

**Service Agreement –**  
**Lithuanian producer's Participation in EURODOC 2026 Program Session 2 (June 2026)**  
**and Organization of EURODOC 2027 Program Session 2 (June 2027)** *IPPS-125*

**PARTIES**

a. **Lithuanian Film Centre**, under the Ministry of Culture, having its principal place of business at Z. Sierakausko Str 15, LT-03105 Vilnius, Lithuania, represented by Laimonas Ubavičius, director (hereinafter: "LFC"),

b. **EURODOC**, a non-profit organization (established under the French law of 1901), having its principal place of business at 84 avenue de la République, 75011 Paris, France, represented by Nora Philippe, Head of Program (hereinafter: "EURODOC").

**OBJECTIVES**

This agreement regulates the commissioning and provision of services between the LFC and EURODOC's (hereinafter called the "**Parties**") regarding EURODOC Program Session (hereinafter called the "**Program**") which takes place the first week of June 2027 for a total of 6 days, starting on Sunday afternoon and ending on Friday evening in Lithuania (exact dates and the city to be confirmed).

For 25 years, **EURODOC – International Lab for Creative Documentary Production** - has been training generations of professionals across Europe. Its main program, designed for producers developing a documentary project with international potential, has consistently contributed to training engaged and passionate creative producers from all over Europe and beyond, now part of a network of more than 1600 professionals from 60 countries worldwide.

In June 2027, in parallel and in connection with the second session of the yearly international training, a selected group of film professionals based in Estonia and Lithuania (in equal numbers) will have the possibility to attend an intensive 5-day residential workshop focusing on documentary project development and career development. It is understood that while LFC is commissioning and covering part of the cost of organising this session in 2027, the Estonian Film Institute is doing the same for the equivalent session in June 2026, which will symmetrically bring together Estonian and Lithuanian producers in the Local group. The LFC will also provide financial support for the June 2026 session, therefore half of the participants in that session in Estonia will come from Lithuania.

**Lithuanian Film Centre**, established in May 2012, is a state institution under the Ministry of Culture of the Republic of Lithuania. The aim of the Centre is to participate in designing an effective film and audiovisual sector policy and to foster the sustainability of the Lithuanian film industry.

Whereas a public procurement has been completed: procurement tender No. VP-210, procurement method: unannounced written survey (hereinafter referred to as the Procurement), in accordance with the Law on Public Procurement of the Republic of Lithuania, the Service Provider has been recognised as the winner of the Procurement,

**ARTICLE 1: SUBJECT OF THE AGREEMENT**

The EURODOC agreed to organize the second session of the Program EURODOC 27 which shall be held in June 2027, for a period of 6 days, beginning Sunday afternoon - ending Friday evening, exact dates to be confirmed, (hereinafter: the "**Session 2**") in Lithuania (city to be confirmed between the Parties) for 30 to 40 international participants. This training program is subject to EURODOC's General Terms and Conditions, categories "Program" and "Short Workshops".

EURODOC will be in charge of provision and preparation of suitable training and working facilities, provision of technical support and necessary equipment, arrangement of accommodation and catering for participants, and the smooth logistical and substantive coordination of the training session.

EURODOC engages to include a wider film industry community at the Open Industry Day event that will consist of two case studies with Q&A (including two screenings of documentary films) and a Masterclass.

## **ARTICLE 2: LOCAL PARTICIPANTS**

EURODOC will select 12 Documentary Professionals based in Estonia and Lithuania, for an intensive 5 days workshop, which shall take place during the Session 2 at the same venue (beginning Monday morning – ending Friday evening). Half of the cohort will be composed of professionals based in Lithuania, the other half being based in Estonia.

6 Documentary Professionals based in Lithuania will also participate at the local session organised in partnership with Estonian Film Institute in June 2026 (city to be confirmed), following the same principle. The cohort will also have access to the full online program of EURODOC 26 and 27 after the session.

LFC, together with the Head of Program of EURODOC and the Local Tutor will be in charge of the final selection of Lithuanian participants and projects for the workshop.

The pedagogical cost for the participants of the local group will be covered by EURODOC, as well as 70% of their subsistence costs (from Monday to Friday). Participants (or, alternately, LFC) will cover their travel expenses and the remaining 30% of the accommodation/subsistence costs.

Local participant at the training will be granted access to the EURODOC international network, including educational materials, online training sessions, discounts and networking opportunities related to international festivals and co-production markets.

In addition, EURODOC will cover the pedagogical cost (in other terms, will wave all tuition fee) for one full Annual program (3 sessions) for one producer from Lithuania in 2026 or 2027, provided that he/she will apply with a project. Residential costs will remain to be covered by the participant (or, alternately, LFC).

## **ARTICLE 3: FUNDING THE SESSION**

Alongside the Program partners (EU Media Program, Centre National du Cinéma et de l'Image Animée, Procirep), LFC undertakes to provide the financial support to co-finance the Session 2, by allocating the sum of 40,000 EUR needed for the organization of Lithuanian producer's participation in EURODOC Program Session 2, June 2026 and for the organization of EURODOC Program Session 2 in Lithuania, June 2027..

Terms of Payment:

- 25% will be paid as an advance at the beginning of 2026 (no later than March 1, 2026).
- 25% will be paid within 20 working days upon receipt of the invoice for the 2026 session in Estonia.
- 25% will be paid at the beginning of 2027 (no later than March 1, 2027).
- The remaining 25% will be paid after the session in Lithuania, upon receipt of the second invoice for the 2027 services, upon completion of the financial and pedagogical report

## **ARTICLE 4: EURODOC OBLIGATIONS**

EURODOC undertakes to use the Funds from the Article 3 of this Agreement as dedicated, in accordance with the provisions of this Agreement.

EURODOC is obliged to deliver to LFC a report and proofs on use of funds for the intended purpose within 60 (sixty) days following the completion of the 2027 Session 2.

EURODOC is obliged, when advertising and promoting Session 2, to emphasize the payment of the organization and participation of LFC in the organization of the Session.

## ARTICLE 5: ESTIMATED BUDGET AND FINANCIAL PLAN

### ESTIMATED BUDGET FOR EURODOC INTERNATIONAL SESSION (Lithuania)

ESTIMATED COST (In Euros)	
<b>TRAVEL COSTS</b>	<b>4 800,00 €</b>
EURODOC permanent team (session and scouting)	1 200,00 €
Tutors, experts and guests	3 600,00 €
<b>ACCOMMODATION AND SUBSISTENCE COSTS</b>	<b>61 860,00 €</b>
<i>EURODOC permanent team **</i>	3 060,00 €
<i>Local coordinator **</i>	1 020,00 €
<i>Tutors, experts and guests **</i>	5 780,00 €
<i>Scouting expenses **</i>	1 000,00 €
<i>International group participants - accommodation &amp; subsistence costs**</i>	40 800,00 €
Local group participants - accommodation & subsistence costs - S2 2026 (Estonia)	5 100,00 €
Local group participants - accommodation & subsistence costs - S2 2027 (Lithuania)**	5 100,00 €
<b>REMUNERATIONS</b>	<b>79 000,00 €</b>
<b>SALARIES OF PERSONNEL ASSIGNED TO THE ACTION</b>	<b>50 000,00 €</b>
<b>FEES FOR TUTORS AND EXPERTS</b>	<b>29 000,00 €</b>
Tutors - International and local groups	15 000,00 €
Guests, analysts and experts	9 000,00 €
<i>Local coordinator **</i>	5 000,00 €
<b>SCHOLARSHIPS AND SUBSISTENCE SUPPORT</b>	<b>13 260,00 €</b>
Subsistence support for local participants (S2 2026 and S2 2027) *	7 140,00 €
Subsistence support for international participants	6 120,00 €
<b>TECHNICAL EQUIPMENT</b>	<b>13 450,00 €</b>
<i>Teaching materials **</i>	1 800,00 €
Postal fees	150,00 €
<i>Local transports for the cohort **</i>	1 800,00 €
<i>Seminar rooms rental **</i>	5 000,00 €
<i>Office equipment, audiovisual and sound equipment rental **</i>	2 500,00 €
<i>Film Screening equipment **</i>	1 200,00 €
Subscriptions to dedicated platform for call for applications	500,00 €
Film Screening fees	500,00 €
<b>Administration</b>	<b>4 400,00 €</b>
Accounting firm and Auditor	4 000,00 €
Insurances	400,00 €
<b>Communication</b>	<b>5 000,00 €</b>

Photographer 1 day **	1 000,00 €
Graphic design, promotion materials, advertisements, newsletters, community management, subscriptions to Vimeo, Zoom etc. from 6 months ahead	2 000,00 €
Networking cocktails involving partners on-site, accreditations festival and market (PR)	2 000,00 €
<b>Membership</b>	<b>960,00 €</b>
Membership EURODOC network 2026-2027 for the local participants	960,00 €
<b>Indirect costs</b>	<b>18 273,00 €</b>
Up to 10% of total direct costs	18 273,00 €
<b>TOTAL ESTIMATED COST</b>	<b>201 003,00 €</b>

*Total estimated cost spent in Lithuania*      75 060,00 €

<b>FINANCING PLAN</b>	
<b>EUROPEAN SUBSIDY</b>	<b>70 003,00 €</b>
MEDIA CREATIVE EUROPE	70 003,00 €
<b>TUITION FEES</b>	<b>31 000,00 €</b>
EU PARTICIPANTS / OBSERVERS	22 000,00 €
INTERNATIONAL PARTICIPANTS	9 000,00 €
<b>ACCOMMODATION AND SUBSISTENCE COSTS</b>	<b>51 000,00 €</b>
Local participants (Accommodation & subsistence costs before scholarship) * 70% of the cost covered by EURODOC "scholarship and subsistence support" - see above line	10 200,00 €
International participants (Accommodation & subsistence costs before scholarship)	40 800,00 €
<b>SESSION PARTNER</b>	<b>40 000,00 €</b>
LITHUANIAN FILM CENTRE	40 000,00 €
<b>PARTNERS OF EURODOC</b>	<b>9 000,00 €</b>
CNC - Centre du Cinéma et de l'Image Animée	6 000,00 €
PROCIREP	3 000,00 €
<b>TOTAL ESTIMATED INCOME</b>	<b>201 003,00 €</b>

**Allocation of Lithuanian Film Centre funds by year**

<b>2026</b>	
<b>ACCOMMODATION AND SUBSISTENCE COSTS</b>	
Hotel costs for the team, tutors, experts and participants - 1st payment (deposit)	20 000,00 €
<b>TOTAL 2026</b>	<b>20 000,00 €</b>

<b>2027</b>	
<b>ACCOMMODATION AND SUBSISTENCE COSTS / TECHNICAL EQUIPMENT</b>	
Seminar rooms and equipment rental	7 500,00 €
Hotel costs for the team, tutors, experts and participants - 2nd payment	12 500,00 €
<b>TOTAL 2027</b>	<b>20 000,00 €</b>

<b>TOTAL 2026 + 2027</b>	<b>40 000,00 €</b>
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## **ARTICLE 6: ORGANIZATION OF THE SESSION**

The local organization of the Session shall be carried out by a natural or legal person(s) from the country in which the Session will take place, to be chosen by EURODOC (hereinafter: the "Local coordinator").

The specific responsibilities of the Local coordinator shall be outlined in the agreement between EURODOC and the Local coordinator, which, inter alia, shall include the following:

- local organization of the 2027 Session 2 under the responsibility of the Program coordination team;
- management of arrivals and departures of participants, experts and guests;
- hotel and restaurant bookings;
- working rooms and screening rooms reservations;
- logistical organization for the 2027 Session 2;
- office equipment research;
- booking of the equipment;
- full-time presence of 1 (one) person during 2027 Session 2.

EURODOC shall be responsible for:

- pedagogical content of Session 2 and pedagogical contents of the whole year's online program;
- design and management of the Session 2 program and schedule;
- correspondence with participants (course agreements), experts and tutor (contracts, etc.);
- creation of pedagogical material and dedicated booklet;
- organization of the experts and tutor travels and stays;
- hotel and restaurant bookings;
- full-time presence of EURODOC team during the Session 2;
- payment of all invoices related to the Session 2;
- writing of full post-session report.

## **ARTICLE 7: INSURANCE**

EURODOC certifies that it subscribed to Civil Liability Insurance covering its training actions and the association (Eurodoc staff, speakers, participants, equipment) with MAIF, company number 2606664K.

## **ARTICLE 8: COMMUNICATION**

EURODOC will use all its online communication tools at the service of the workshop: promotion of the call through its newsletters, social networks and website [www.eurodoc-net.com](http://www.eurodoc-net.com), and promotion of the Estonian-Lithuanian cohort in all its communication means.

LFC undertakes to relay the necessary information (call for applications) on its social media and website.

## **ARTICLE 9: CANCELLATION – FORCE MAJEURE**

In the event of force majeure (such as an epidemic or other) resulting in the impossibility of maintaining the planned training, the Parties will consult in order to agree on new arrangements for the conduct of the training (for example, later date or change of location) taking into account any additional costs that may occur. If the training cannot be held despite all the measures taken, the Parties agree that the cost borne by EURODOC, which cannot be reimbursed, will be compensated to EURODOC.

Any cancellation for a reason other than those described above will result in the defaulting party having to pay the other party compensation calculated on the basis of the costs actually incurred by the latter, unless the Parties find an amicable agreement.

## ARTICLE 10: PROTECTION OF PERSONAL DATA - GDPR

EURODOC implements processing of personal data, of which it is the data controller, for the purposes of: selection of candidates, implementation of training and execution of the training contract, invoicing, creation and management of the EURODOC network from which the PARTICIPANT will benefit, communication from EURODOC on its activities and subsequent information for the PARTICIPANT on EURODOC activities.

EURODOC undertakes to respect the regulations relating to personal data in force in France, and in particular the European Data Protection Regulation of April 27, 2016 (GDPR) and the Data Protection Act of January 6, 1978 as amended.

For all inquiries, it is possible to contact EURODOC, an association under the French Associations Law of 1901, whose head office is at 84 avenue de la République 75011 Paris, represented by its President, Mr. Alexandre CORNU, as follows:

- email: [contact@eurodoc-net.com](mailto:contact@eurodoc-net.com)
- telephone: +33 1 42 54 20 78
- Post : EURODOC – 84 avenue de la République – 75011 Paris FRANCE

The legal bases for processing are as follows:

The execution of pre-contractual measures or of the contract: During the application process (opening of the account and registration of the project through registration forms accessible from the EURODOC website) and the conclusion of the training contract, EURODOC collects certain personal data necessary for the execution or preparation of the contract, the management of the PROGRAM, SHORT WORKSHOPS or OTHER TRAINING, invoicing, and the execution of the contract relating to image rights.

This data is as follows: Name and first name, date of birth and nationality, gender, address, telephone, email address, identity photograph.

The recipients of this data are the EURODOC team, external stakeholders participating in the selection of candidates or in the training programs and EURODOC's financial partners, subcontractors for the organization of training, its chartered accountant as part of the annual report. The data is kept for the duration of the contractual relationship and then that of the legal limitation period, i.e. 5 years from the end of the contract.

It is specified that among the recipients of the data, the MEDIA program, which contributes to the financing of the training, is a recipient of the data. Its data protection policy can be consulted at the following link:

[https://ec.europa.eu/research/participants/data/support/legal\\_notice/h2020-ssps-grants-sedia\\_en.pdf](https://ec.europa.eu/research/participants/data/support/legal_notice/h2020-ssps-grants-sedia_en.pdf)

Execution of the contract for data relating to the image of individuals:

As part of the organization of training and the running of the EURODOC NETWORK, EURODOC collects the image of individuals in the form of photographs or films. The recipients of this data are the EURODOC team, the PARTICIPANTS and the general public. The data is kept for the duration of the contractual relationship then for a further 5 years. Specific authorization for image rights is given by the PARTICIPANTS for the recording and dissemination of this data.

EURODOC's legitimate interest:

Certain data is collected because it is necessary for the pursuit of EURODOC's legitimate interests aimed at promoting on its website the training program and the EURODOC network which has been built over the years. The recipients of this data are, depending on the case, the EURODOC team, the members of the EURODOC NETWORK made up of former PARTICIPANTS, experts, tutors and the general public. The data collected is as follows: Name, First name, email address, telephone number, profession of the Candidate or PARTICIPANT, Curriculum Vitae communicated by the PARTICIPANT, first and last name of the authors of the film or documentary project of the PARTICIPANT.

Data is retained for the following periods:

- The period of project selection then for a period of five years from the time of publication for the dissemination of data in the publicly accessible area of the website [www.eurodoc.fr](http://www.eurodoc.fr) under the selected projects section for each year.
- 5 years from the application request for dissemination on the website [www.eurodoc.fr](http://www.eurodoc.fr) in a space accessible only to members of the EURODOC network and as long as the documentary in question has not been completed. If the documentary has been completed, for an additional period of 5 years from its first screening. The data mentioned in the credits of the documentary, as well as the first and last name of the PARTICIPANT and their status as a member of the EURODOC network as well as their participation in the PROGRAM or EURODOC TRAINING will be kept for the duration of public screenings of the DOCUMENTARY.

Consent:

With the consent of the individual, their email address may be used for the purposes of sending information about EURODOC via newsletters. The recipients of this data are the EURODOC team. EURODOC stores the e-mail address as long as the individual concerned (data subject) does not unsubscribe. The data subject has the right to unsubscribe at any time via the unsubscribe link integrated into the newsletters.

## Rights of concerned individuals

The individual concerned (data subject) has a right of access, rectification, erasure, opposition, limitation of processing, a right to portability and a right to define the fate of their data after death relative to all the data concerning their person, which can be exercised by writing to EURODOC 84 avenue de la République 75011 Paris FRANCE or by email to the address [contact@eurodoc-net.com](mailto:contact@eurodoc-net.com) with a copy of a signed identity document. The person concerned has the right to lodge a complaint with the CNIL.

The person concerned is informed of the mandatory nature of the data as indicated by an asterix \*; if the required fields are not answered, the request cannot be processed.

The Partner is informed of the existence of the processing of personal data implemented by EURODOC and undertakes to respect the regulations relating to personal data in force in France, and in particular the European Data Protection Regulation of April 27, 2016 (GDPR) and the Data Protection Act of January 6, 1978 as amended. All personal data provided by the Partner concerning its employees, participants or training candidates must be collected in compliance with the regulations and the persons concerned must be duly informed of their rights and the terms of use of their personal data.

In order to organize the training, EURODOC may be required to communicate certain personal data to the Partner (for example, in the process of the selection of candidates and in the final report). The Partner agrees to use this data only within the strict framework of this agreement, and to keep the personal data only for the time necessary for the execution of the agreement and its reporting.

## ARTICLE 11: COURT OF COMPETENT JURISDICTION

Any dispute relating to the interpretation or execution of this contract which cannot be the subject of an amicable solution between the parties (conciliation, arbitration, etc.), will be submitted to the assessment of the territorially competent courts.

## ARTICLE 12: MISCELLANEOUS

The procurement documents, including the Technical Description of the Service and Invitation to Submit a Tender, form an integral part of this Cooperation Agreement. In the event of any discrepancies, inconsistencies, or conflicts between the provisions of this Agreement, the tender, the aforementioned procurement documents, the provisions of the Technical Description of the Service shall prevail.

This Agreement is concluded in 2 (two) identical copies, 1 (one) for each Party.

On \_\_\_\_\_

For Lithuanian Film Centre  
Laimonas Ubavičius, Director

Direktorius  
Laimonas Ubavičius

For EURODOC  
Nora Philippe, Head of Program

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