants for operations promoting EU policy aims (G).
Guidelines for grant applicants	Document explaining the purpose of a call for proposals for grants. It sets out the rules regarding who may apply, the types of operations and costs which may be financed, and the evaluation (selection and award) criteria. It also provides practical information on how to complete the application form, what documents must be annexed, and rules and procedures for applying (G).
Grave professional misconduct	A grave professional misconduct refers to all wrongful conduct which denotes a wrongful intent or gross negligence. It encompasses the violation of applicable laws or regulations or ethical standards of the profession to which the contractor belongs, and any wrongful conduct which has an impact on the professional credibility of the contractor.
IcSP	The Instrument contributing to Stability and Peace
IfG	The Instrument for Greenland
IPA	The Instrument to Pre-accession
Head of Delegation	The representative of the European Union in third countries, acting as a subdelegated authorising officer.
Hybrid contract	A contract between the contracting authority and a service provider, supplier or construction firm covering two or more of the following: works, supplies and services.
Implementation period	The period from the signature, or alternative date if specified in the special conditions, until the provisional acceptance of the works (W) or until the provisional acceptance for the last lot has been issued (SUP) or until all tasks have been carried out (SER) or until all project activities have been carried out (G).
InforEuro	http://ec.europa.eu/budget/inforeuro Website necessary to make any conversion into euro of the real costs borne by a contractor or grant beneficiary in other currencies.

Incidental expenditure	The provision for incidental expenditure covers the ancillary and exceptional eligible expenditure incurred under a service contract; the type of eligible expenditure is specified in each contract. It cannot be used for costs which should be covered by the contractor as part of its fee rates (SER).
In-kind contribution	Non-financial resources made available free of charge by third parties to a beneficiary.
Invitation to tender	Letter sent to shortlisted candidates in a restricted procedure or simplified procedure inviting them to submit a tender.
In writing	This includes any hand-written, typed or printed communication, including telex, cable, e-mail and fax transmissions.
IR	The Commission Internal Rules
Irregular	A tender which does not comply with the minimum requirements specified in the procurement documents or with the requirements for submission, or a tender which is rejected because of misrepresented/omitted information or conflict of interest, or an abnormally low tender.
Irregularity	Any infringement of a provision of EU law resulting from an act or omission by an economic operator, which has, or would have, the effect of prejudicing the general budget of the EU or budgets managed by it, either by reducing or losing revenue accruing from own resources collected directly on behalf of the EU, or by an unjustified item of expenditure.
Key expert	Expert who is defined as instrumental in the terms of reference and who is subject to evaluation as part of the tender (SER).
Liquidated damages	Liquidated damages are damages which have been agreed beforehand by the parties, and recorded in the contract, as being a genuine estimate of the loss suffered by the injured party (e.g. compensation payable by the contractor to the contracting authority for failure to complete the contract or part of the contract within the contractual periods / compensation payable by the contracting authority to the contractor for failure to pay within the contractual periods shall be calculated in accordance with the method(s) outlined in the general conditions).
Mixed contract	See ‘Hybrid contract’.
Month	Calendar month.
Most economically advantageous tender	The tender proposal judged best in terms of the criteria laid down for the contract, e.g. quality, technical properties, aesthetic and functional qualities, after-sales service and technical assistance in relation to the price offered. These criteria must be announced in the tender dossier.

Multi-donor action	Any action where Union funds are pooled with at least one other donor
National currency	The currency of the partner country.
Negotiated procedure	Procedure without prior publication of a contract notice, in which the contracting authority consults the candidate or candidates of its choice and negotiates the terms of the contract with one or more of them. This procedure may only be used exceptionally and when duly justified.
Non key expert	Expert who is not defined as instrumental in the terms of reference and who is approved by the project manager by administrative order (SER).
Non-cooperative jurisdictions	The Council of the European Union adopted a list of non-cooperative jurisdictions for tax purposes on 5 December 2017. It contains two Annexes: (i) Annex I includes jurisdictions that are classified as non-cooperative and (ii) Annex II includes further jurisdictions ("Annex II Jurisdictions" or "Committed Jurisdictions") that have taken sufficient commitments to address their identified deficiencies and as such have not been considered as non-cooperative for the time being.
NSCI	The Nuclear Safety Co-operation Instrument
OCT	The Overseas Countries and Territories
ODA	The Official Development Assistance
OECD	The Organisation for Economic Co-operation and Development
OLAF	The European Anti-Fraud Office
Open procedure	Calls for tenders are open where all interested economic operators may submit a tender. Calls for proposals are open when the concept note and the full proposal are submitted at the same time.
Operating grant	Direct financial contribution, by way of donation, in order to finance the functioning of a body which pursues an aim of general European interest or has an objective forming part of a European Union policy (G).
OJ	The Official Journal
PADOR	Potential Applicant Data On-line Registration https://ec.europa.eu/europeaid/tags/pador_en
Participant	A candidate or tenderer in a procurement procedure, an applicant in a grant award procedure, an expert in a procedure for selection of experts, an applicant in a context for prizes or an entity or person participating in a procedure for implementing Union funds.

Partner country	The country or state outside the European Union with which the European Union has an agreed programme of cooperation.
Period	A period begins the day after the act or event chosen as its starting point. Where the last day of a period is not a working day, the period expires at the end of the next working day.
PI	The Partnership Agreement
Plant	Appliances and other machinery, and, where applicable under the law and/or practice of the state of the contracting authority, the temporary structures on the site required to carry out the works but excluding equipment or other items required to form part of the permanent works (W).
Preferences (EDF only)	Term used for describing the preferences given during the evaluation process to tenderers from ACP countries, when their tenders are technically and economically equivalent with tenders submitted by tenderers of non-ACP nationality (see Article 26 of the Annex IV to the Cotonou Agreement).
Price schedule	The completed schedule of prices, including the breakdown of the overall price, submitted by the contractor with his tender, modified as necessary and forming a part of the unit price contract (W).
Procurement documents	Any document produced or referred to by the contracting authority to describe or determine elements of the procurement procedure, including the publicity measures, the invitation to tender, the tender specifications, including the technical specifications and the relevant criteria, or the descriptive documents in case of a competitive dialogue and the draft contract.
Procurement procedure	The procedure followed by a contracting authority to identify, and conclude a contract with, a suitable contractor to provide defined goods, works or services.
Project	The project in relation to which the services/works/supplies are to be provided under the contract, and the project in relation to which the grant contract is awarded.
Project manager	The person responsible for monitoring the implementation of a project on behalf of the contracting authority.
Provisional sum	A sum included in the contract and so designated for the implementation of works or the supply of goods, materials, plant or services, or for contingencies. In the latter case, this sum may be used in whole or in part, or not at all, with the prior agreement of the Supervisor (W).
RAP	The Rules of Application.
Recipients	A beneficiary, a contractor, a remunerated external expert, any person or entity receiving prizes or funds under a financial instrument or implementing Union funds.

Restricted procedure	Calls for tenders are restricted where all economic operators may ask to take part but only candidates satisfying the selection criteria and invited simultaneously and in writing by the contracting authorities may submit a tender (applicable for services and works). Calls for proposals are restricted where all applicants may ask to take part but only the applicants who have been shortlisted are invited to submit a full proposal.
Restrictive measures	EU restrictive measures are sanctions (such as travel ban, embargo on arms and trade, and freezing of funds) adopted by the Council by virtue of Article 215 of the Treaty on the Functioning of European Union (TFEU) in the view of the interruption or reduction, in part or completely, of the Union's economic and financial relations with one or more third countries, where such restrictive measures are necessary to achieve the objectives of the Common Foreign and Security Policy (CFSP). The lists of persons, groups, entities subject to the EU restrictive measures are maintained by the Service for Foreign Policy Instrument (FPI) and published on the European External Action Service (EEAS) website: www.sanctionsmap.eu
Service contract	A contract between a service provider and the contracting authority for the provision of services such as technical assistance or studies (SER).
Service provider	Any natural or legal person or public entity or consortium of such persons and/or bodies offering services (SER).
Services	Activities to be performed by the contractor under the contract such as technical assistance, studies, training and designs (SER).
Simplified procedure **(formerly known as competitive negotiated procedure)**	Procedure without prior publication of a procurement notice, in which only candidates invited by the contracting authority may submit tenders.
Site	The places provided by the contracting authority where the works are to be carried out and other places stated in the contract as forming part of the site (W).
Sound financial management	The implementation of the Union budget in accordance with the principles of effectiveness, efficiency and economy.
Special conditions	The special conditions laid down by the contracting authority as an integral part of the tender or call for proposals dossier, including amendments to the general conditions, clauses specific to the contract and the terms of reference (SER) or technical specifications (SUP, W).

Staff	Any personnel, employee or expert working for a contractor regardless of their contractual link (SER)
Study contract	A service contract between a service provider and the contracting authority concerning, for example, identification and preparatory studies for projects, feasibility studies, economic and market studies, technical studies, evaluations and audits (SER).
Subcontractor	An economic operator that is proposed by a candidate or tenderer or contractor to perform part of a contract or by a beneficiary to perform part of the tasks co-financed by the grant.
Successful applicant	The applicant selected at the end of a call for proposals procedure for the award of a contract (G).
Successful tenderer	The tenderer selected at the end of a tender procedure for the award of a contract.
Supervisor (Engineer as per FIDIC rules)	The legal or natural person responsible for monitoring the execution of the contract on behalf of the contracting authority and/or the Commission, where the latter is not the contracting authority (W).
Supervisor's representative	Any natural or legal person, designated by the supervisor as such under the contract, and empowered to represent the supervisor in the performance of its functions, and in exercising such rights and/or powers as have been delegated to it. In this case, references to the supervisor will include its representative (W).
Supplier	Any natural or legal person or public entity or consortium of such persons and/or bodies offering to supply products.
Supplies	All goods the contractor are required to supply to the contracting authority and where the property of what is purchased is transferred from the contractor to the contracting authority (in the case of procurement contracts) or to the designated local partners of the beneficiary and/or final recipients of the action (in the case of grant contracts).
Supply contract	Supply contracts cover the purchase, leasing, rental or hire purchase, with or without option to buy, of products. A contract for the supply of products and, incidentally, for siting and installation shall be considered a supply contract.
Target groups	The groups/entities that will be directly positively affected by the project at the project level.
Taxes	Include indirect taxes such as value added taxes, customs and import duties, other fiscal charges and duties in partner countries* (*except under the ENPI Regulation, which does not specify country(ies)).

Technical assistance contract	A contract between a service provider and the contracting authority, under which the service provider exercises an advisory role, manages or supervises a project, provides the experts specified in the contract.
Technical offer	The part of a tender which contains all non-financial elements of the tender, i.e. all elements other than the financial offer which are required by the tender dossier. The technical offer must not contain any financial indications.
Tender	A written or formal offer to supply goods, perform services or execute works for an agreed price.
Tender dossier	The dossier which contains all the documents needed to prepare and submit a tender.
Tender price	The sum stated by the tenderer in its tender for carrying out the contract.
Tender procedure	The overall process of putting a contract out for tender, starting with the publication of a procurement notice and ending with the award of the tendered contract.
Tenderer	A natural or legal person or consortium thereof submitting a tender with a view to concluding a contract.
Technical specifications	The document drawn up by the contracting authority setting out its requirements and/or objectives in respect of the provision of supplies or works, specifying, where relevant, the methods and resources to be used and/or results to be achieved (SUP, W).
Terms of reference	The document drawn up by the contracting authority setting out its requirements and/or objectives in respect of the provision of services, specifying, where relevant, the methods and resources to be used and/or results to be achieved (SER).
Time limits	Those periods in the contract which shall begin to run from the day following the act or event which serves as the starting point for those periods. Where the last day of the period is not a working day, the period expires at the end of the next working day.
TFEU	The Treaty on the Functioning of European Union.
Unacceptable	A tender which does not comply with the maximum available budget or with the minimum quality levels.
Union	It means the European Union, the European Atomic Energy Community, or both, as the context may require.
Unsuitable	A tender which is irrelevant to the subject matter of the contract, or an application which is submitted by an economic operator that is in an exclusion situation or does not meet the selection criteria.

Volunteer	A person working on a non-compulsory basis for an organisation without being paid.
Warranty obligations	The warranty of the contractor that the supplies are new, unused, without defects, of the most recent models and incorporate all recent improvements in design and materials. This warranty must remain valid for a maximum of 1 year after provisional acceptance. See Article 32 of the general conditions (SUP).
Works	The outcome of building or civil engineering works taken as a whole that is sufficient in itself to fulfil an economic or technical function.
Works contract	Works contracts cover either the execution, or both the design and execution, of works or a work related to one of the activities referred to in Annex II to Directive 2014/24/EU or the realisation, by whatever means, of a work corresponding to the requirements specified by the contracting authority exercising a decisive influence on the type or design of the work. A ‘work’ means the outcome of building or civil engineering works taken as a whole that is sufficient of itself to fulfil an economic or technical function (W).
Written communications	Certificates, notices, orders and instructions issued in writing under the contract.