

ANNEX 6

QUESTIONNAIRE ON THE ADMINISTRATION OF A CONSORTIUM

1. Legal structure of the consortium:

- Public limited company
- Private liability company
- Economic Interest Grouping
- Other suggestion(s):

2. Final choice:

3. Management type:

- Executive Director
- President
- Chairman of the Board of Directors
- Company Secretary

4. The head of the consortium:

- is one of the founding members
- is one of the member firms of the consortium
- is recruited externally and will administer the consortium with 100% management power.
- is recruited externally and will administer the consortium as a Company Secretary, without management power.
- other:

5. Definition of his/her function:

- At the financial and management level:
- At the commercial level:
- At the technical level:.....
- Other (please specify):.....

6. Remuneration:

- Salary amount:
- Will he/she receive a bonus? If yes, on the basis of which objectives?
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- Additional benefits and reimbursements:
 - Company car Yes No
 - Should kilometer expenses be reimbursed?
 - If yes, at what level should they be reimbursed?
 - Cell phone Yes No
 - Representation expenses Yes No

7. Other administrative expenses to discuss:

- Office space

? free office space provided by a member of the consortium
 ? rented office space provided by a member of the consortium
 ? renting external office space

- Size:
- City:
- house or apartment
- Which district (by priority):
 - a :
 - b :
 - c :
 - d :

- Rent acceptable for the members of the consortium:
 Maximum amount of rent:

- Personnel recruitment

recruitment of a secretary
 recruitment of an assistant taking care of secretarial work
 recruitment of an export manager
 other recruitments to be envisaged (details of post and duties as well as start of contract envisaged)

- a :
- b :
- c :
- d :

- Investment in office equipment Yes No
 - Desks and chairs Yes No
 - Conference table and chairs Yes No
 - Telephone: Yes No

how many _____

- Computer equipment: Yes No
 - Number of PCs
 - Number of notebooks
 - Internet access
 - Printers and network connections
- Fax Yes No
- Photocopier Yes No

How should promotional and administrative costs be covered?

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8. Capital structure

- Maximum amount of share:
- Weight of shareholders with respect to the amount of shares:
 - the same number of shares per shareholder
 - different numbers of shares per shareholder
- Capital suggested:
- Paid-up: %
- Comments:

9. Establishment agenda (please specify by which date each event should have taken place):

- Signing of the Statute
- Payment of the capital
- Appointments linked to the Statute
- Common agreement on the budget for year XXXX
- Final vote on the business plan for year XXXX