

# Commissioning Letter

Centre for Strategy & Evaluation Services  
Swarford House, 148 Beaumont Road  
Birmingham  
B30 1NY

24<sup>th</sup> January 2025

Dear Supplier,

PS22407 – Research Collaboration Network Framework for – Formative Evaluation of the Economic Integration Programme PR\_4555

Thank you for your response to the Specification for the above Commission by Department for Business and Trade (the Contracting Authority) through PS22407 – Research Collaboration Network Framework dated 04/12/2024.

## **Contracting Parties**

This Call-Off Contract is between

- (1) Department for Business and Trade; and
- (2) Centre for Strategy & Evaluation Services (the Framework Agreement).

Annexes:

- A. Mini-Competition Tender dated 20/11/2024
- B. Formative Evaluation of the Economic Integration Programme Specifications
- C. Suppliers Mini-Competition Response 04.12.2024
- D. Schedule of Processing / Personal Data and Data Subjects

Department for Business and Trade accepts your Mini-Competition Response (Annex C), submitted in response to our Mini-Competition Tender (Annex A),

## **Terms and Conditions**

The Terms and Conditions applicable to this contract are those set out in PS22407 – S3 – Services Purchasing Contract to the Framework, including the following Special Clauses;

**Special Clause 1** – Break Clause on 31st March 2025 and 31<sup>st</sup> March 2026: Work will pause at the end of the financial year. Continuation of the contract will be subject to approval of budgets for the next financial year and satisfactory performance by the contractor.

**Special Clause 2** - Break Clause following conclusion of Phase 1. OPSS to confirm satisfaction with Phase 1 delivery before contractor proceeds to Phase 2.

**Special Clause 3** - Optional up to 3-month contract extension to be enacted at the sole discretion of the Contract Authority.

## **Contract Price**



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The breakdown of the total contract charges are:

Item	(£)
Inception phase	
Phase 1: Formative evaluation objectives and research framework	
Phase 2: Sampling method and data collection	
Phase 3: Summative evaluation	

The agreed invoice schedule is as follows:

The Contracting Authority proposes payments to be made based on the completion of three milestones:

- **Phase 1: Formative Evaluation Objectives:** has a 6-month completion duration and includes the payment milestone of [REDACTED].
- **Phase 2: Development of a Sampling Method for Data Collection:** has a 10-month completion duration and includes the payment milestone of [REDACTED].
- **Phase 3: Impact Evaluation (Summative thinking for Future Phases):** has a 2-month completion duration and includes the payment of [REDACTED].

The Authority recognises that this may not be a preferred payment model for some businesses, particularly for smaller businesses who may benefit from more regular payments throughout the life of the contract to assist with liquidity. The Supplier may request an alternative payment model at the OPSS Kick off meeting.

All invoices should be sent to:

The Department for Business and Trade  
c/o UK SBS Queensway House  
West Precinct  
Billingham  
TS23 2NF  
[REDACTED]

Your invoice(s) for this work must include the following information:

Commission number: PR\_4555

You are reminded that any Intellectual Property Rights provided in order to perform the Services will remain the property of the Contracting Authority.

The Services Commencement Date is 27th January 2025

The Completion date is 27th July 2026

The Contract may be terminated for convenience by giving 30 days notice in accordance with clause A3-8 of the PS22407 – S3 – Services Purchasing Contract.

Where GDPR applies, The Supplier shall only process in accordance with the instructions as advised in Annex D and comply with any further written instructions with respect to processing by the Contracting Authority.

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The Supplier shall notify the Buyer upon becoming aware of any Breach of Security or any potential or attempted Breach of Security, the Supplier shall:

- immediately take all reasonable steps (which shall include any action or changes reasonably required by the Buyer) necessary to:
- minimise the extent of actual or potential harm caused by any Breach of Security;
- remedy such Breach of Security to the extent possible and protect the integrity of the Buyer and the provision of the Goods and/or Services to the extent within its control against any such Breach of Security or attempted Breach of Security; and
- prevent an equivalent breach in the future exploiting the same cause failure.

The Authorised Representative for this Commission will be [REDACTED] who can be contacted at [REDACTED] and, [REDACTED] who can be contacted at [REDACTED]

Congratulations on your success in being selected to undertake this Commission.

Yours sincerely

[REDACTED]

[REDACTED]

Commercial Manager

BY SIGNING AND RETURNING THIS COMMISSIONING LETTER THE SERVICE PROVIDER AGREES to enter a legally binding contract with the Customer to provide to the Customer the Services specified in this Commissioning Letter and Annexes incorporating the rights and obligations in the Call-off Terms and Conditions set out in the Framework Agreement.

Signed on behalf of (Contracting Authority)

Name and Title	[REDACTED]
Signature	
Date	

Signed on behalf of (supplier)

Name and Title	[REDACTED]
Signature	

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Date	
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## Annex A – Mini-Competition Tender

### Research Collaboration Network Framework Mini-Competition

### Formative Evaluation of the Economic Integration Programme

### Lot 3

#### Framework Details

<b>Title</b>	Research Collaboration Network Framework
<b>Reference</b>	PS22407
<b>Framework End Date</b>	31 <sup>st</sup> August 2025

#### Mini-Competition Contract Details

<b>Call-Off Contract Reference:</b>	TBC
<b>Call-Off Title:</b>	Formative Evaluation of the Economic Integration Programme
<b>Date of Issue:</b>	20/11/2024
<b>Date of Return:</b>	04/12/2024 1pm GMT
<b>Any questions or correspondence regarding this Further Competition request should be directed to:</b>	Clarification questions must be received through the Jaggaer eSourcing Portal by 1pm BST on 27 <sup>th</sup> November 2024. DBT will respond to these questions as soon as reasonably practicable and no later than 02 <sup>nd</sup> December 2024.
<b>Call-Off Contract Start Date:</b>	20 <sup>th</sup> January 2025 (Anticipated)
<b>Call-Off Contract End Date:</b>	20 <sup>th</sup> July 2026 (or 20 <sup>th</sup> October 2026 if extension enacted)
<b>Lot:</b>	3 – Analytical

Department for Business and Trade invites you to submit a Mini-Competition response for the services outlined below.

#### 1. Specification

Please see below full details of our requirement:

Please refer to 'Annex A – Formative Evaluation of the Economic Integration Programme Specification'

#### 2. Special Clauses

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*Where special contract clauses are required for an individual Call-Off Contract these will be provided here. Please note that if utilised, a special contract clause agreement will be mandatory and therefore should the Supplier be unable to accept (unless there is a legal, statutory or regulatory justification), we will be unable to award this project to you and will move to the next ranked Supplier on the Framework.*

Break Clause on 31st March 2025 and 31<sup>st</sup> March 2026: Work will pause at the end of the financial year. Continuation of the contract will be subject to approval of budgets for the next financial year and satisfactory performance by the contractor.

Break Clause following conclusion of Phase 1. OPSS to confirm satisfaction with Phase 1 delivery before contractor proceeds to Phase 2.

Optional up to 3-month contract extension to be enacted at the sole discretion of the Contract Authority.

### 3. Technical Evaluation Questions

3.1 Tenders shall be evaluated by a panel appointed by the Authority. Each panel member shall undertake an independent evaluation. There shall be a minimum of two (2) commercial officers evaluating the qualification and commercial criteria and a minimum of two (2) technical experts evaluating the technical criteria. Once complete, a moderation meeting shall be held where the panel shall reach a consensus on the results.

3.2 Tenders shall be evaluated using the Most Economically Advantageous Tender (MEAT) methodology. This is where the Authority assesses a Tender based on a combination of qualification, technical (quality), and commercial (price) elements. The Authority shall award the Contract to the Tenderer which submits the highest scoring Tender in line the Authority's MEAT ratio.

3.3 The MEAT ratio for this Tender is as follows:

<u>Award Criteria</u>	<u>Weighting</u>
Qualification	Pass/Fail
Technical Envelope (Quality)	80%
Commercial Envelope (Price)	20%

<b>PROJ1.1</b>	<b><u>Approach</u></b>  Please clearly explain and give reasoning for your proposed methodology and approach to achieving the objectives and delivering the outputs highlighted in the specification.
Bidder guidance	As a minimum your response should include: <ul style="list-style-type: none"> <li>• <i>Approach and Delivery/Methodological Challenges</i></li> <li>• Give a <u>detailed description</u> of the approach and delivery methods to be used in undertaking the project, indicating the</li> </ul>

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	<p>resources that will be utilised, outlining a clear justification as to why your chosen approach and methodology will provide the best outcome;</p> <ul style="list-style-type: none"> <li>• Set out how your approach and methods meet the project objectives;</li> <li>• Where delivering formative evaluation elements, please include a recommendation for how you will approach relevant participants (including, for example, thinking on the size and composition of the sample and justification).</li> </ul> <p>Dissemination</p> <ul style="list-style-type: none"> <li>• Provide details of how you would propose to work with The Department for Business and Trade (DBT) to disseminate emerging and final formative evaluation findings to ensure findings are understood and actioned.</li> </ul> <p>This question is limited to 4 sides of A4. <b>Any additional content provided beyond this will not be considered or scored during the evaluation process.</b> Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm.</p>
Scoring criteria	<p>Scoring shall be based on 0-5 scoring methodology.</p> <p><b>Maximum Mark: 40%</b></p>

<b>PROJ1.2</b>	<p><b><u>Staff to Deliver</u></b></p> <p>Please demonstrate the skills and expertise of your team and how they will support the successful delivery of this project.</p>
Bidder Guidance	<p>As a minimum your response should include:</p> <ul style="list-style-type: none"> <li>• Details of the project team's relevant expertise in delivering projects of this nature</li> <li>• Details of the tasks and responsibilities of each member of project team. This should be clearly linked to the work programme (PROJ1.4) and include job titles/seniority of staff and days/time allocated for each task/deliverable.</li> <li>• Any support that would be needed and from whom, in order to undertake and complete this project.</li> <li>• A demonstration of how your organisation is well placed to undertake this project</li> </ul> <p>This question is limited to 2 sides of A4. <b>Any additional content provided beyond this will not be considered or scored during the evaluation process.</b> Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm.</p>
Scoring Criteria	<p>Scoring shall be based on 0-5 scoring methodology.</p> <p><b>Maximum Mark: 15%</b></p>

<b>PROJ1.3</b>	<p><b><u>Understanding the Environment</u></b></p> <p>Please demonstrate your understanding of the project environment, detailing</p>
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	any knowledge relevant to the project and policy/programme area, including any data sources or research relevant to the project.
Bidder Guidance	<p>As a minimum your response should include:</p> <ul style="list-style-type: none"> <li>• Your understanding of OPSS' responsibilities and aims with regards to product and specifically construction product safety and the political environment associated with this, as well as how this informs what an evaluation of regulatory delivery in this area should deliver.</li> <li>• Evaluation design and delivery expertise, including what work you have already done in a similar context and how lessons learned and approach used in that work will help you deliver success in this project.</li> <li>• Interpretation of the project and what is required.</li> </ul> <p>This question is limited to 2 sides of A4. <b>Any additional content provided beyond this will not be considered or scored during the evaluation process.</b> Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm.</p>
Scoring Criteria	<p>Scoring shall be based on 0-5 scoring methodology.</p> <p><b>Maximum Mark: 10 %</b></p>

<b>PROJ1.4</b>	<p><b><u>Project Plan, Timescales and Risk Management</u></b></p> <p>Please outline your proposed project plan and timescales and how this will ensure the successful and timely delivery of the project.</p>
Bidder Guidance	<p>As a minimum your response should include:</p> <ul style="list-style-type: none"> <li>• A detailed timetable for carrying out the work based on the proposed approach and method</li> <li>• Details of how you will keep the project on track and how any changes or issues that could affect delivery will be communicated</li> <li>• Highlight key milestones and deadlines, including suggested meetings and progress reports.</li> </ul> <p>This question is limited to 2 side of A4 plus a Gantt Chart and risk register in a Word table or Excel sheet. <b>Any additional content provided beyond this will not be considered or scored during the evaluation process.</b> Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm.</p>
Scoring Criteria	<p>Scoring shall be based on 0-5 scoring methodology.</p> <p><b>Maximum Mark: 15%</b></p>

## 4. Commercial Evaluation Questions

<b>AW5.1</b>	<b>Please confirm your bid submission price for completion of all the Services as detailed in the Section 1 Specification.</b>
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	<b>All prices shall be in £ GBP and exclusive of VAT.</b>
Bidder Guidance	<p>Bidders shall provide their bid submission price for completion of all Services as detailed in the Section 1 Specification.</p> <p>The scoring methodology for this question shall be:</p> <p>The lowest price for a response which meets the pass criteria shall score 100.</p> <p>All other bids shall be scored on a pro rata basis in relation to the lowest price. The score is then subject to a multiplier to reflect the percentage value of the price criterion.</p> <p>Where the scoring criterion is worth 50% then the 0-100 score achieved will be multiplied by 50</p> <p>In the example if a supplier scores 80 from the available 100 points this will equate to 40% by using the following calculation: Score/Total Points multiplied by 50 (<math>80/100 \times 50 = 40</math>)</p> <p>The lowest score possible is 0 even if the price submitted is more than 100% greater than the lowest price.</p> <p>The lowest price for a response which meets the pass criteria shall score 100. All other bids shall be scored on a pro rata basis in relation to the lowest price. The lowest score possible is 0.</p> <p>For example, assuming the lowest bid is £100,000.</p> <p>Bid Price £100,000 Differential to the lowest price which meets mandatory pass criteria ('Differential') 0 Score 100</p> <p>Bid price - £120,000 Differential - 20% Score - 80          Bid price - £140,000 Differential - 40% Score - 60          Bid Price - £150,000 Differential - 50% Score - 50          Bid Price - £175,000 Differential - 75% Score - 25          Bid Price - £200,000 Differential - 100% Score - 0          Bid Price - £300,000 Differential - 200% Score - 0</p>
Scoring Criteria	<b>Maximum Mark: 20%</b>
<b>AW5.2</b>	<p><b>Based on the Bidders AW5.1 bid submission price for completion of all the Services as detailed in the Section 1 Specification, Bidders are now required to complete the attached Excel AW5.2 Pricing Schedule document with a breakdown of all the costs that make up their final bid price.</b></p> <p><b>All prices shall be in £ GBP and exclusive of VAT.</b></p> <p><b>All costs appearing elsewhere in the Bid but not mentioned in this Pricing Schedule shall be presumed waived.</b></p>

## OFFICIAL-SENSITIVE (COMMERCIAL)

Bidder Guidance	<p>Based on the Bidders AW5.1 bid submission price for completion of all the Services as detailed in the Section 1 Specification, Bidders are now required to complete the attached Excel AW5.2 Pricing Schedule document with a breakdown of all the costs that make up their final bid price.</p> <p>All prices shall be in £ GBP and exclusive of VAT.</p> <p>All costs appearing elsewhere in the Bid but not mentioned in this Pricing Schedule shall be presumed waived.</p> <p>The total submitted within your excel pricing schedule must equal the total price submitted in AW5.1</p>
Scoring Criteria	For Information Only

<b>AW5.3</b>	<p><b>Maximum Budget</b></p> <p><b>As stated within the tender documents, the maximum budget for this requirement will be £80,000 ex VAT.</b></p> <p><b>Please confirm that your final price submitted within AW5.2 will fall within this budget.</b></p>
Bidder Guidance	<p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Pass <b>No</b> – Fail</p>
Scoring Criteria	Mandatory Pass/Fail

## Annex B – Formative Evaluation of the Economic Integration Programme Specification

This project aims to deliver a formative evaluation study covering the first 2 years of a 4-year long OPSS-led programme to improve regulatory and standards systems in Association of Southeast Asian Nations (ASEAN) Member states (AMS), providing a more predictable environment for business investment and better protecting workers and consumers, particularly the most vulnerable in society. This programme is referred to as the Regulatory Reform Pillar and is one of three pillars (in addition to Trade and Finance) of the ASEAN Economic Integration Programme (EIP, <https://devtracker.fcdo.gov.uk/programme/GB-GOV-1-400046/summary#>). The EIP aims to foster economic growth across the ASEAN region by tackling development barriers within AMS. The Regulatory Reform Pillar of EIP aims to improve the regulatory environment and the ease of doing business by increasing transparency and adapting standards and technical regulations, including in consumer product safety.

This specific contract will include initiating data collection and answering a series of process evaluation questions in relation to 3 workstreams within the Regulatory Reform Pillar of the EIP: the Consumer Product Safety and E-Commerce workstream, the Better Regulation workstream, and the smaller Intellectual Property workstream. This means taking the internally scoped evaluation plans (developed and agreed on in consultation with the OPSS International Delivery team) and making refinements where necessary to deliver formative findings over approximately a 2-year period. The internally scoped evaluation plans can be found within Annex A: Consumer Product Safety and E-Commerce.

The supplier will coordinate data collection for this evaluation, developing necessary research instruments (interviews, surveys etc) and will be responsible for the analysis and presentation of findings to explore formative impacts of this programme. Due to this programme delivering overseas, the supplier will balance efforts between direct data collection (for example interviews with key stakeholders) and overseeing the distribution of research instruments by attachés in the field (for example, post-event surveys where these will be numerous and involve a large number of responses that may need to be recorded during events).

The supplier will need to deliver on four broad assignments:

### Phase 1: Formative Evaluation Objectives:

Deliver formative findings exploring delivery of the Regulatory Reform Pillar's 3 workstreams. Assessment will be carried out against specific evaluation questions (clarified in greater detail within associated in the comprehensive scoping note for this project at Annex A):

- **The Consumer Product Safety and E-Commerce Workstream:**
  - To what extent have stakeholders been upskilled in the use of best practice in consumer product safety and e-commerce regulation?
  - To what extent has policy development and implementation in recommended areas of consumer product safety and e-commerce regulation occurred as a result of the Regulatory Reform programme interventions?
  - To what extent have specific consumer product safety guidelines and tools been developed, adopted and implemented as a result of the Regulatory Reform programme interventions?
- **Better Regulation Workstream:**

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- To what extent have stakeholders been upskilled in the use of fundamental and/ or new emerging good regulatory practices?
- To what extent has policy development and implementation in recommended areas occurred as a result of interventions on new/emerging and fundamental good regulatory practices?
- **The Intellectual Property Workstream:**
- What role has an e-commerce Code of Conduct – alongside associated toolkits – played in supporting member states to navigate intellectual property concerns?

Successfully carrying out the evaluation will involve reviewing plans already outlined in the scoping note and adapting or enhancing these where appropriate. And, determining ‘how much’ of ‘what’ is needed to answer the evaluation questions posed (for example, where a pre/post survey has been identified, what questions will effectively measure an increase in knowledge post event). Therefore, successful evaluation will require implementing a sampling framework and data collection for pre/post surveys and interviews.

- This element of work will involve reviewing and refining existing plans outlined in the scoping note to design and developing data collection tools (surveys, interviews etc) that will successfully answer the evaluation questions above. This should be delivered within a 6-month duration from contract start.
- Break clause to review submitted report. Continuation of the contract will be subject to satisfactory performance by the contractor.
- Payment milestone 43.75%

## **Phase 2: Development of a Sampling Method for Data Collection**

### **Sampling Method Development:**

The sample of attendees for the capability building events will be identified by the relevant policy teams across OPSS and FCDO. This sample will vary depending on the event; for example, participants in regional events will differ from those in tailored, bilateral capacity-building interventions. It will include individuals from government, core delivery staff, international partners, and key representatives attending workshops as part of the program delivery. The supplier’s responsibility will be to design an appropriate sampling method for data collection. This will include determining the number of participants required for post-event evaluation interviews or pre/post surveys and, specifying the approach to selecting individuals from the sample frame provided.

### **Data Collection:**

The supplier will be responsible for ensuring data collection across all three workstreams and across each of ASEAN member states involved in this programme. Data will be collected through interviews, surveys before and after workshops, and case studies with participants from each nation. The interviews are expected to play a crucial role in addressing the evaluation questions, while the surveys will be supplementary to insights gained from the interviews. The supplier will:

- Design a short pre/post survey, consisting of approximately 10 questions for approximately 25 events held. The questions will be similar for most events but some adaptability to the question set might be needed. This survey will likely need to collect participant contact details and consent to participate in follow-up research.

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- Design at minimum 25 interviews/case studies with attendees following the workshops to provide an in-depth analysis of the evaluation questions. This will analyse specific country/implementation teams so the number of interviews will be dependent on the number of implementation teams and countries present at the engagements. This will include creation of a discussion and briefing of relevant individuals conducting the interviews.

The design of these research tools will include significant input and support from OPSS's internal Social Research team. Where conducive, data collection will be conducted by in-post attachés within embassies, while the supplier will coordinate and oversee this work. The supplier will directly deliver data collection where this is considered high priority or proportionate to the successful delivery of this project (for example, interviews with key stakeholders). The data will include measures of attendance, self-reported learning, and outputs (e.g., policy recommendations, proposals, and their adoption/implementation) from the workshops and interviews conducted within the member states.

**Translation** of pre/post surveys and interviews into the national languages of ASEAN Member states is not included in the budget and is **not** the responsibility of the supplier to provide. However, if translation services are required for these data collection instruments (including interviews), they will be financed by OPSS.

- This element on work will consist of developing a clear sampling method and ensuring that the data collection in ASEAN member nations provides finding in relation to the evaluation questions. This should be delivered within a 10-month duration.
- Payment milestone 43.75%

### Phase 3: Impact Evaluation (Summative thinking for Future Phases)

#### Impact Evaluation (Summative thinking for Future Phases):

This contract focuses on delivering a **formative** evaluation for the first two years of the four-year programme. Since the programme is still in the early stages of implementation, this formative evaluation will assess progress to date and whether initial efforts are addressing key questions related to the programme's broader objectives, such as poverty reduction and regulatory improvements.

Although the supplier is not delivering a **summative** evaluation under this contract, they will need to consider *how* it could be delivered in years 3 and 4. This forward planning is important to ensure that any specific data collection needs for the summative evaluation are accounted for early on, preventing any missed opportunities for capturing necessary information during the formative phase. In short, the supplier will not conduct the summative evaluation at this stage but will provide recommendations on embedding the necessary groundwork, including considerations of the impact evaluation questions laid out in the scoping note (Annex A) when developing the follow up interviews to produce foundational evidence to facilitate in the development of the summative evaluation.

In addition, given the complexity of linking the programme's activities (like upskilling and influencing ASEAN member states) to large-scale impacts such as poverty reduction - especially with numerous external factors affecting a nation's economy - any summative analysis will likely use a form of contribution analysis. This will explore whether Good Regulatory Practice principles have been meaningfully embedded, and that these – in turn – support poverty reduction. Practically speaking, the supplier will use the findings from the formative evaluation and impact evaluation questions in the scoping note, to work in

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collaboration with the policy team to further develop the impact evaluation questions and establish impact indicators for later assessment once the summative evaluation is underway.

**Reporting:**

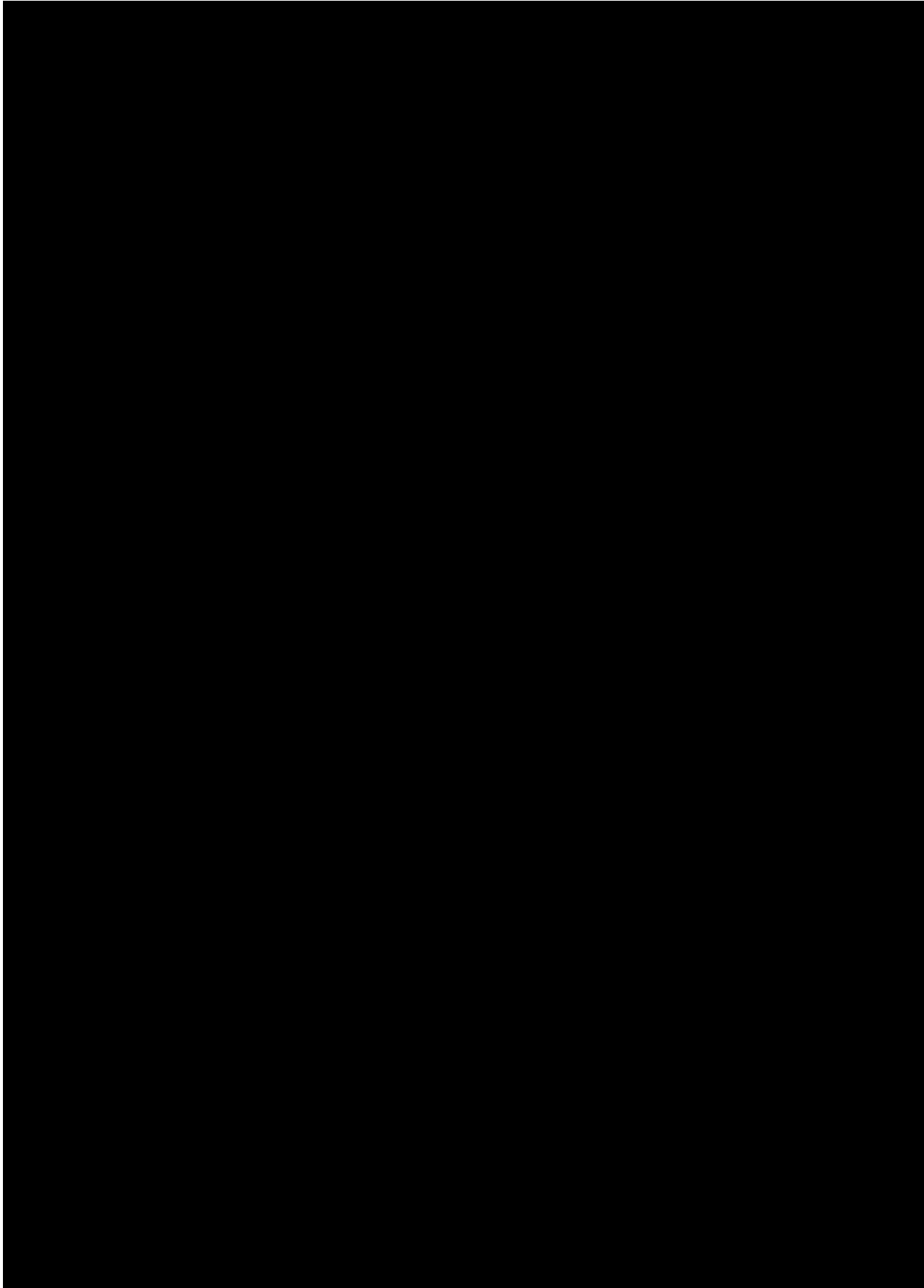
A written report produced by the supplier will provide the level of success and impact of the programme in the first 2 years of implementation. The summative programme objectives should be considered in the written report to serve as an indication of the direction of continuing evaluation during final 2 years of the project and the wider impacts of the programme.

- This element of work should consist of a written report, delivering against the aims of the formative findings of the first two years of the project. The report should also include the suppliers' considerations for delivery of the summative evaluation, including established impact indicators in the final two years of the project. This should be delivered within a 2-month duration.
- Payment milestone 12.5%

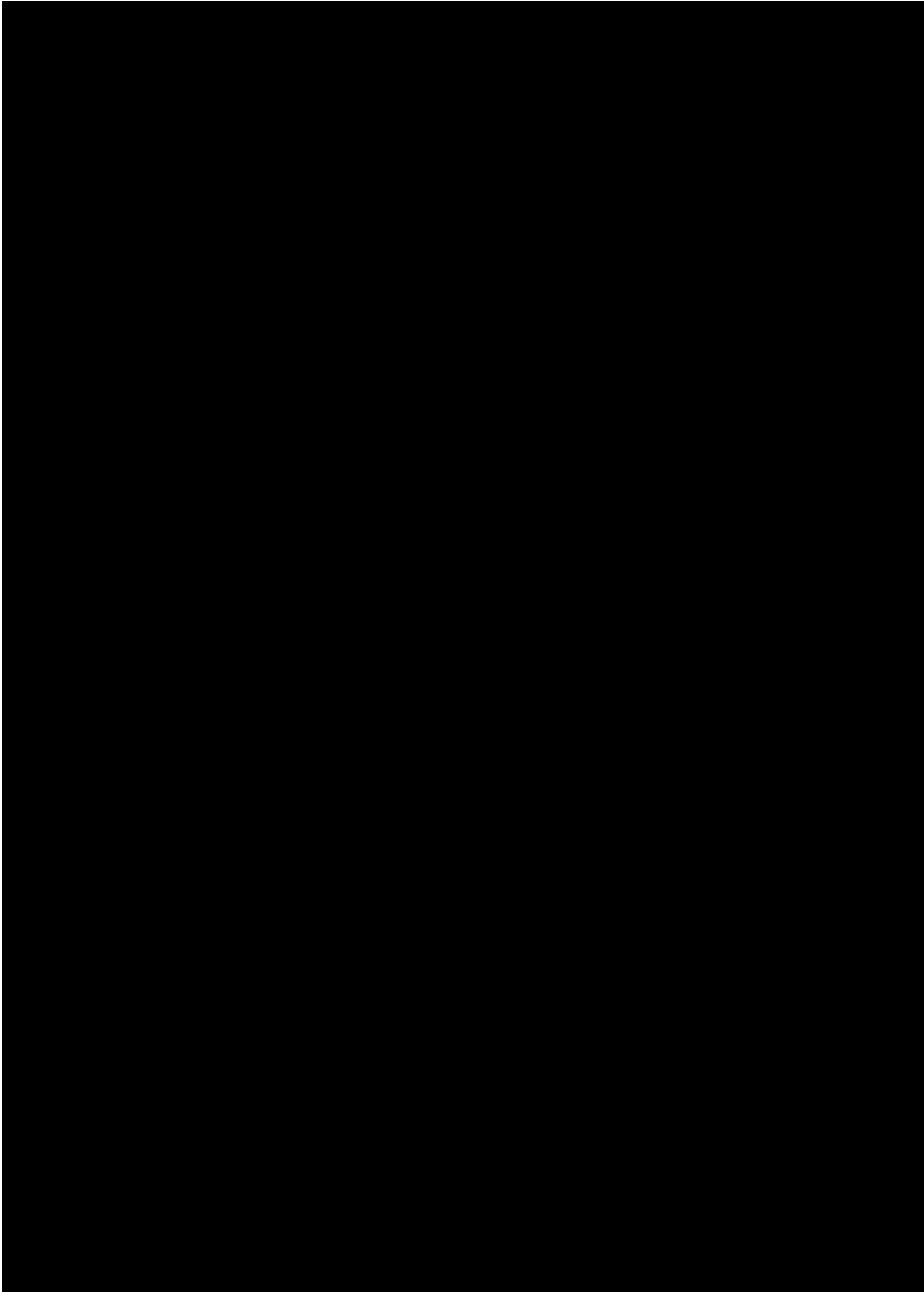
**Project Details:**

This project is anticipated to start in January 2025 and last until July 2026. If the optional 3-month extension is enacted by OPSS, then the project end date is anticipated to last up until October 2026. Because this evaluation will deliver findings in relation to the first two-years of a four-year project, methodological learnings will directly inform the continuing delivery of the evaluation of this project.

## **Annex C – Suppliers Mini-Competition Response**

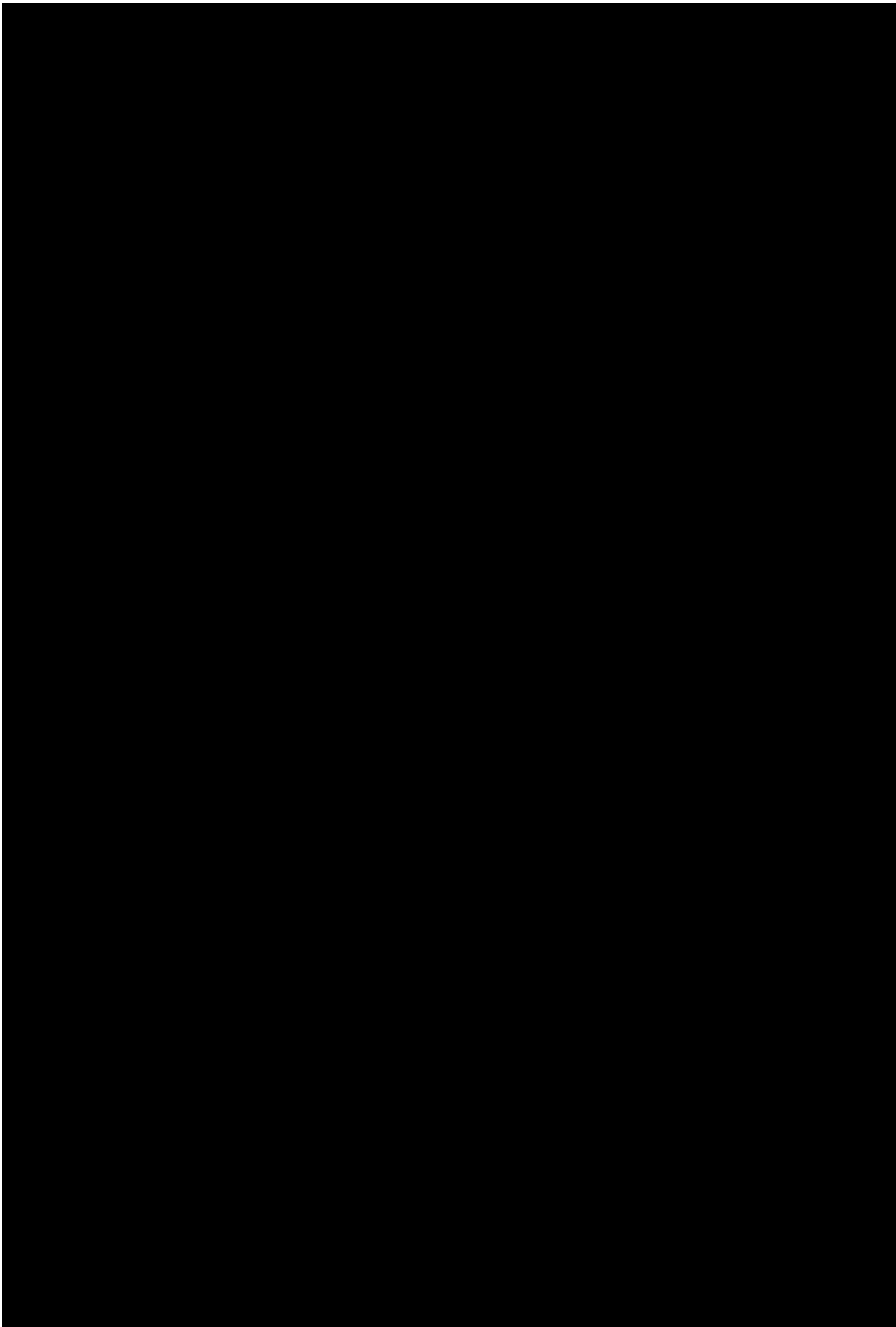


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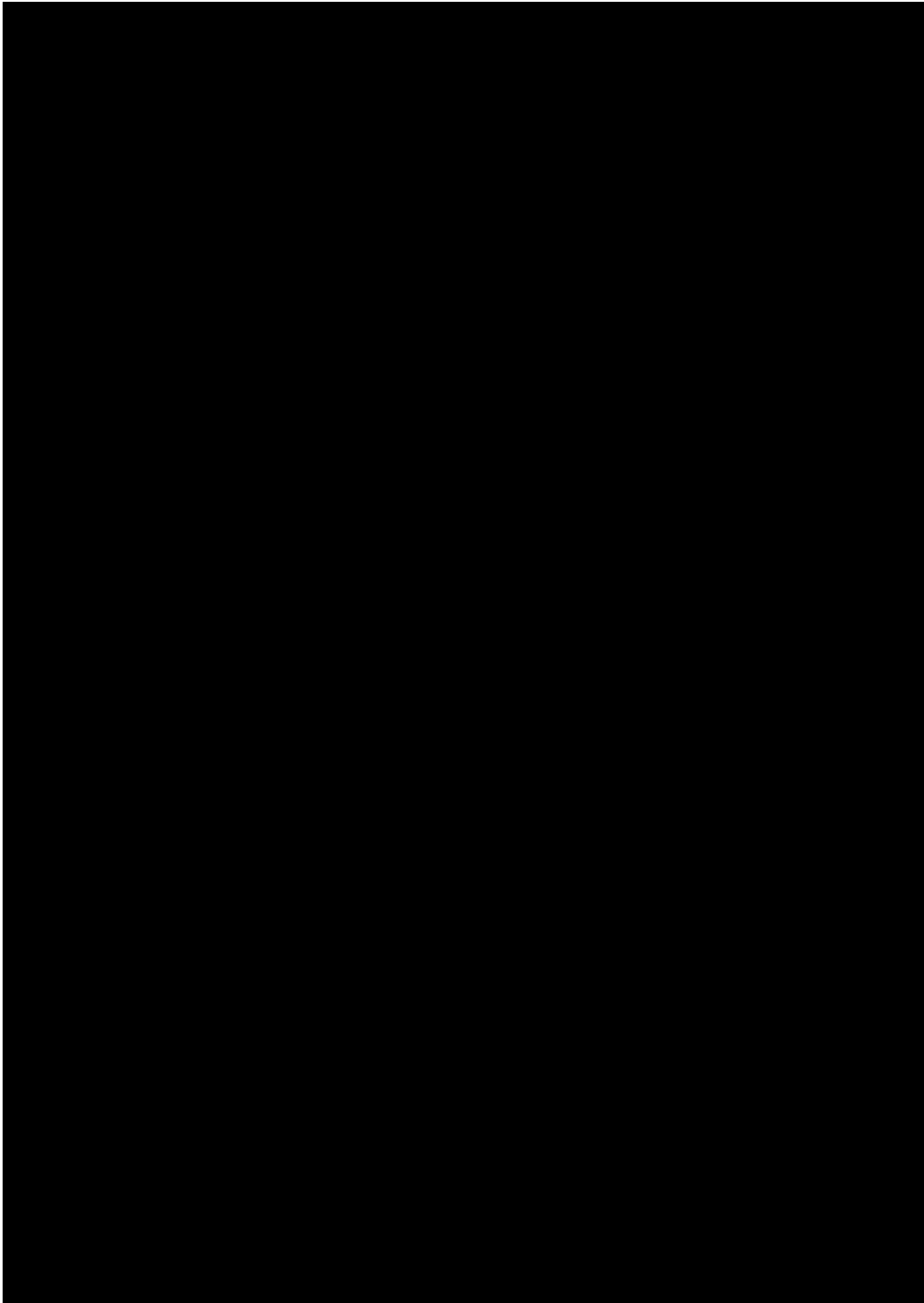




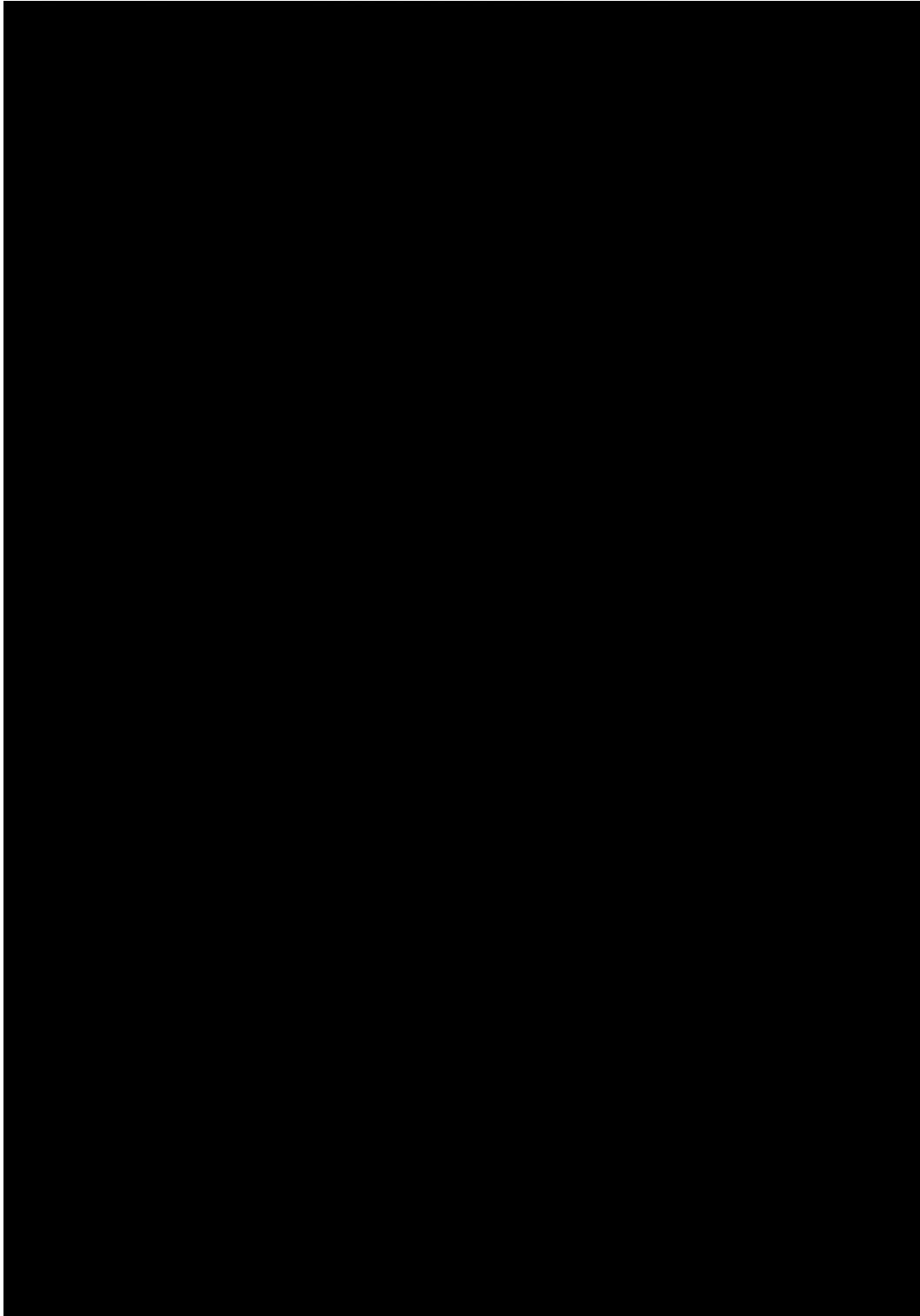
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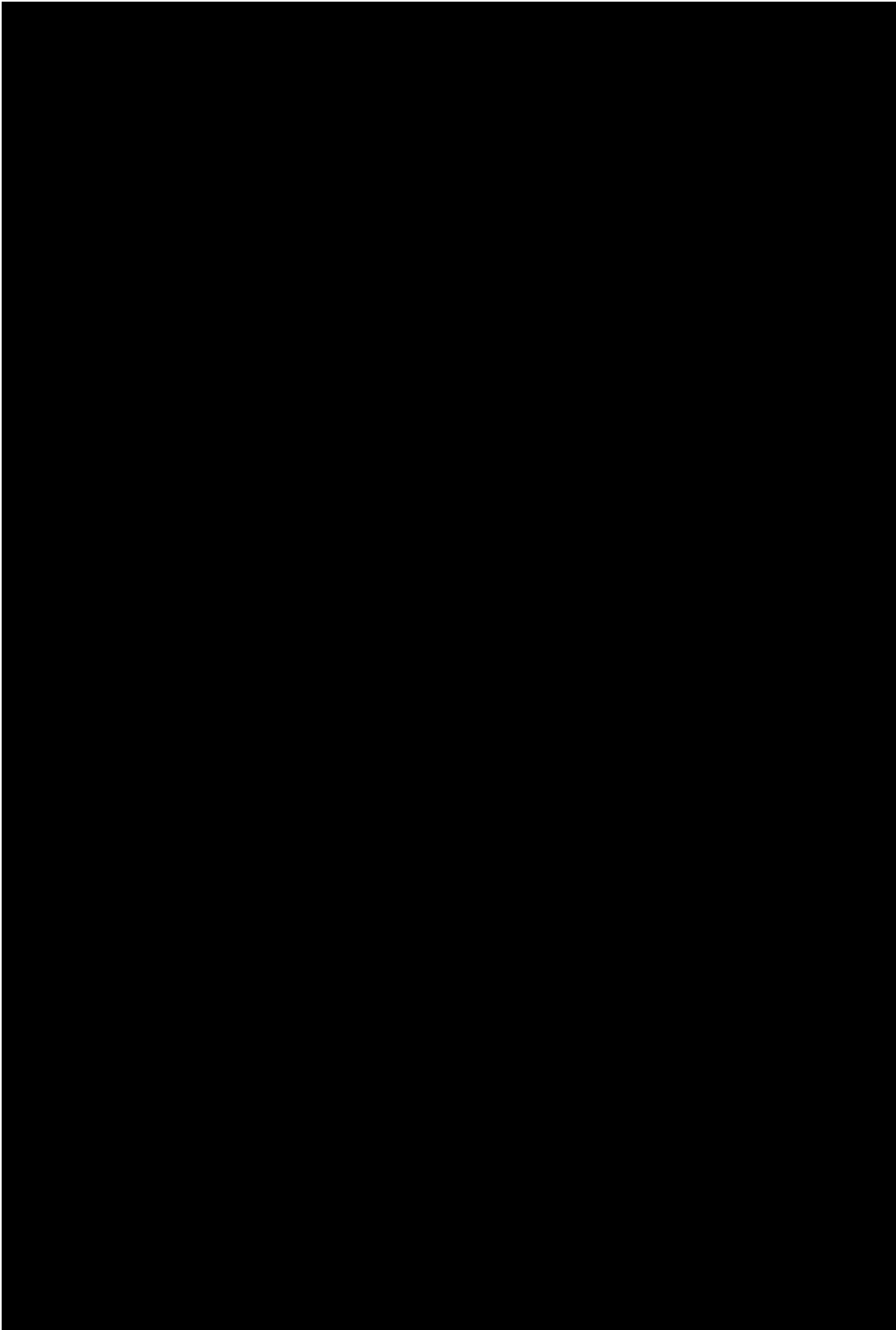
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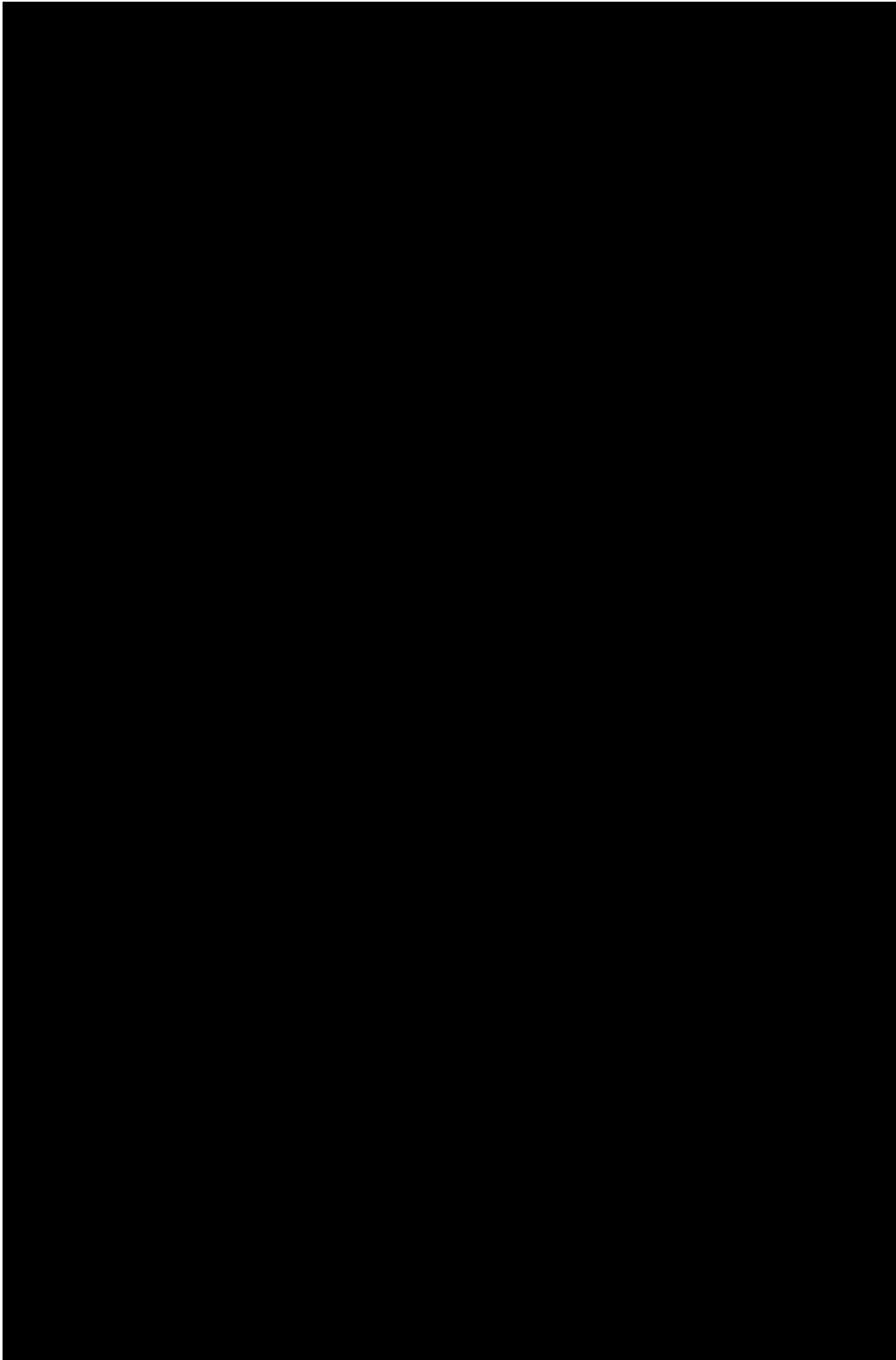
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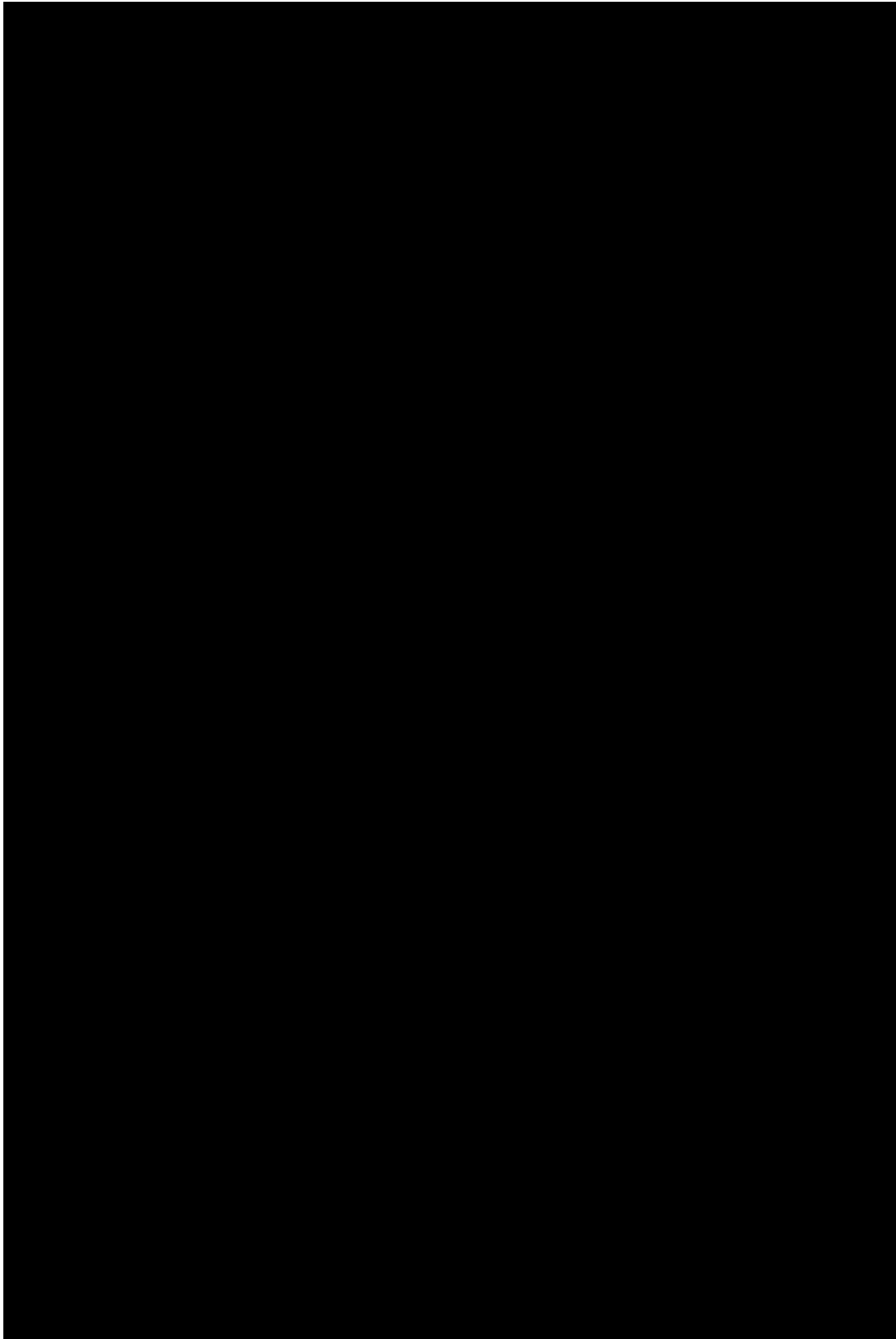
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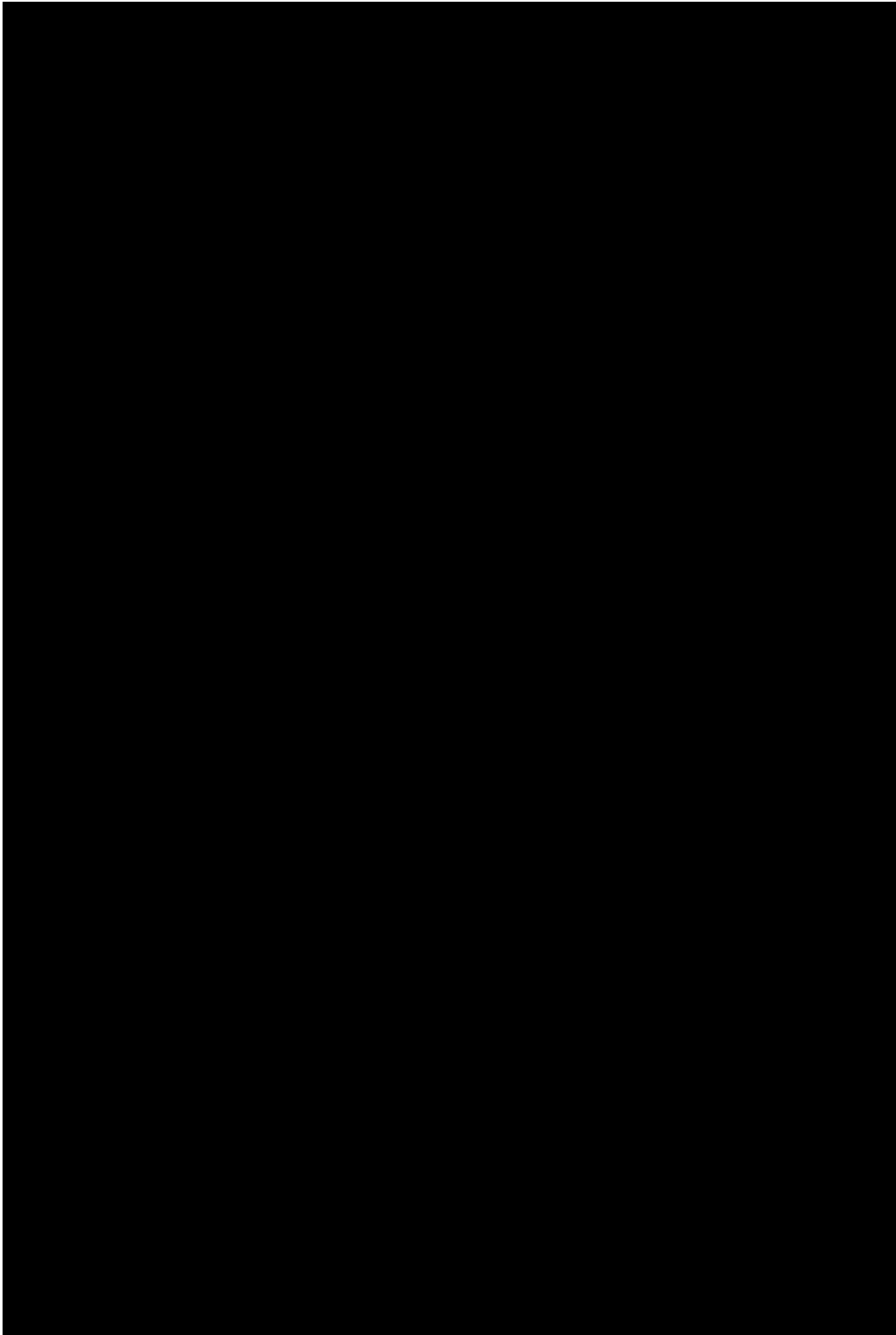
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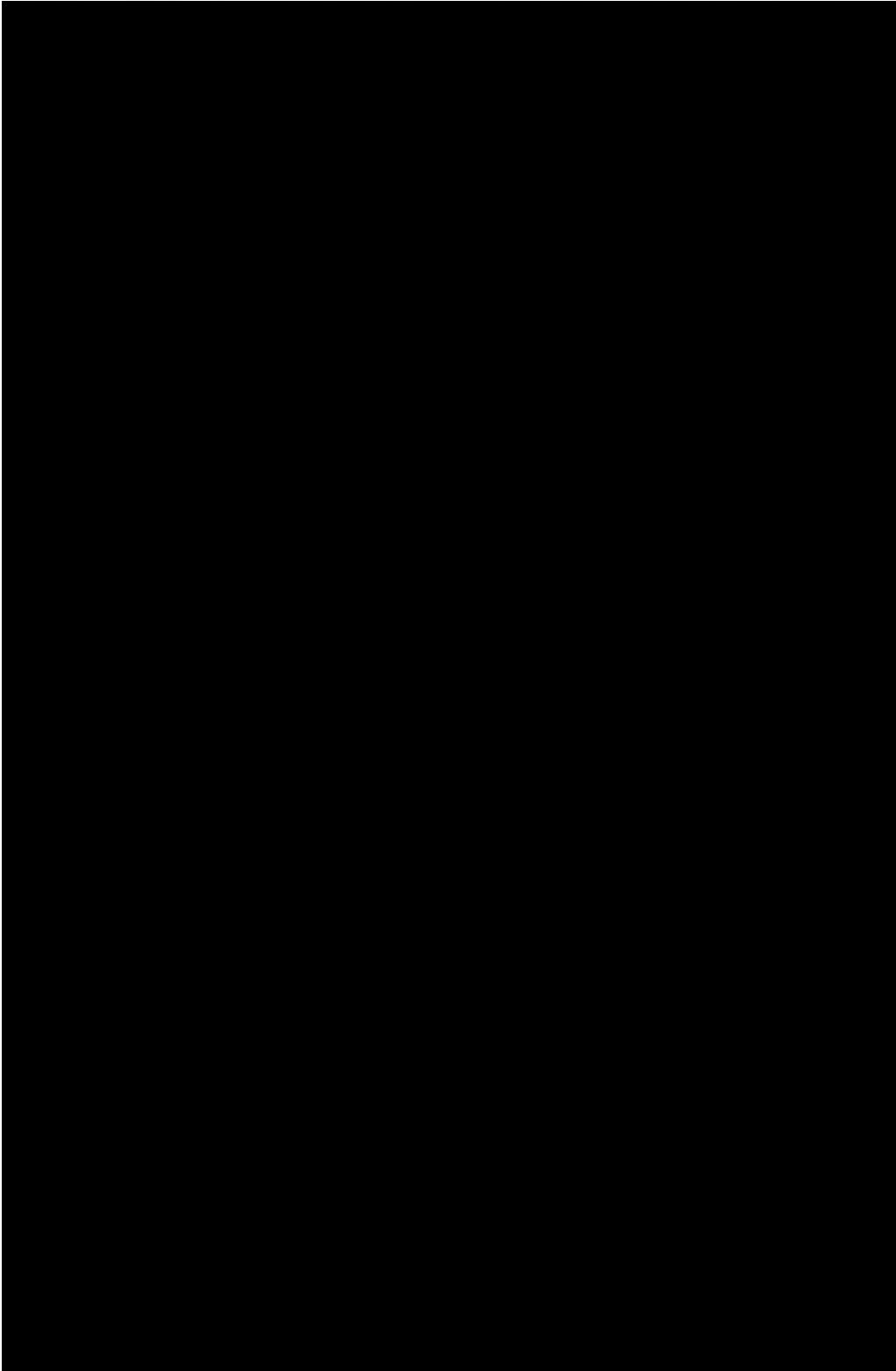
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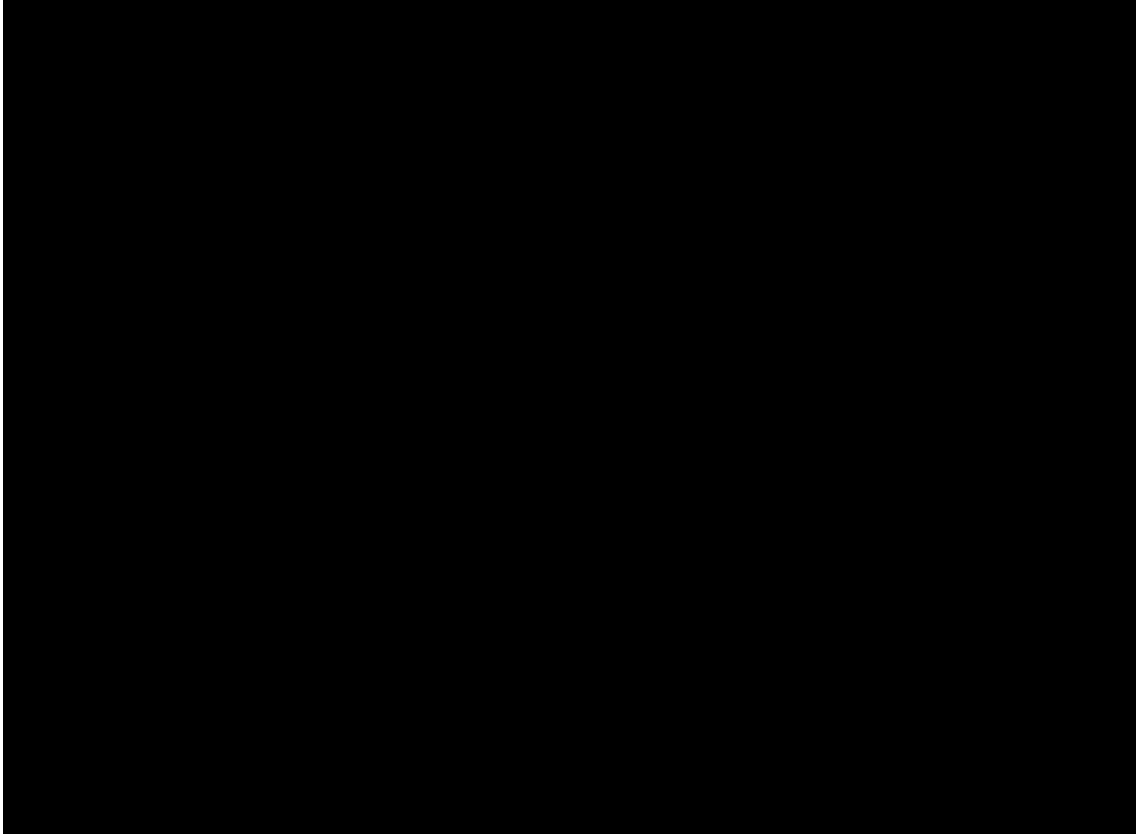




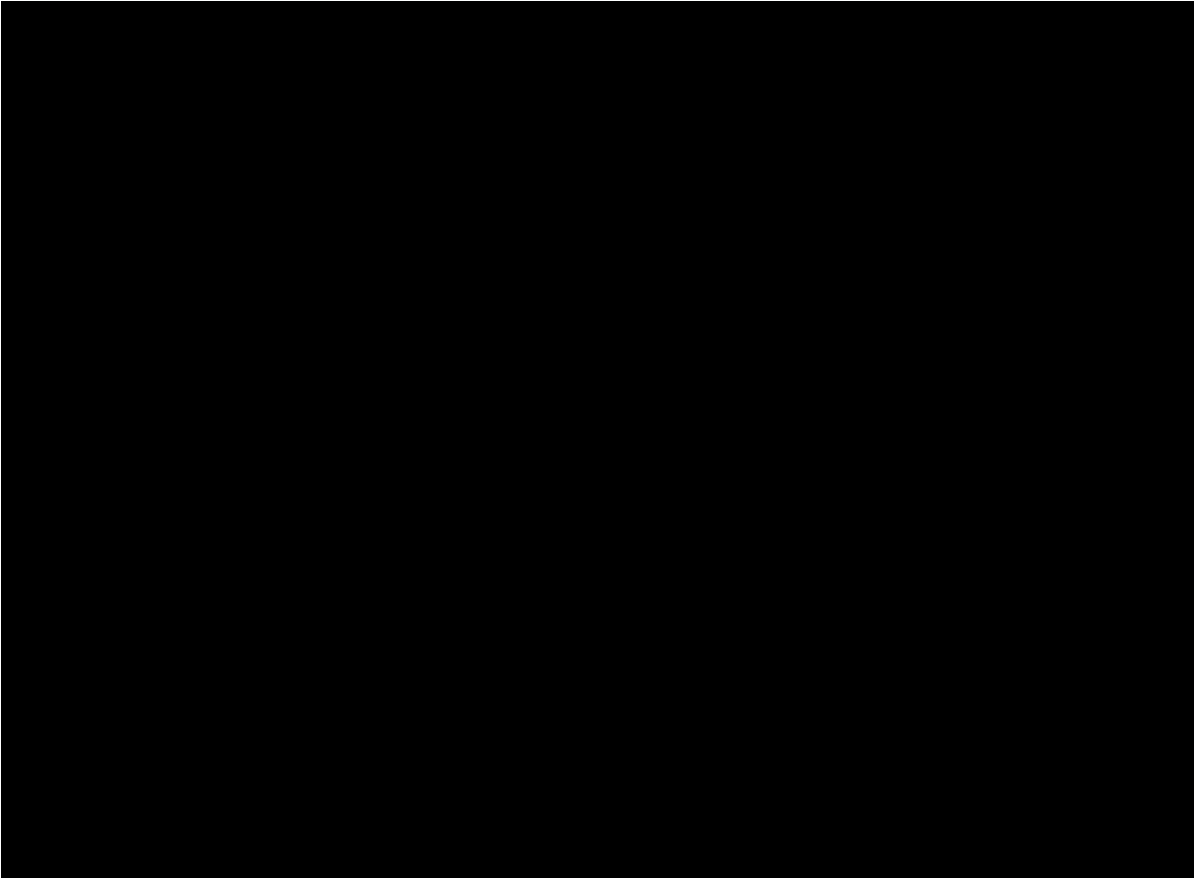
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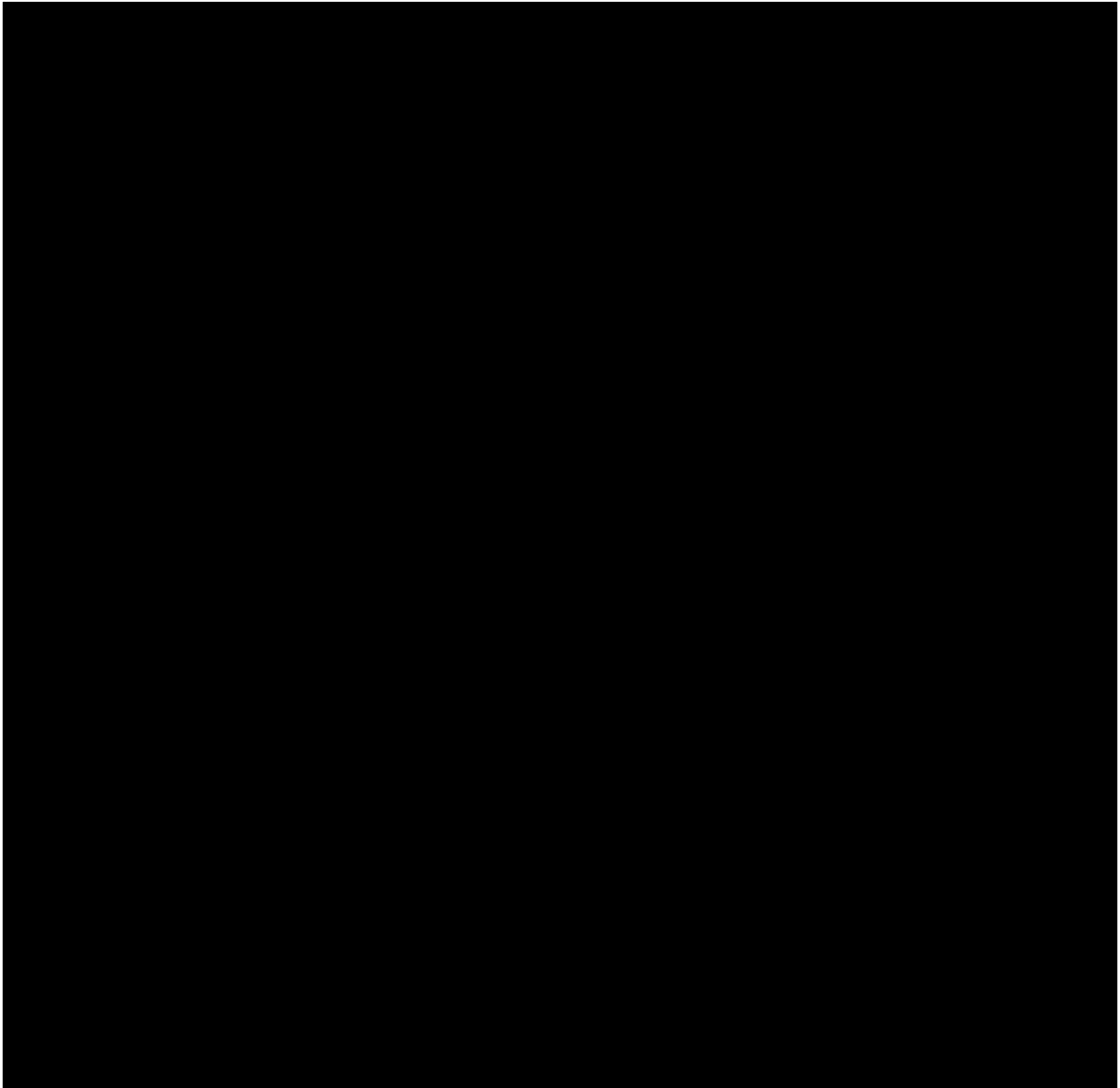
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## Annex D – Schedule of Processing Personal Data and Data Subjects (Framework Annex C)

The Supplier shall only process in accordance with the instructions as advised below and comply with any further written instructions with respect to processing by the Contracting Authority. Any such further written processing instructions required by the Contracting Authority shall be incorporated into this Schedule and shall be a subject of a formal amendment to this Contract.

Description	Details
Subject matter of the processing	The processing is regarding data pertaining to the “Formative Evaluation of the ASEAN Economic Integration Regulatory Reform programme” research project.
Duration of the processing	Processing will take place for the duration of the contract.  There will be a break clause on 31 <sup>st</sup> March 2025 and 31 <sup>st</sup> March 2026, where continuation of the contract will be subject to budget approval.
Nature and purposes of the processing	DBT will share 2 anonymised pre/post surveys with the supplier. The supplier will use these as a template to produce their own surveys and topic guides for a number of workshops/events and follow-up interviews.  The purpose of the survey and interviews is to gather information which aim to fill an OPSS evidence gap
Type of Personal Data	Names, emails and work emails of those associated to businesses who fill out the survey will be processed as part of this research project.
Categories of Data Subject	Individual staff attending events will be asked to complete the survey.  These results will be anonymised, meaning it will not be possible to identify individuals.
Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data	All data will be returned to DBT, as well as DBT owning all Intellectual Property rights of the outputs created in this research project. The outputs and data will be held indefinitely by DBT for future use, whilst the chosen supplier will retract all access to both the data and outputs, deleting any information stored and renouncing any access to shared data sources.