**Restricted Commercial - Invitation to Tender**

**Invitation to tender for – Archetypes for transforming rural UK land-use to high-carbon, climate resilient, nature rich and economically productive systems**

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**Part A - Instructions for Submission of Tenders**

The CCC project manager will be Indra Thillainathan.

Address: 1 Victoria Street, Westminster, London SW1H 0ET.

Tel: 07880 464327 Email: Indra.Thillainathan@theccc.org.uk

Indra should be contacted for all queries on the *content* of the project.

Bidders are required to submit their bid via email to finance@theccc.org.uk The email subject should read:

**“INVITATION TO TENDER for Archetypes for transforming rural UK land-use to high-carbon, climate resilient, nature rich and economically productive systems”**

Bids should be sent in time for receipt by 10am on **9th January 2023**.

If required, interviews will take place either in London or on-line on either the 16th or 17th January 2023. If you are invited for interview, you will be notified of the address (or call-in details) and time in the letter of invitation, sent out by email.

Please note, we will be holding an engagement call with interested suppliers on the 15th December between 11am and 12pm. The call will allow you to seek points of clarification on the tender. It would be helpful if you could indicate in advance of the engagement call (via an email to Indra Thillainathan) if you will join the call. This will enable us to share details on how to join the call.

In practice, we welcome suggestions from consultants around what is feasible within the available timescales and budget (around £75,000 excluding VAT). (We emphasise that the project should draw on existing literature/data rather than primary research. We are looking for consultants’ expertise and experience to help us use and interpret this literature/data).

Part B - Specification (including the Preamble, Background, Requirement)

**Archetypes for transforming rural UK land-use to high-carbon, climate resilient, nature rich and economically productive systems**

1. **Introduction**

The Committee on Climate Change (CCC) is an independent, statutory body established under the 2008 Climate Change Act. The Adaptation Sub-Committee (ASC), which is part of the CCC, is also established under the Act to advise and report on progress on adaptation to climate change. The CCC and ASC are tasked with:

* Providing independent advice to Government on setting and meeting carbon budgets in line with the UK’s longer-term target to reduce greenhouse gas (GHG) emissions by at least 80% by 2050 compared with 1990 levels, and reporting to Parliament on the progress made.
* Providing independent advice to the Government on risks and opportunities to the UK from climate change, in part through the UK Climate Change Risk Assessment, and reporting to Parliament on progress in adapting to climate change.

To do this the CCC and ASC conduct independent analysis into climate change science, economics and policy, and engage with a wide range of organisations and individuals to share evidence and analysis. The CCC and ASC’s past reports are available from <http://www.theccc.org.uk/publications/>

1. **Background and overall aim of this project**

The CCC’s advice on the level of Sixth Carbon Budget in the 2030s was accepted by Government in 2021[[1]](#footnote-2). Meeting the Sixth Carbon Budget and the longer-term Net Zero target by 2050 requires contribution from all sectors of the economy, including the agriculture and land use, land use change and forestry (LULUCF) sectors. This will require a transformation in how land is used in the UK, with land released out of agricultural production for alternative uses such as afforestation, peatland restoration and bioenergy crops. Under the Balanced Pathway, we estimated that 9% of agricultural land would be needed to deliver these measures, rising to a fifth by 2050.

In addition to climate change mitigation, transforming land use needs to deliver other multiple objectives, including adapting to climate change, and environmental improvement goals. The CCC’s third Independent Assessment of UK Climate Risk (CCRA3)[[2]](#footnote-3) identified eight priority risk areas that the Committee identified as being critical for adaptation in the next two years, four of which relate to the natural environment and the use of land. Effective action to change land use before projected climate change impacts occur must be investigated to enable land managers to protect and enhance the land’s ability to maintain the delivery of essential ecosystem services.

Our analysis to date has focused on estimating the impact of land use change and management on carbon and GHG emissions at the national level (i.e. England and each of the devolved administrations (DAs)). In practice, the changes that are needed to mitigate and prepare for climate change will vary across different locations according to a range of climatic, economic, social and environmental factors, at the farm, catchment and landscape level.

The aim of this project therefore is to identify and quantify the impact of a set of plausible land use transitions for a number of representative rural land use ‘archetypes’ in England and the UK’s DAs out to 2035 and 2050. The transitions should focus on changes in land use and management that deliver increased carbon sequestration and GHG emissions reductions, and which can also contribute to climate resilience, maintenance of food production, increased biodiversity and deliver co-benefits such as access to nature. In some cases, there may be trade-offs, and these should also be identified.

In future, the CCC expect to develop full spatial scenarios for UK land-use change that deliver across the multiple objectives. This project does not aim to develop these spatial scenarios, but it will be used to inform any such future work.

1. **Project specification**

We propose that the aims of this project are met by undertaking two main tasks, with an option to deliver a third task:

1. Develop a set of archetypes that are representative of current UK rural land-use and land-management.
2. Quantify the impact of plausible future land use transitions for each archetype.
3. Case studies of current to future archetype transition (optional)

***Task 1:*** ***Develop a set of archetypes that are representative of current UK rural land-use and land-management[[3]](#footnote-4)***

This task involves two parts: (a) identifying a suitable set of archetypes, (b) quantitatively describing those archetypes as a basis for further analysis in task 2.

1. *Identify a set of representative land-use archetypes*
* The bid should draw-up a long-list of at least twenty archetypes that are representative of the range of different rural land-uses that currently exist in England and the DAs. As a starter, a list of illustrative archetypes that could be considered is set out in the annex, and we would welcome your additions and amendments to the list as part of the bid. Consideration should be given to selecting at least two archetypes that are characteristic of extensive and intensive land use in each of the DAs.
* The archetypes should be able to pick up key differences across a range of different parameters:
* Geography (e.g. soil types, elevation, incline, climatic differences across the UK etc).
* Land cover type/condition (e.g. UK NEA broad habitats).
* Land-use (e.g. arable farming, grazing land, woodland etc) and land-management (e.g. mixed farming, intensive farming etc).
* The spatial scale for each defined land archetype (e.g. farm, catchment and landscape-scale) and reasoning behind the judgement.
* Consideration should be given to how each archetype could be mapped to spatial approaches (e.g. the Land Cover Map[[4]](#footnote-5)) that could be used to inform future application of the outputs.
* Where possible, we encourage using framings building on/aligning to other existing efforts in this sector (for example [here](https://iopscience.iop.org/article/10.1088/1748-9326/ac810e#back-to-top-target)[[5]](#footnote-6)).
* The final set of archetypes to be quantified and used in task 2, of up to twelve, will be jointly agreed with the CCC at the start of the project.
1. *Quantify a baseline for 2020, 2035 and 2050 for the chosen land-use archetypes.*

For each archetype, quantify a baseline (or business as usual) of metrics based on a continuation of current land use and management and current trends (e.g. policy landscape and productivity improvements). The baseline should also take account of the impact of climate change and how it impacts the biophysical properties of the land. This will allow us to compare how land use and the accompanying outputs changes for each archetype following the transition in Task 2 relative to the baseline for 2035 and 2050.

* Each archetype should be mapped to a land-use category (or categories) used in the current UK LULUCF inventory (Grassland, Cropland, Forest Land, Settlements and Other Land[[6]](#footnote-7). This categorisation should enable current and future GHG emissions and carbon content changes to be calculated consistent with the current GHG methodology. However, it is expected that the archetypes produced here will be more specific and numerous than these categories, and there may be land use transitions that are not currently captured in the GHG Inventory such as natural regeneration/re-wilding.
* Identify a set of key metrics to quantitatively describe each archetype. The metrics should include, at a minimum, carbon content and flux, non-CO2 emissions, biodiversity metrics aligned to those used to determine the proposed statutory targets under the Environment Act, and metrics of resilience to current and future climate and weather extremes. (see annex).
* For each chosen archetype, quantify the key metrics for the reference year of 2020 (the most recent year for GHG emissions estimates from the UK agriculture and LULUCF GHG Inventories), 2035 and 2050. Where possible, uncertainty ranges should be given. Where it is not possible to quantify (e.g. biodiversity), a qualitative assessment or expert judgement should be included.
* Consideration should also be given to metrics that fall outside the land area of the archetype, but where there may be opportunities to improve resilience from measures deployed within the archetype under Task 2. For example, alleviating flooding downstream of an upland hill farm by restoring peat on farm.
* Quantification of the metrics should be done robustly and transparently, drawing on published estimates elsewhere in the literature and with references provided.
* For each archetype, the analysis should allow for expected changes in the biophysical properties of the land due to projected climate change[[7]](#footnote-8) that may constrain what the land can be used for, with either positive or negative consequences for reducing emissions. For example, potential risks associated with aridity of arable land for crop production may lead to conversion to perennial energy crops, which would reduce GHG emissions. Conversely, warmer and drier conditions in the future may restrict the benefits of rewetting degraded peat resulting in on-going carbon emissions. Where the impacts are highly uncertain, a range or qualitative assessment should be provided.

***Task 2: Quantify the impact of plausible future land use transitions for each archetype.***

For each archetype quantified in Task 1,apply a set of land use change and land management ‘measures’ that will deliver increased carbon sequestration, GHG emissions reductions, and which can contribute to climate resilience and increased biodiversity.

* As a starter, the type of land use and land management ‘measures’ should be consistent with those used for the CCC’s Sixth Carbon Budget analysis (see annex).
* In addition to the Sixth Carbon Budget measures, consideration should also be given to other measures that can help deliver the 25 Year Environment goals (e.g. agroecological farming measures, natural regeneration for biodiversity and habitat restoration) where there is robust evidence to support their inclusion; and wider trends in diversification, such as hosting solar/wind farms[[8]](#footnote-9).
* The winning contractor must consider that for some baseline archetypes, it may be possible to apply more than one future land use transition[[9]](#footnote-10). A menu of potential changes that could be applied to each archetype should be developed and agreed with the CCC early in the project.
* The impact of the transition should be quantified using the same metrics set out in Task 1. This will identify benefits for carbon, biodiversity and resilience together with potential trade-offs e.g. food production. Your bid should give some indication of what outputs you are able to quantify, and where you are unable to, what qualitative assessment you propose to use.
* The transitional outputs should be generated for 2035 and 2050, allowing for comparison against the baseline outputs generated in Task 1.
* It is expected that evidence to support transitional outcomes will come from a range of sources, with both quantitative and qualitative evidence used. In the bid, contractors should set out their approach to synthesising the evidence. For example, it may be considered appropriate to apply a hierarchy of evidence ranging from data specific to the UK to that in a global context. In final outputs where evidence is unavailable or unknown this should be highlighted, and future work suggested on how to meet such evidence needs.
* Your bid should set out any challenges in meeting the specifications of this project and to the timeline set out below. The uncertainties and gaps in knowledge, inputs, data etc, to meet our specification, and how you intend to address this in the time required.

***Task 3 (optional) Case studies of current to future archetype transitions***

* Provide real case examples of land use and management transitions that have taken place in the UK. Where possible, assess the changes for carbon sequestration, GHG emissions, climate resilience and biodiversity, and any potential trade-offs resulting from each transition.
* Your bid should indicate whether you have the capability to undertake this Task.
* This is an optional Task and as such, a separate costing should be provided to that given for Tasks 1 and 2. The overall budget for this project is around £75,000 (excluding VAT).

Please note that award of the contract for the overall tender will be based solely on the strength of bids for Tasks 1 and 2 only.

1. **Key deliverables**
* A report setting out the findings of Tasks 1 and 2. detailing archetypes, quantification of outputs, qualitative assessment of outputs, judgements involved, and identification of evidence gaps and priorities for future work.
* Transparent excel spreadsheets with comprehensive quantification for each archetype for all metrics with sources fully documented:
	+ Baseline 2020, 2035 and 2050 results for Task 1.
	+ Results for 2035 and 2050 for Task 2
* Presentation of the interim and final results to the CCC, and other interested parties.
1. **Timetable**

The proposed timetable for the project is set out in the following table:

* At least 40% of the project should be completed by end March 2023, with the remainder to be completed by the end of July.
* Final results and report by end July 2023.

In addition to the formal reporting points, the CCC would expect to have weekly scheduled discussions to ensure the work is progressing as expected.

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| **Deliverables and timetable** |
| **Date** | **Action/Deliverable** |
| 15/12/22 | Engagement call with the CCC for interested suppliers |
| 9/1/23 | Deadline for response to ITT |
| 16/1/23 or 17/1/23 | Interviews |
| wc 23/1/23 | Kick-off meeting  |
| Late March | 1st Interim meeting (presentation on progress and initial results) |
| July 2022 tbd | Final meeting (present and discuss results and findings) |
| End July | Circulate write-up of final report, and delivery of the spreadsheet  |

**Annex**

1. **Illustrative archetypes:**
* Upland hill farming (North-West of England) on peat soils
* Upland hill farming (North-West of England) on non-peat soils
* Arable farming (East of England)
* Horticulture on peat (East of England)
* Dairy on lowland grassland (South-West England)
* Mixed farming (crops and livestock)
* Non-managed broadleaf woodland (mainly England)
* Managed conifer plantation
* Upland peat managed for grouse
* Intensive vs extensive crop production
* Peat extraction sites (N. Ireland)
* Free-range vs intensive sheep farm (Wales)
1. **Abatement measures (see the Sixth Carbon Budget report for a full description of each measure[[10]](#footnote-11):)**
2. Land use change measures:
* Afforestation: conifers and broadleaves
* Agroforestry: integrating trees on arable and grassland systems
* Hedgerow creation
* Energy crops: Miscanthus, short rotation coppice and short rotation forestry
* Peatland restoration to near natural condition: uplands, lowland cropland and lowland grassland
* Peatland restoration with paludiculture: 'wet-farming' on lowland cropland
1. Land management measures:
* Broadleaf management
* Lowland sustainable management of peat: water-table management options
* Soil measures: legumes, cover crops and grass leys.
1. Non-Sixth carbon budget measures:
* Natural regeneration
* Other nature-based solutions
* Habitat restoration
* Extensification measures
* Intensification measures
* Wind farms
* Solar panels
1. **Metrics for quantification (where possible) of the archetypes before and after their transition:**
* Carbon content and flux (tonnes, tonnes/hectare)
* Methane
* Nitrous oxide
* Biodiversity e.g. farmland birds, pollinator species occupancy, hedgerow length.
* Resilience metrics e.g. water quality, water storage capacity, flood mitigation, soil erosion, crop production in climatically unsuitable areas, wildfire incidents.
* Cropland area (hectares)
* Grassland area (hectares)
* Crop production (tonnes; tonnes/hectare)
* Ruminant livestock numbers
* Biomass production (tonnes, tonnes/hectare) e.g. energy crops, timber, and paludiculture crops.
* Recreation (number of visitors)

**Part C - Information to be provided by the Bidder / Supplier Questionnaire**

**SUPPLIER INFORMATION**

**Please complete the following information: -**

**All information supplied will be treated as Strictly Private and Confidential. The information will be reviewed by the Evaluation Panel only and will not be divulged to other parties during the de-briefing stage, or at any other time.**

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| --- | --- |
| **Name of Company** |  |
| **Address** |  |
| **Contact Name** |  |
| **Telephone Number:****(Including STD Code)** |  |
| **Contact Title:** |  |
| **Email Address** |  |
| **Website Address** |  |
| **Signed** |  |
| **Dated** |  |

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| **SECTION C1: ORGANISATION, MANDATORY AND FINANCIAL INFORMATION** |
| **Note: Where a consortium bid is proposed, please present the information for each consortium member individually.** |
| **GENERAL INFORMATION - Please enclose details of your organisation’s internal structure. A diagram would be helpful to support your answer.** |
| 1. **Is your organisation:**
2. **a public limited company – Registered No………………………..**
3. **a limited company - Registered No…………………………………**
4. **a sole trader**
5. **a partnership**
6. **other, please specify …………………………………………………..**
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| **SECTION C2: MANDATORY INFORMATION REQUIREMENTS** |
| **Note: The information required in this section is a mandatory requirement for this quotation. Failure to provide the information may result in your bid being eliminated.****Where a consortium bid is proposed, please present the information for each consortium member individually.** |
| **FINANCIAL REQUIREMENTS**1. **Please note we will request from the proposed winner a set of the last year’s audited accounts (if these accounts are required under the law of the state in which your organisation is established) for your own organisation and the holding and/or ultimate parent and your organisation’s subsidiaries (if applicable). If you cannot provide the last year’s audited accounts, please provide a copy of your most recent business plan, budget or similar document.**

**OR** **If the audited accounts are available online, please provide details of the web page address where the accounts are held so that the Authority can access the information.**  **Web address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (your organisation)**  **Web address: \_\_\_\_\_\_\_\_\_\_\_\_ (holding / ultimate parent company)**  |

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| **SECTION C3: Evaluation Criteria and weighting**  |

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| **RELEVANT EXPERIENCE / DEMONSTRATION OF CABABILITY - 20%****1. Please describe the relevant principal areas of business activity of your organisation and the number of years you have been involved in this activity. Describe in detail, giving dates of your current and previous experience of comparable projects you have been awarded by public and private sector Clients and undertaken by your organisation in the past 5 years.** |
| **Answer: -** |

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| **MANAGING YOUR RELATIONSHIP WITH THE CCC – 10%****2. Please describe how your organisation will manage its relationship with the CCC, including attendance at meeting and/or provision of progress reports and how communication between all levels of staff will be maintained.** |
| **Answer: -** |

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| **QUALITY ASSURING THE SERVICES YOU PROVIDE – 10%****3. Please provide a brief plan of how you would monitor and maintain the quality of the services delivered (e.g. relevant Key Performance Indicators, risk management arrangements), including a statement of how you would ensure the key dates and deliverables are met. Please indicate whether in your opinion our timescales can be achieved.** |
| **Answer: -** |

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| **MANAGEMENT STRUCTURE – 10%****4. Please briefly describe your proposed management and organisational structure for providing the services.**  |
| **Answer: -** |

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| **PROJECT TEAM – SKILLS AND KNOWLEDGE – 20%****5. Please provide details of the full project team, including a team structure, with an outline of roles and responsibilities and copies of proposed project team CV’s. Please also confirm whether project team members would be full time or part time on this contract and if part time, please specify time contributed in days to this project.** |
| **Answer: -** |

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| **METHOD, ABILITY AND TECHNICAL CAPACITY – 10%****6.** **The purpose of the Method Statement is to enable us to evaluate your understanding of our requirements and the quality of your proposals for meeting them.** |
| **Answer: -** |

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| **UNDERSTANDING OF REQUIREMENTS – 10%****7.** **Please provide a detailed statement of your understanding of the CCC’s requirements for this contract.** |
| **Answer: -** |

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| **RISK AND CHALLENGES – 10%****8. What do you consider are the specific challenges for this project over the life of the contract and how do you propose to overcome these?** |
| **Answer: -** |

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| **SIGNATURE AND DATE** |
| **I hereby declare that the information provided herein is complete and accurate:****Signature…………………………………………………………………………****Name (Print)…………………………………………………………………….****Job Title……………………………………………………………………………****Date…………………………………………………………………………………** |

**Part D - Pricing Information to be provided by the Bidder**

**Please provide a pricing schedule for the following:**

1. **Consultancy Charge per day - Please indicate here staff level (i.e. junior consultant, partner etc.), rate per day, the number of days the individual would be allocated to the contract and the number of hours worked per day.**
2. **Any other costs – (please specify).**
3. **Any discounts offered.**
4. **Total cost of the Contract.**

**Notes:**

1. **Please note that all Travel and Subsistence will be as per the Civil Service Standard i.e. standard class.**
2. **V.A.T. will be separately indicated**
3. **All priced bids must be in pounds sterling and any subsequent invoices resulting from a successful bid must also be in pounds sterling.**

**Part E - Conditions of Contract for Services**

**Please see the attachment referring to the Committee on Climate Change standard terms and conditions. Potential bidders are requested that they must *make clear* any issues they have with these standard terms by the 2nd January 2023.**

**Part F - *Conflict of Interest***

**The Committee on Climate Change (CCC) standard terms and conditions of contract include reference to conflict of interest and require contractors to declare any potential conflict of interest to the Secretary of State.**

**For research and analysis, conflict of interest is defined the presence of an interest or involvement of the contractor, subcontractor (or consortium member) which could affect the actual or perceived impartiality of the research or analysis.**

**Where there may be a potential conflict of interest, it is suggested that the consortia or organisation designs a working arrangements such that the findings cannot be influenced (or perceived to be influenced) by the organisation which is the owner of a potential conflict of interest. For example, consideration should be given to the different roles which organisations play in the research or analysis, and how these can be structured to ensue maintain an impartial approach to the project is maintained.**

**The process by which this is managed in the procurement process is as follows:**

1. **During the bidding process, organisations may contact the CCC to discuss whether or not their proposed arrangement is likely to yield a conflict of interest. Any responses given to individual organisations or consortia will be published on contract finder (in a form which does not reveal the questioner’s identity). Any organisation thinking of submitting a bid, should share their contact details with the staff member responsible for this procurement, to ensure they receive an update when any responses to questions are published.**
2. **Contractors are asked to sign and return Declaration 3 to indicate whether or not any conflict of interest may be, or be perceived to be, an issue. If this is the case, the contractor or consortium should give a full account of the actions or processes that it will use to ensure that conflict of interest is avoided. In any statement of mitigating actions, contractors are expected to outline how they propose to achieve a robust, impartial and credible approach to the research.**
3. **When tenders are scored, this declaration will be subject to a pass/fail score, according to whether, on the basis of the information in the proposal and declaration, there remains a conflict of interest which may affect the impartiality of the research.**

**Failure to declare or avoid conflict of interest at this or a later stage may result in exclusion from the procurement competition, or in the Department exercising its right to terminate any contract awarded.**

**Part G – *Declarations***

**Declarations to be submitted by the Tenderer**

**Declaration 1: Statement of non-collusion**

**Declaration 2: Form of Tender**

**Declaration 3: Conflict of Interest**

**Declaration 1: Statement of non-collusion**

**To: Committee on Climate Change**

**1. We recognise that the essence of competitive tendering is that the CCC will receive a bona fide competitive tender from all persons tendering. We therefore certify that this is a bona fide tender and that we have not fixed or adjusted the amount of the tender or our rates and prices included therein by or in accordance with any agreement or arrangement with any other person.**

**2. We also certify that we have not done and undertake not to do at any time before the hour and date specified for the return of this tender any of the following acts:**

1. **communicate to any person other than the Department the amount or approximate amount of our proposed tender, except where the disclosure, in confidence, of the approximate amount is necessary to obtain any insurance premium quotation required for the preparation of the tender;**
2. **enter into any agreement or arrangement with any other person that he shall refrain for submitting a tender or as to the amount included in the tender;**
3. **offer or pay or give or agree to pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person doing or having done or causing or having caused to be done, in relation to any other actual or proposed tender for the contract any act, omission or thing of the kind described above.**

**3. In this certificate, the word “person” shall include any person, body or association, corporate or unincorporated; and “any agreement or arrangement” includes any such information, formal or informal, whether legally binding or not.**

**Signature (duly authorised on behalf of the tenderer)**

**……….………………………………………………………………………….**

**Print name**

**…………………………………………………………….…………………….**

**On behalf of (organisation name)**

**…………………………………………………………………….…………….**

**Date**

**…………………………………………………………………………………..**

**Declaration 2: Form of Tender**

**To: Committee on Climate Change**

**1. Having considered the invitation to tender and all accompanying documents (including without limitation, the terms and conditions of contract and the Specification) we confirm that we are fully satisfied as to our experience and ability to deliver the goods/services in all respects in accordance with the requirements of this invitation to tender.**

**2. We hereby tender and undertake to provide and complete all the services required to be performed in accordance with the terms and conditions of contract and the Specification for the amount set out in the Pricing Schedule.**

**3. We agree that any insertion by us of any conditions qualifying this tender or any unauthorised alteration to any of the terms and conditions of contract made by us may result in the rejection of this tender.**

**4. We agree that this tender shall remain open to be accepted by the CCC for 8 weeks from the date below.**

**5. We understand that if we are a subsidiary (within the meaning of section 1159 of (and schedule 6 to) the Companies Act 2006) if requested by the Department we may be required to secure a Deed of Guarantee in favour of the Department from our holding company or ultimate holding company, as determined by the Department in their discretion.**

**6. We understand that the Department is not bound to accept the lowest or any tender it may receive.**

**7. We certify that this is a bona fide tender.**

**Signature (duly authorised on behalf of the tenderer)**

**…………………………………………………………………………………**

**Print name**

**…………………………………………………………………………………**

**On behalf of (organisation name)**

**…………………………………………………………………………………**

**Date**

**………………………………………………………………………………..**

**Declaration 3: Conflict of Interest**

**I have nothing to declare with respect to any current or potential interest or conflict in relation to this research (or any potential providers who may be subcontracted to deliver this work, their advisers or other related parties). By conflict of interest, I mean, anything which could be reasonably perceived to affect the impartiality of this research, or to indicate a professional or personal interest in the outcomes from this research.**

**Signed …………………………………….**

**Name …………………………………….**

**Position …………………………………….**

***OR***

**I wish to declare the following with respect to personal or professional interests related to relevant organisations\*;**

* **X**
* **X**

***Where a potential conflict of interest has been declared for an individual or organisation within a consortia, please clearly outline the role which this individual or organisation will play in the proposed project and how any conflict of interest has or will be mitigated.***

* **X**
* **X**

**Signed …………………………………….**

 **Name …………………………………….**

**Position …………………………………….**

**Please complete this form and return this with your ITT documentation - Nil returns are required.**

**\* These may include (but are not restricted to);**

* **A professional or personal interest in the outcome of this research**
* **For evaluation projects, a close working, governance, or commercial involvement in the project under evaluation**
* **Current or past employment with relevant organisations**
* **Payment (cash or other) received or likely to be received from relevant organisations for goods or services provided (Including consulting or advisory fees)**
* **Gifts or entertainment received from relevant organisations.**

**Part H - *Code of Practice for Research***

***Issued by the Committee on Climate Change (CCC)***

**The CCC is utilising the Code of Practise that BEIS developed from the Joint Code of Practice issued by BBSRC; the Department for Environment, Food and Rural Affairs (Defra); the Food Standards Agency; and the Natural Environment Research Council (NERC) which lays out a framework for the proper conduct of research. It sets out the key aspects of the research process and the importance of making judgements on the appropriate precautions needed in every research activity.**

**The Code applies to all research funded by the CCC. It is intended to apply to all types of research, but the overriding principle is fitness of purpose and that all research must be conducted diligently by competent researchers and therefore the individual provisions must be interpreted with that in mind.**

***PRINCIPLES BEHIND THE CODE OF PRACTICE***

**Contractors and consortia funded by the CCC are expected to be committed to the quality of the research process in addition to quality of the evidence outputs.**

**The Code of Practice has been created in order to assist contractors to conduct research of the highest quality and to encourage good conduct in research and help prevent misconduct.**

**Set out over 8 responsibilities the code of practice provides general principles and standards for good practice in research.**

**Most contractors will already have in place many of the measures set out in the Code and its adoption should not require great effort.**

***COMPLIANCE WITH THE CODE OF PRACTICE***

**All organisations contracting to the CCC (including those sub-contracting as part of a consortium) will be expected to commit to upholding these responsibilities and will be expected to indicate acceptance of the Code when submitting proposals to the CCC.**

**Contractors are encouraged to discuss with CCC any clauses in the Code that they consider inappropriate or unnecessary in the context of the proposed research project. The Code, and records of the discussions if held, will become part of the Terms and Conditions under which the research is funded.**

**Additionally, CCC may conduct (or request from the Contractor as appropriate) a formal risk assessment on the project to identify where additional controls may be needed.**

***MONITORING OF COMPLIANCE WITH THE CODE OF PRACTICE***

**Monitoring of compliance with the Code is necessary to ensure:**

* **Policies and managed processes exist to support compliance with the Code**
* **That these are being applied in practice.**

**In the short term, CCC can require contractors to conduct planned internal audits although the CCC reserve the right to obtain evidence that a funded project is carried out to the required standard. CCC may also conduct an audit of a Contractor’s research system if deemed necessary.**

**In the longer term it is expected that most research organisations will assure the quality of their research processes by means of a formal system that is audited by an impartial and competent third party against an appropriate internationally recognised standard that is fit for purpose.**

**A recommended checklist for researchers can be found on the UK Research Integrity Office (UKRIO) website at** [**http://www.ukrio.org/what-we-do/code-of-practice-for-research**](http://www.ukrio.org/what-we-do/code-of-practice-for-research)

***SPECIFIC REQUIREMENTS IN THE CODE OF PRACTICE***

***1. Responsibilities***

**All organisations contracting to the CCC (including those sub-contracting as part of a consortium) will be responsible for the overall quality of research they conducted. Managers, group leaders and supervisors have a responsibility to ensure a climate of good practice in the research teams, including a commitment to the development of scientific and technical skills.**

**The Principal Investigator or Project Leader is responsible for all the work conducted in the project including that of any subcontractors. All staff and students must have defined responsibilities in relation to the project and be aware of these responsibilities.**

***2. Competence***

**All personnel associated with the project must be competent to perform the technical, scientific and support tasks required of them.**

**Personnel undergoing training must be supervised at a level such that the quality of the results is not compromised by the inexperience of the researcher.**

***3. Project planning***

**An appropriate level of risk assessment must be conducted to demonstrate awareness of the key factors that will influence the success of the project and the ability to meet its objectives.**

**There must be a written project plan showing that these factors (including research design, statistical methods and others) have been addressed.**

**Projects must be ethical and project plans must be agreed in collaboration with BEIS, taking account of the requirements of ethical committees[[11]](#footnote-12) or the terms of project licences, if relevant.**

**Significant amendments to the plan or milestones must be recorded and approved by BEIS if applicable.**

***4. Quality Control***

**The organisation must have planned processes in place to assure the quality of the research undertaken by its staff Projects must be subjected to formal reviews of an appropriate frequency. Final and interim outputs must always be accompanied by a statement of what quality control has been undertaken.**

**The authorisation of outputs and publications shall be as agreed by the CCC, and subject to senior approval in CCC, where appropriate.**

**Errors identified after publication must be notified to the CCC and agreed corrective action initiated.**

***5. Handling of samples and materials***

**All samples and other experimental materials must be labelled (clearly, accurately, uniquely and durably), and retained for a period to be agreed by the CCC.**

**The storage and handling of the samples, materials and data must be as specified in the project plan (or proposal) and must be appropriate to their nature. If the storage conditions are critical, they must be monitored and recorded.**

***6. Documentation of procedures and methods***

**All the procedures and methods used in a research project must be documented, at least in the personal records of the researcher. This includes analytical and statistical procedures and the generation of a clear audit trial linking secondary processed information to primary data.**

**There must be a procedure for validation of research methods as fit for purpose, and modifications must be trackable through each stage of development of the method.**

***7. Research/work records***

**All records must be of sufficient quality to present a complete picture of the work performed, enabling it to be repeated if necessary.**

**The project leader is accountable for the validity of the wok and responsible for ensuring that regular reviews of the records of each researcher are conducted[[12]](#footnote-13).**

**The location of all project records, including critical data, must be recorded. They must be retained in a form that ensures their integrity and security, and prevents unauthorised modification, for a period to be agreed by the CCC.**

**A recommended checklist for researchers can be found on the UK Research Integrity Office (UKRIO) website at** [**http://www.ukrio.org/what-we-do/code-of-practice-for-research**](http://www.ukrio.org/what-we-do/code-of-practice-for-research)

1. [Sixth Carbon Budget - Climate Change Committee (theccc.org.uk)](https://www.theccc.org.uk/publication/sixth-carbon-budget/) [↑](#footnote-ref-2)
2. [Independent Assessment of UK Climate Risk - Climate Change Committee (theccc.org.uk)](https://www.theccc.org.uk/publication/independent-assessment-of-uk-climate-risk/) [↑](#footnote-ref-3)
3. The archetypes should focus on rural land only, and as such land for settlement is excluded from this project. [↑](#footnote-ref-4)
4. <https://www.ceh.ac.uk/data/ukceh-land-cover-maps> [↑](#footnote-ref-5)
5. [Multi-tier archetypes to characterise British landscapes, farmland and farming practices - Cecily E D Goodwin et al](https://iopscience.iop.org/article/10.1088/1748-9326/ac810e#back-to-top-target) [↑](#footnote-ref-6)
6. [UK Greenhouse Gas Inventory, 1990 to 2020 (BEIS.gov.uk)](https://uk-air.defra.gov.uk/assets/documents/reports/cat09/2206220830_ukghgi-90-20_Main_Issue1.pdf) [↑](#footnote-ref-7)
7. Utilising UKCP18 projections [↑](#footnote-ref-8)
8. Blue carbon measures lie outside the scope of this project. [↑](#footnote-ref-9)
9. For example, land use change via afforestation could follow a pathway that prioritises semi-natural woodland or conifer plantations, or a mix of the two. [↑](#footnote-ref-10)
10. <https://www.theccc.org.uk/wp-content/uploads/2020/12/Sector-summary-Agriculture-land-use-land-use-change-forestry.pdf> [↑](#footnote-ref-11)
11. Please note ethical approval does not remove the responsibility of the individual for ethical behaviour. [↑](#footnote-ref-12)
12. Please note that this also applies to projects being undertaken by consortia. [↑](#footnote-ref-13)