Invitation to Quote

Invitation to Quote (ITQ) on behalf of UK Research and Innovation

Subject: NERC Mentoring Cohorts Training

Sourcing Reference Number: CS20471

UK Shared Business Services Ltd (UK SBS)
www.uksbs.co.uk

Registered in England and Wales as a limited company. Company Number 6330639.
Registered Office Polaris House, North Star Avenue, Swindon, Wiltshire SN2 1FF
VAT registration GB618 3673 25

Version 4.0

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Section 1 – About UK Shared Business Services

Putting the business into shared services

UK Shared Business Services Ltd (UK SBS) brings a commercial attitude to the public sector; helping our Contracting Authorities improve efficiency, generate savings and modernise.

It is our vision to become the leading service provider for the Contracting Authorities of shared business services in the UK public sector, continuously reducing cost and improving quality of business services for Government and the public sector.

Our broad range of expert services is shared by our Contracting Authorities. This allows Contracting Authorities the freedom to focus resources on core activities; innovating and transforming their own organisations.

Core services include Procurement, Finance, Grants Admissions, Human Resources, Payroll, ISS, and Property Asset Management all underpinned by our Service Delivery and Contact Centre teams.

UK SBS is a people rather than task focused business. It's what makes us different to the traditional transactional shared services centre. What is more, being a not-for-profit organisation owned by the Department for Business, Energy & Industrial Strategy (BEIS), UK SBS' goals are aligned with the public sector and delivering best value for the UK taxpayer.

UK Shared Business Services Ltd changed its name from RCUK Shared Services Centre Ltd in March 2013.

Growing from a foundation of supporting the Research Councils, 2012/13 saw Business, Energy and Industrial Strategy (BEIS) transition their procurement to UK SBS and Crown Commercial Services (CCS – previously Government Procurement Service) agree a Memorandum of Understanding with UK SBS to deliver two major procurement categories (construction and research) across Government.

UK SBS currently manages £700m expenditure for its Contracting Authorities.
Our Contracting Authorities who have access to our services and Contracts are detailed here.

Privacy Statement

At UK Shared Business Services (UK SBS) we recognise and understand that your privacy is extremely important, and we want you to know exactly what kind of information we collect about you and how we use it.

This privacy notice link below details what you can expect from UK SBS when we collect your personal information.

- We will keep your data safe and private.
- We will not sell your data to anyone.
- We will only share your data with those you give us permission to share with and only for legitimate service delivery reasons.

https://www.uksbs.co.uk/use/pages/privacy.aspx

For details on how the Contracting Authority protect and process your personal data please follow the link below:

https://www.ukri.org/privacy-notice/

Section 2 – About the Contracting Authority

UK Research and Innovation

Operating across the whole of the UK and with a combined budget of more than £6 billion, UK Research and Innovation represents the largest reform of the research and innovation funding landscape in the last 50 years.

As an independent non-departmental public body UK Research and Innovation brings together the seven Research Councils (AHRC, BBSRC, EPSRC, ESRC, MRC, NERC, STFC) plus Innovate UK and a new organisation, Research England.

UK Research and Innovation ensures the UK maintains its world-leading position in research and innovation. This is done by creating the best environment for research and innovation to flourish.

For more information, please visit: www.ukri.org

Natural Environment Research Council (NERC)

NERC is the driving force of investment in environmental science. Their leading research, skills and infrastructure help solve major issues and bring benefits to the UK, such as affordable clean energy, air pollution, and resilience of our infrastructure.

https://nerc.ukri.org/

Section 3 - Working with the Contracting Authority.

In this section you will find details of your Procurement contact point and the timescales relating to this opportunity.

Section 3 – Contact details		
3.1.	Contracting Authority Name and address	UK Research and Innovation, Polaris House, North Star Avenue, Swindon, SN2 1FF
3.2.	Buyer name	Chris Grant
3.3.	Buyer contact details	Professionalservices@uksbs.co.uk
3.4.	Estimated value of the Opportunity	The contract value shall not exceed £80,000.00 excluding VAT
3.5.	Process for the submission of clarifications and Bids	**All correspondence shall be submitted within the Messaging Centre of the e-sourcing. Guidance Notes to support the use of Delta eSourcing is available here.** **Please note submission of a Bid to any email address including the Buyer will result in the Bid not being considered.**

Section 3 - Timescales		
3.6.	Date of Issue of Contract Advert on Contracts Finder	Thursday, 19 November 2020 Contracts Finder
3.7.	Latest date / time ITQ clarification questions shall be received through Delta eSourcing messaging system	Thursday, 26 November 2020 14.00
3.8.	Latest date / time ITQ clarification answers should be sent to all Bidders by the Buyer through Delta eSourcing Portal	Monday, 30 November 2020
3.9.	Latest date and time ITQ Bid shall be submitted through Delta eSourcing	Monday, 07 December 2020 14:00
3.10.	Date/time Bidders should be available if clarifications are required	Monday, 14 December 2020
3.11.	Anticipated notification date of successful and unsuccessful Bids	Tuesday, 22 December 2020
3.12.	Anticipated Contract Award date	Tuesday, 22 December 2020
3.13.	Anticipated Contract Start date	Wednesday, 06 January 2021
3.14.	Anticipated Contract End date	Friday, 29 March 2024
3.15.	Bid Validity Period	60 Days

Section 4 – Specification

Introduction

NERC - the Natural Environment Research Council - is the driving force of investment in environmental science in the UK. NERC advances the frontier of environmental science by commissioning new research, infrastructure and training that delivers valuable scientific breakthroughs. We do this because understanding our changing planet is vital for our wellbeing and economic prosperity.

We invest public money in world-leading science, designed to help us sustain and benefit from our natural resources, predict and respond to natural hazards and understand environmental change. We work closely with policymakers and industry to make sure our knowledge can support sustainable economic growth and wellbeing in the UK and around the world.

The public engagement team, based within NERC's corporate head office, focuses on delivering excellent public engagement with environmental science research, adhering to NERC's Public Engagement with Research strategy which aims to achieve the following:

1) To build the capacity of our researchers to engage
2) To promote engaged research
3) To convene public debate about contemporary issues in environmental science
4) To inspire public audiences with environmental science
5) To listen to the public through public dialogue to inform NERC

This strategy supports the UKRI Public Engagement Vision, and supports engagement for world-leading research and innovation to create a more productive, healthy and resilient environment as outlined in the NERC Delivery Plan.

NERC is part of UK Research & Innovation (UKRI), a new body which works in partnership with universities, research organisations, businesses, charities and government to create the best possible environment for research and innovation to flourish. UKRI aims to maximise the contribution of each of its component parts, working individually and collectively. We work with our many partners to benefit everyone through knowledge, talent and ideas.

We are supported mainly by the Department for Business, Energy & Industrial Strategy (BEIS), but our activities and funding decisions are independent of government.

Background to the Requirement

A number of opportunities have been identified to deliver professional development in public engagement for researchers, including in NERC's consultation in the development of our Public Engagement with Research Strategy (see Helix and NCCPE reports), alongside additional research and insight. The supplier will be expected to review literature and insight to ensure the development of the programme is reflective on identified gaps in skill sets, and may also be required to survey or interview individuals in each cohort group.

NERC's mentoring cohort programme aims to address these identified gaps in researchers' skills to conduct public engagement with research. Gaps in skill set include (but not limited to):

- Examples of best practice in public engagement
- Evaluating public engagement
- Appropriate planning of conducting public engagement such as cost and time
- Applying for funding (within and in addition to science grant applications)
- Excellent examples of public engagement within grant applications
- Examples of useful information and skills to assess public engagement in science grant funding panels

Strategic alignment

It is vital that the delivery of the mentoring cohorts programme adheres to NERC's Public Engagement with Research strategy:

- The NERC Mentoring Cohorts project adheres to the capacity building element of our Public Engagement with Research Strategy, with the end goal that "***NERC-funded environmental scientists will have the capability and skills to engage with different audiences about their research and increase its impact."***
- To achieve this, NERC public engagement team will "***build the capability of researchers to engage, for the benefit of research and society. We will fund researchers to deliver innovative public engagement and build public engagement into their research. We will also help researchers develop skills, networks and collaborations, as part of a wider UKRI approach to improving the quality, reach and impact of public engagement activity. We will recognise innovative approaches to public engagement with environmental science and celebrate excellence.***"
- NERC will know this has been successful when "***We will have a cohort of researchers that are confident to engage the public and advocate for their area of expertise. We will increase the number and diversity of researchers engaging with the public, and the quality of engagement. We will measure success through outcomes based public engagement***"

The NERC Public Engagement with Research strategy can be found online.

Aims

The NERC mentoring cohorts programme will develop groups of NERC environmental science researchers with the knowledge, skills and capability to deliver excellent public engagement with research that is embedded throughout the research cycle. The programme will facilitate researchers to consider their responsibilities as a recipient of public funding.

Objectives

NERC is looking to fund a three-year strategic professional development programme for NERC environmental science researchers to increase their capacity and capability in conducting excellent public engagement with research. The training programme will offer outstanding, effective professional development for those involved. The cohort approach will also enable researchers to learn from peers within their own cohort, and access knowledge and support from professionals and researchers in other cohorts. These networks will be set up to enable communication between peers for the duration of the project and beyond.

The multiple group approach will specifically target sub-groups of NERC researchers with tailored training approaches including experiential learning. The researcher recruitment process will specifically focus on barriers to researcher inclusion in the training (specific to each group) and will provide a clear indication of the benefits to being part of the NERC mentoring cohorts programme.

The project also aims to co-design a set of free resources which will be published and promoted to other environmental science researchers, other stakeholder groups and public engagement professionals, bringing together learnings, best practice and insight summaries from the project.

Summary of key outputs of the NERC Mentoring Cohort training will include:

- Insights report focussed on public engagement with research training and professional development for environmental science researchers highlighting specific opportunities and risks for the programme
- Tailor made professional development for the identified cohort groups
- Online space for researchers within individual cohorts, and across cohorts to meet, share ideas and discuss topics that will be available for the duration of the project and beyond
- Co-designed resources for each cohort group, suitable for sharing with the wider research and public engagement communities; collaboratively created with researchers and delivered by the successful supplier.

The aim of this project will be achieved through the following proposed approach:

- Cohort-based professional development including personalised teaching, mentoring and coaching
- Multiple interventions with each cohort over a 3-year period
- Insight gathering and reporting to inform the programme
- Building sustained networks of researchers
- Experiential learning (through experience and reflection)
- Co-designed digital resources which can be used by the wider NERC community
- Specific targeted recruitment of NERC researchers and support for barriers to engagement

The successful supplier must bring together a diverse, interdisciplinary and cross-sector team (working with external sub-contractors as appropriate), including:

- Public engagement and impact professionals
- Steering group to provide external feedback on the approach
- A broad set of skills required to deliver this project successfully (including mentoring, coaching, digital resources, facilitation etc)

The proposed approach should cater for a variety of learning styles across the cohort of researchers and should take particular care to facilitate “learning by doing” (experiential learning). Cohorts must be able to access learning from other cohorts. Where appropriate the cohorts can be encouraged to work and learn together to remove barriers between to allow a mix of opinions, backgrounds, institution, science areas and public engagement experiences.

NERC envisages the proposed approaches will work together by providing NERC researchers with multiple ways to engage with the training cohort, which will be accessible around their work and personal commitments taking into consideration those who may otherwise struggle to engage for example; people working from home with children and/or caring responsibilities, researchers who work internationally and/or are expected to conduct field research, work commitments such as lecturing and university student exam and marking periods.

Project objectives:

1. Build public engagement capacity and capability of a minimum of 200 NERC researchers, across the whole cohort project, including how to identify best public engagement for different types of research, appropriate budgeting, best practice evaluation and applying for funding for public engagement.

2. Build confidence in researchers choosing and conducting various methods of public engagement and facilitate a change in researcher attitude towards the potential impact and uses of public engagement. This should be for a minimum of 200 NERC researchers across the whole cohort project.

3. Create high quality professional development programmes for 4 unique cohorts of researchers in public engagement, based on insight specific to each group.

4. Raise the profile of engagement and impact within NERC and UKRI and build capacity and develop relationships between the NERC Public Engagement team and other relevant teams such as the Peer Review College, programme managers in NERC Discovery Science and National Capability teams.

5. Co-create of a minimum of four resource (one per cohort group), for example a 10 A4 page digital toolkit, designed by the cohort of researchers and created by the successful supplier to communicate training, best practice and guidance in public engagement with specific focus on environmental science. The designed outputs should be specifically created to be useful and engaging for the identified researcher group.

6. Co-create of a minimum of four resource (one per cohort group), for example a 10 A4 page digital toolkit, designed by the cohort of researchers and created by the delivery partner to communicate training, best practice and guidance in public engagement with specific focus on environmental science. The designed outputs should be specifically created to be useful and engaging for the identified researcher group.

7. Evaluate with a focus on best practice and lessons learned for ways to train individual cohorts of environmental science researchers based on NERC's cohort and digital resource approach. A full evaluation report, and maximum 2 A4 page executive summary should also offer guidance to the wider public engagement community in a manner which can be published externally.

Organisation and Staffing

The successful supplier will be expected to deliver the aims and objectives of this activity in a robust, timely, inclusive and sufficiently resourced manner. All processes must be documented in an open manner, and assertions and recommendations should be evidence-based.

The successful supplier will be expected to work closely with a number of internal stakeholders including:

- Public Engagement Programme Manager at NERC
- UKRI central communications team and communications business partner
- Other NERC and UKRI internal teams as appropriate including; sustainability team, skills team, science research programme managers, HOST – NERC's administrative support team, UKRI public engagement team, UKRI research culture team

Roles and responsibilities

The successful supplier will be responsible for the successful delivery of the project as outlined in their approved bid to NERC, unless otherwise agreed. NERC welcomes the use of additional partners and sub-contractors (e.g. a diverse group of people from across disciplines and sectors) to deliver various elements of the project. These must be clearly identified and accounted for within the procurement proposal ensuring sufficient resources are requested. NERC will support the successful delivery of the project**. An example** (not an extensive list) of roles and responsibilities between supplier and NERC are outlined below:

Supplier Responsibility	NERC Responsibility
Project delivered on time, on budget and achieving desired quality and outputs	Project adherence to NERC's Public Engagement with Research strategy
Day to day running of the project over the three-year period	Monitoring of any reputational risk
Data handling (compliant with GDPR)	Providing access and channels of communication to researchers for the supplier
Sourcing and management of subcontractors and project partners	Providing introductions and channels of communication to teams internal to NERC and UKRI for the supplier
Ensuring any subcontractors used are correctly briefed on work to be completed and equitably paid for their time	Ensuring spend of public money is done in an equitable and justifiable manner
Embedding of sustainable and EDI practices into the project where possible	

Risk assessment and Covid-19 planning

The successful supplier will be required to conduct a risk assessment and completion of a risk register in terms of project delivery. The risk register needs to evaluate various risks including but not limited to:

- Duplication of support being offered by other institutions
- Researcher recruitment and associated barriers to involvement
- Time scale and delivery
- Usability and accessibility of co-created resources

Alongside this, due to the changing situation in light of Coronavirus (Covid-19), the delivery of this project must ensure the safety of delivery partners and researchers. The successful proposal will consider face to face training opportunities where it is safe to do so in line with recent government advice but ensure planning in case this is not appropriate. The potential for local and national lockdowns, and other changes over the duration of the mentoring cohorts programme must be considered. The successful supplier must be able to deliver the training virtualy via video conferencing with no detrimental effect to the quality of the training.

All risks identified in the project risk register must be discussed with NERC at various points throughout the project including proposals on how the project team intends to avoid and mitigate the risks.

Please note, if the potential of face to face workshops should arise, it is the suppliers responsibility to arrange these workshop to take place in an compliant manner (e.g. adhering to social distancing) and includes, but is not limited to sourcing venues, cover travel and subsistence of suppliers staff and any invited speakers / trainers, adhering to UKRI's travel and subsistence policy. This will need to be included within the £80,000 exc VAT budget.

Scope

Desired Outcomes

NERC researchers involved in individual cohorts:

- Develop a strong understanding of excellent public engagement, both in theory and practice, with ability to identify when excellent public engagement takes place
- Understand how to increase the relevance of their environmental science research to society, and consider researcher responsibility to engage the public
- Develop researcher attitudes, knowledge and behaviour regarding public engagement with their research, seeing an increase in the value of public engagement, and valuing public engagement as a route to impact
- Develop appropriate skills and knowledge in embedding public engagement into NERC grant applications, and appropriate evaluation skills, seeing an increase in confidence in high quality outputs
- Build long term useful relationships with others within the cohort, including access to excellent role models at varying levels and types of public engagement

Wider environmental science researcher community:

- Access to public engagement leaders across a variety of career levels
- Feel inspired to increase and/or improve their own public engagement
- Access to co-created learning materials to inform their own public engagement

- Increased awareness of public engagement as a valued route to impact

NERC public engagement:

- Increase numbers of NERC researches who have capacity and capability to do high quality PE and who can act as advocates for engagement
- Understand gaps in mentoring and support for environmental science researchers
- Understand unique issues, and resolutions for embedding public engagement within environmental science
- Learn from the process of upskilling researchers through specific mentoring groups; learnings which can be shared with the wider sector

University public engagement leads and NERC programme managers:

- As a result of the mentors, value the outcomes of public engagement and its links to impact
- Recognition of the time researchers have contributed to the programme and the skills gained
- Successful grant applicants include excellent plans for PE
- Built the capacity of NERC to fund excellent engaged research
- Have access to examples of good practice of public engagement and EDI through this project

Wider society:

Please note the impact on wider society should be taken into consideration and evaluated as appropriate by researchers with support from the professional development training supplier; this outcome should focus on, and be measured around, events and/or activities where the cohort of researchers engage with public groups.

Researcher cohort groups, training specifics and outputs:

Running four cohorts* over the 3-year period focusing on:

*please note all cohorts will need to be running over the period of the project, but specific training does not necessarily have to be running at the same times

1. **NERC Peer Review college members**
   Concept: recruit and build cohort from peer review college members (and researchers who are regularly involved in NERC peer review) to map knowledge, skills and values/attitudes to engagement and impact; improve professional development support to respond to this insight; in the context of how engagement and impact plans are embedded into grant applications, and how to assess these. This should be delivered in such a way that it does not 'other' public engagement but highlights it as an integral part of the research process. Suggested training topics:
    - Understanding different types of engagement and impact and how this differs from science communication
    - Identification and reviewing / judging of engagement and impact plans in NERC grant applications, including focus on what excellent public engagement is, why this is, and 'red flags' of poor engagement
    - Best practice for embedding public engagement into grants / projects

- How to ensure public engagement is inclusive and adheres to EDI and sustainable practices

outputs:

- Insight with cohort, including engagement with a diversity of Peer Review members and NERC programme managers
- 3x workshops, with consultation and attendance from NERC programme managers
- Guidance created for NERC peer review (college) members, with input from NERC programme managers
- Co-created guidance for wider community on including engagement and impact as part of grant applications

2. **Engagement and impact leadership in mid – late career researchers**
   Concept: recruit and build cohort from senior researchers to map knowledge, skills and values/attitudes to engagement and impact; develop professional development support to respond to this insight; in the context of encouraging this group to act as advocates within their own organisations. Care will be taken to engage researchers with clear benefits for their involvement.
   Suggested training topics:
    - Best practice in evaluating public engagement, and what excellent public engagement looks like
    - How to embed public engagement at institutions
    - How to advocate and raise the profile for public engagement at institutions
    - How to provide reward and recognition
    - Public engagement and impact
    - How to ensure public engagement is inclusive and adheres to EDI and sustainable practices

   outputs:

    - Insight with cohort, including engagement professionals at their institutions
    - 3x workshops
    - Co-created and designed outputs which showcase and profiles researchers advocating public engagement within their institution; which promotes methods of embedding public engagement, lessons learned, and impact of actions taken
    - Co-created guidance for the wider community on methods for embedding public engagement and benefits of public engagement leaders and advocates within institutions

Please note: NERC are open to the ways in which this particular cohort are engaged with, this should be informed by the insight report created at the start of the programme. NERC is open to the idea of the successful supplier working with a small number of institutions to develop initial approaches and build the programme up from there.

3. **Engagement with complex and controversial topics**
   Concept: recruit and build cohort from researchers across NERC remit to map

knowledge, skills and values/attitudes to engagement and impact; develop professional development support to respond to this insight; in the context of how **complex and controversial** research interfaces with society, which will likely involve working across disciplines for best public engagement practice. (*this may include social science, arts and humanities etc.)*

Suggested training topics:

- Overview of public engagement methods and practices, including evaluation training
- Training in conducting public engagement and communication around contested topics
- Best ways to co-create, design and deliver interdisciplinary projects around controversial topics
- Generate understanding why something becomes contested/controversial topic
- How to ensure public engagement is inclusive and adheres to EDI and sustainable practices

outputs:

- 3x workshops
- “Match making” and partnership building across science areas
- Case studies on paired researchers from the “match making” approach including lessons learned
- Co-created guidance for the wider community

4. **‘Open call’**
Concept: using the researcher recruitment process; identify a cohort of researchers and training topics not covered by the other cohort training programmes to be delivered. Training topic will be suggested by researchers to confirm areas required for their personal development. From this, co-design a training programme and sharable output with the wider public engagement with environmental science community. Scope of this training programme to be discussed with NERC at appropriate time points.

Suggested training topics:

- To be decided by NERC researchers

outputs:

- Researcher led topic creation through researcher recruitment process
- Researcher recruitment process to rigorously designed to ensure specific public engagement topics are identified
- 3 x workshops
- Report highlighting lessons learned from this method of training
- Co-created materials to be shared with the wider community

Researcher recruitment

Recruitment for the cohort options will be aimed at **NERC funded researchers**, however, where appropriate and in discussion with NERC public engagement team, other UKRI researchers may be involved, decisions around these should be consulted with NERC throughout the training programme. For this project NERC funded researchers refers to; those who have previously received NERC funding, including PhD's, those who currently have NERC funding and those who work on NERC funded projects but may not be named on the grant. Researchers who are funded by UKRI grants and work in the areas of environmental science are also eligible to apply.

All cohort options will have a targeted recruitment drive for NERC researchers ensuring all types of funding (i.e. discovery science and national capability research) are reached. NERC expects **a minimum of 30 NERC researchers to be engaged per cohort, equalling a minimum of 200 researchers across whole project**. This mentoring cohorts project will be developed and implemented alongside any existing NERC funded programmes which offer capacity building of researchers as a core element.

Recruitment of researchers will take place by the supplier with guidance by NERC. This recruitment process will include;

1. Appropriate marketing of opportunity
2. Application process requiring researchers to apply,
3. Short listing process against agreed criteria with NERC, and
4. Awarding successful researchers with a space on the three-year training programme.

NERC public engagement team will work internally within the research council to identify the groups of researchers and channels of communication. Where appropriate NERC will share contact details with the training provider to enable direct contact, or act as points of communication between the training provider and researchers.

Recruitment of researchers should take into consideration barriers to involvement with training and conducting public engagement. When designing the training programme, the supplier must outline the barriers to researcher engagement, how they will support researchers to overcome these barriers to involvement with the programme.

It will also be the supplier's role to promote the benefit to researchers of being involved with NERC's mentoring cohorts project; and the benefits to professional development with public engagement. Key messaging should be agreed with NERC.

As a part of the recruitment process the supplier must ensure openness in the expectations of researchers for the duration of the project this will include:

- Time commitment (per year / over the life of the cohort programme)
- Any expected associated costs e.g. travel and subsistence
- Contribution towards evaluation of programme
- Contribution towards co-development of resources
- Incentive / benefit to being involved within NERC's mentoring cohort programme

This should be developed with NERC upon commencement of delivery.

Public Engagement Professionals

NERC recognises the specialist skill set and support that public engagement professionals (PEP) contribute towards public engagement with research within the NERC community. The mentoring cohort training programme is designed for environmental science researchers, however, where appropriate PEP's may be invited to take part in the training alongside NERC researchers they support.

The role of the mentoring cohorts programme in this instance is to help develop communication channels and relationships between researchers and PEP's. PEP's cannot attend / take part in the training programme on behalf of environmental science researchers.

PEP's can be integrated into various points of the training process and delivery. The successful supplier should outline how this could be achieved in their proposal.

Insight reporting.

As part of the pre-training delivery, the training provider will be required to create a short insight report into the current environmental science and public engagement training landscape. This report should not only provide an overview of what is currently on offer externally, but also map such training already taking place in NERC and UKRI, and relevant information about barriers for researchers and researcher attitude to public engagement training.

The insight reporting should cover each of the mentoring cohort groups and include a mapping exercise, questionnaire or interviews with key people, rapid evidence reviews and summary of how NERC can learn from others working in this area. This report will inform the training delivery approach, and ensure the training provided complements any pre-existing training without duplicating efforts. One of the main outcomes of this report is to inform the delivery approach of the mentoring cohorts programme.

This report should cover:

- Literature review of pre-existing reviews on public engagement training, with specific focus on environmental science
- Engagement and impact training across UKRI councils, NERC, NERC funded projects and NERC funded research centres
- Specific environmental science public engagement taking place across the wider research and academic sector
- Barriers to the research community conducting public engagement and barriers to accessing public engagement training, this should take into consideration the various career stages of researchers, and where appropriate research institution cultures etc.
- Attitudes of various identified cohort groups towards public engagement and public engagement training
- Details about lessons learned from identified training and how the NERC mentoring cohort project will learn from these
- Details about how the NERC mentoring cohort training will complement and offer unique training to researchers in addition to the pre-existing training on offer within the sector
- Review what can we learn about public opinion through reports and public dialogues, these should be used to shape the training approach especially the cohort on controversial topics

- Review what researchers understand and define as controversial topics, mapping these against the public opinion should also be conducted to finds overlapping areas
- Care should be taken to reference the Royal Society's Resume for Researchers, and using this as guidance to shape the mentoring cohorts programme approach. The core focus of this should be module 4 "How have you contributed to broader society".
- Any other relevant topics raised by delivery partner or in project set up

Responsibility

NERC acts in responsible way across all our investments. Proposals should consider the wider environmental and social sustainability impacts of the project, going beyond the traditional economic cost and benefit. This consideration should be holistic including:

- identification of key impacts,
- actions taken to minimise social and environmental harm,
- The wider social and environmental benefits of the activity.

You can read more about in-line with NERC's current approach in the NERC's responsible business statement online.

Environmental Sustainability

The successful supplier should set out in their response, the key environmental impacts (both positive and negatives) associated with the project and practical actions to enhance environmental benefits and minimise harm.

NERC aspires to be positive to the environment and is committed to reaching net zero carbon emissions by 2020 as set out in the UKRI's environmental sustainability strategy.

Social Sustainability

The successful supplier should set out in their response, the key social impacts (both positive and negatives) associated with the project and practical actions to enhance social benefits and minimise harm. Where applicable this may include actions to engage local communities and consideration for equality, diversity and inclusion (EDI). Further detail on the NERC EDI requirements is outlined below.

Equality, diversity and inclusion (EDI)
As well as the key legal requirements, applicants should consider how they will address specific needs related to EDI. As part of this, applicants must:

- Provide training and guidance to all cohort attendees on how to conduct engagement in an inclusive manner
- Ensure cohorts are diverse in the broadest sense, and the needs of all researchers, and needs of underrepresented groups are considered throughout the whole project
- Ensure all cohort training workshops and the created artefact outputs are accessible as possible; to ensure sustainable practice these should not be printed and be created with digital hosting and use as the primary access method
- Consider the mix of gender, ethnicity, age and seniority of researchers recruited for the mentoring cohort programme; steps should be taken to ensure communication of the training activity reaches a wide variety of the NERC community

- Ensure that all imagery in public engagement is diverse and inclusive, so that the public and other external stakeholders see NERC as an inclusive, welcoming community
- Ensure effective engagement with a broad range of communities, so NERC funded public engagement activity is more inclusive
- Consider the accessibility needs of all groups engaged with the project with to ensure that everyone who wants to is able to engage with NERC engagement activity e.g. wheelchair accessibility of venues, subtitles, British Sign Language (BSL) translation where appropriate etc. This should include subcontractors, the supplier team and NERC team

More information about NERC's EDI approach can be found online. Information on UKRI's EDI approach can also be found online.

Information UKRI's policies and standards including safeguarding, gender pay gap a and research integrity can be found online.

Communicating benefit

The successful supplier is encouraged to consider how they can incorporate education surrounding the United Nations Sustainable Development Goals into the programme delivery, and facilitate researchers to think about how their research aligns to the goals, and also how to engage the public in relation to these goals.

Requirement

The successful supplier delivering the project will:

- Have a track record in delivering professional development projects which focus on public engagement
- Provide a clear, coherent, achievable project plan with timeline highlighting key milestones and sign off points for NERC
- Comprise of a team offering a breadth and depth of expertise across the training areas and project deliverables. NERC supports the use of collaborations with sub-contractors where appropriate
- Ensure a strong evaluation plan which covers all aspects of the project (insight report, 4 cohorts, project over all)
- Clear training plans for all four cohort training workshops paying attention to an iterative approach for the 'open call' cohort
- Ensure the proposal has considered sustainable ways of working and ensuring that Equality, Diversity and Inclusion (EDI) has been considered and embedded within the training programme approach
- Highlight the barriers facing NERC researchers to accessing public engagement training and address how the project will over-come these
- Ensure the project is appropriately budgeted to allow for equitable payments to partners and sub-contractors where applicable, keeping in mind that NERC is publicly funded organisation
- Design a project which will complement any existing training provided by NERC, NERC funded projects or NERC funded research centres, that focuses on public engagement with environmental science research.
- Care should also be taken to ensure the work complements any public engagement training being carried out by UK Research & Innovation.
- Highlight how the mentoring cohorts programme can identify ways of working with public engagement professionals within the training

Bids from suppliers should outline the work deliverables in line with the identified work packages below:

Work package	**Topic**	**Deliverables / outputs**
1	Project planning documents and project management	• Project plan including timelines and key milestones • Budget breakdown and staged payment preferences • Communications plan (working with UKRI communications team) • RACI matrix (specific for supplier deliverables – should complement NERC's project management documents) • Evaluation plan (linking to work package 8) • Frequent meetings with NERC as appropriate (e.g. weekly/monthly)
2	Researcher recruitment and insight reports	• Recruitment of all researchers including marketing of training, recruitment process, application form shortlisting and assessing, awarding of training place. • Insight report should be produced to cover training already being delivered and suggest ways to learn from this in the cohort training delivery.
3-6	Researcher Cohorts x4	• Face to face workshops (social distancing allows) • Training as appropriate per cohort • Digital support / mentor space online • Cocreation of digital tools, lessons learnt etc. From each cohort
7	Best practice, tools and guidance creation	Creation of digital resources containing: • Best practice • co-created documents from WP's 3-6 which highlight best practice and lessons learnt. • Should act as summary reports.
8	Evaluation	• Recruitment of researchers and base line evaluation • Final evaluation – how have researchers' attitudes / behaviour and knowledge changed • Evaluation on project deliverables and final report – has NERC achieved what it set out to do • Evaluation should include recommendations to NERC how to best support researchers going forward, and how to join up with work already taking place. • Evaluation on this type of approach to training and lessons learnt

IP

Nothing in this Agreement shall affect the ownership of the Intellectual Property Rights of the Supplier (“Background IP”). Background IP shall include all materials provided by the Supplier for the provision of the Services.

The Parties agree that all right, title, and interest in and to arising Intellectual Property Rights, (“Arising IP”) shall vest in and be the sole property of UKRI, and the Supplier hereby assigns and agrees to assign any such right and interest to UKRI. Arising IP means any Intellectual Property Rights created, obtained or developed by the Parties in the execution of the Services.

The Supplier grants to UKRI an irrevocable, non-transferable, royalty-free, non-exclusive licence to use the Background IP where it is necessary to exploit the Arising IP for commercial, non-commercial and teaching purposes.

UKRI grants to the Supplier an irrevocable, non-transferable, royalty-free, non-exclusive licence to use the Arising IP for non-commercial research and teaching purposes. Any licence to use the Arising IP for commercial purposes will be considered on fair and reasonable terms.

The Supplier agrees that if it uses such Arising IP that it will include the following attribution:

“© 2020 United Kingdom Research and Innovation”

Payment

Details of what deliverables are expected on a monthly basis are outlined below. Details of expected deliverables for staged payments have also been outlined.

Payment amounts per year can be discussed with NERC upon successful awarding of the procurement. Preference for payment is outlined below:

Month	**Project deliverables** (key dates highlighted)	Estimated Project expenditure
January 2021	Delivery begins *(W/C 4th Jan 2021)* Project plan, responsibility grid, EDI considerations, Budget and payment plan, sustainability plan, communications plan, and evaluation outline agreed with NERC Researcher recruitment starts for all cohorts (including researcher application process) ***(must have started by 21st Jan*** 2021) First draft of insight report to NERC ***(by 25th Jan*** 2021***).***	£48,000
February 2021	First round of researcher recruitment completed (researcher applications sifted, short listed and offered placement). Final insight report to NERC ***(by 26th Feb*** 2021***)*** Initial surveys with recruited researchers to create base line of understanding and develop ideas on how the projects should be run, community of practice exists etc.	

	Initial development of workshops **Payment milestone: after researchers are recruited and report produced.**	
March 2021	Initial workshops 1 x per cohort delivered *(by 31st March 2021)* Progress report to NERC *(by 31st March 2021)* **Payment milestone: after first workshops have been delivered and written progress report submitted**	
April 2021 – March 2022	Second wave of researcher recruitment Second wave of workshops 1 x per cohort Annual progress report to NERC *All work completed by 31st March 2022* **Payment milestone: after all second researchers recruited** **Payment milestone: after all second workshops completed.** **Payment milestone: after written annual progress report submitted**	£16,000
April 2022 – March 2023.	Third wave researcher recruitment ***(by 31st Dec 2022)*** Third wave workshops 1 x per cohort ***(by 31st Dec 2022)*** Annual progress report to NERC *(due by 31st March 2023)* Final report to NERC *(due by 31st March 2023)* Final evaluation to NERC *(due by 31st March 2023)* Delivery of co-created guidance to relevant platforms (published) *(due by 31st March 2023)* **Payment milestone: after all third wave researchers recruited** **Payment milestone: after all third wave workshops completed.** **Payment milestone: after written final report, evaluation submitted to NERC and publication of co-created digital tools**	£16,000
Total spend over project		£80,000

<u>Terms and Conditions</u>

Bidders are to note that any requested modifications to the Contracting Authority Terms and Conditions on the grounds of statutory and legal matters only, shall be raised as a formal clarification during the permitted clarification period.

Section 5 – Evaluation model

The evaluation model below shall be used for this ITQ, which will be determined to two decimal places.

Where a question is 'for information only' it will not be scored.

The evaluation team may comprise staff from UK SBS and the Contracting Authority and any specific external stakeholders the Contracting Authority deems required.

The evaluation and if required team may comprise staff from UK SBS and the Contracting Authority and any specific external stakeholders the Contracting Authority deems required. After evaluation and if required moderation scores will be finalised by performing a calculation to identify (at question level) the mean average of all evaluators (Example – a question is scored by three evaluators and judged as scoring 5, 5 and 6. These scores will be added together and divided by the number of evaluators to produce the final score of 5.33 (5+5+6 =16÷3 = 5.33)

Pass / Fail criteria		
Questionnaire	**Q No.**	**Question subject**
Commercial	SEL1.2	Employment breaches/ Equality
Commercial	SEL1.3	Compliance to Section 54 of the Modern Slavery Act
Commercial	SEL2.10	Cyber Essentials
Commercial	SEL2.12	General Data Protection Regulations (GDPR) Act and the Data Protection Act 2018
Commercial	FOI1.1	Freedom of Information
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Commercial	AW3.1	Validation check
Commercial	AW4.1	Compliance to the Contract Terms
Commercial	AW4.2	Changes to the Contract Terms
Price	AW5.1	Firm and Fixed Price
Price	AW5.4	E Invoicing
Quality	AW6.1	Compliance to the Specification
Quality	AW6.2	Variable Bids
-	-	Invitation to Quote – received on time within e-sourcing tool
	In the event of a Bidder failing to meet the requirements of a Mandatory pass / fail criteria, the Contracting Authority reserves the right to disqualify the Bidder and not consider evaluation of any of the Award stage scoring methodology or Mandatory pass / fail criteria.	

Scoring criteria

Evaluation Justification Statement

In consideration of this particular requirement the Contracting Authority has decided to evaluate Potential Providers by adopting the weightings/scoring mechanism detailed within this ITQ. The Contracting Authority considers these weightings to be in line with existing best practice for a requirement of this type.

Questionnaire	Q No.	Question subject	Maximum Marks
Price	AW5.2	Price	10%
Quality	Proj1.1	Overview and Project Management	10%
Quality	Proj1.2	Team Composition	5%
Quality	Proj1.3	Specialisms understanding	35%
Quality	Proj1.4	Project Delivery	40%

Evaluation of criteria

Non-Price elements

Each question will be judged on a score from 0 to 100, which shall be subjected to a multiplier to reflect the percentage of the evaluation criteria allocated to that question.

Where an evaluation criterion is worth 20% then the 0-100 score achieved will be multiplied by 20%.
Example if a Bidder scores 60 from the available 100 points this will equate to 12% by using the following calculation:
Score = {weighting percentage} x {bidder's score} = 20% x 60 = 12

The same logic will be applied to groups of questions which equate to a single evaluation criterion.

The 0-100 score shall be based on (unless otherwise stated within the question):

0	The Question is not answered, or the response is completely unacceptable.
10	Extremely poor response – they have completely missed the point of the question.
20	Very poor response and not wholly acceptable. Requires major revision to the response to make it acceptable. Only partially answers the requirement, with major deficiencies and little relevant detail proposed.
40	Poor response only partially satisfying the selection question requirements with deficiencies apparent. Some useful evidence provided but response falls well short of expectations. Low probability of being a capable supplier.
60	Response is acceptable but remains basic and could have been expanded upon. Response is sufficient but does not inspire.
80	Good response which describes their capabilities in detail which provides high levels of assurance consistent with a quality provider. The response includes a full description of techniques and measurements currently employed.
100	Response is exceptional and clearly demonstrates they are capable of meeting the requirement. No significant weaknesses noted. The response is compelling

	in its description of techniques and measurements currently employed, providing full assurance consistent with a quality provider.

All questions will be scored based on the above mechanism. Please be aware that there may be multiple evaluators. If so, their individual scores will be averaged (mean) to determine your final score as follows:

Example
Evaluator 1 scored your bid as 60
Evaluator 2 scored your bid as 60
Evaluator 3 scored your bid as 40
Evaluator 4 scored your bid as 40
Your final score will (60+60+40+40) ÷ 4 = 50

Price elements will be judged on the following criteria.

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 score is then subject to a multiplier to reflect the percentage value of the price criterion.

For example - Bid 1 £100,000 scores 100.
Bid 2 £120,000 differential of £20,000 or 20% remove 20% from price scores 80
Bid 3 £150,000 differential £50,000 remove 50% from price scores 50.
Bid 4 £175,000 differential £75,000 remove 75% from price scores 25.
Bid 5 £200,000 differential £100,000 remove 100% from price scores 0.
Bid 6 £300,000 differential £200,000 remove 100% from price scores 0.
Where the scoring criterion is worth 50% then the 0-100 score achieved will be multiplied by 50.

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 (80/100 x 50 = 40)

The lowest score possible is 0 even if the price submitted is more than 100% greater than the lowest price.

Evaluation process

The evaluation process will feature some, if not all, the following phases

Stage	**Summary of activity**
Receipt and Opening	• ITQ logged upon opening in alignment with UK SBS's procurement procedures. • Any ITQ Bid received after the closing date will be rejected unless circumstances attributed to the Contracting Authority or the e-sourcing tool beyond the bidder control are responsible for late submission.
Compliance check	• Check all Mandatory requirements are acceptable to the Contracting Authority.

	• Unacceptable Bids maybe subject to clarification by the Contracting Authority or rejection of the Bid.
Scoring of the Bid	• Evaluation team will independently score the Bid and provide a commentary of their scoring justification against the Selection criteria.
Clarifications	• The Evaluation team may require written clarification to Bids
Re - scoring of the Bid and Clarifications	• Following Clarification responses, the Evaluation team reserve the right to independently re-score the Bid and Clarifications and provide a commentary of their re-scoring justification against the Selection criteria.
Moderation	• There shall be moderation meeting(s) between the evaluators to agree clarification questions • To agree final scoring for each Bid and relative rankings of the Bids.
Validation of unsuccessful Bidders	• To confirm contents of the letters to provide details of scoring

Section 6 – Evaluation questionnaire

Bidders should note that the evaluation questionnaire is located within the **e-sourcing questionnaire.**

Guidance on completion of the questionnaire is available at **http://www.uksbs.co.uk/services/procure/Pages/supplier.aspx**

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

Section 7 – General Information

What makes a good bid – some simple do's ☺

DO:

7.1 Do comply with Procurement document instructions. Failure to do so may lead to disqualification.

7.2 Do provide the Bid on time, and in the required format. Remember that the date/time given for a response is the last date that it can be accepted; we are legally bound to disqualify late submissions. Responses received after the date indicated in the ITQ shall not be considered by the Contracting Authority, unless the Bidder can justify that the reason for the delay, is solely attributable to the Contracting Authority

7.3 Do ensure you have read all the training materials to utilise e-sourcing tool prior to responding to this Bid. If you send your Bid by email or post it will be rejected.

7.4 Do use Microsoft Word, PowerPoint Excel 97-03 or compatible formats, or PDF unless agreed in writing by the Buyer. If you use another file format without our written permission, we may reject your Bid.

7.5 Do ensure you utilise the Delta eSourcing messaging system to raise any clarifications to our ITQ. You should note that we will release the answer to the question to all Bidders and where we suspect the question contains confidential information, we may modify the content of the question to protect the anonymity of the Bidder or their proposed solution

7.6 Do answer the question, it is not enough simply to cross-reference to a 'policy', web page or another part of your Bid, the evaluation team have limited time to assess bids and if they can't find the answer, they can't score it.

7.7 Do consider who the Contracting Authority is and what they want – a generic answer does not necessarily meet every Contracting Authority's needs.

7.8 Do reference your documents correctly, specifically where supporting documentation is requested e.g. referencing the question/s they apply to.

7.9 Do provide clear, concise and ideally generic contact details; telephone numbers, e-mails and fax details.

7.10 Do complete all questions in the questionnaire or we may reject your Bid.

7.11 Do ensure that the Response and any documents accompanying it are in the English Language, the Contracting Authority reserve the right to disqualify any full or part responses that are not in English.

7.12 Do check and recheck your Bid before dispatch.

What makes a good bid – some simple do not's ☹

DO NOT

7.13 Do not cut and paste from a previous document and forget to change the previous details such as the previous buyer's name.

7.14 Do not attach 'glossy' brochures that have not been requested, they will not be read unless we have asked for them. Only send what has been requested and only send supplementary information if we have offered the opportunity so to do.

7.15 Do not share the Procurement documents, they are confidential and should not be shared with anyone without the Buyers written permission.

7.16 Do not seek to influence the procurement process by requesting meetings or contacting UK SBS or the Contracting Authority to discuss your Bid. If your Bid requires clarification the Buyer will contact you. All information secured outside of formal Buyer communications shall have no Legal standing or worth and should not be relied upon.

7.17 Do not contact any UK SBS staff or the Contracting Authority staff without the Buyers written permission or we may reject your Bid.

7.18 Do not collude to fix or adjust the price or withdraw your Bid with another Party as we will reject your Bid.

7.19 Do not offer UK SBS or the Contracting Authority staff any inducement or we will reject your Bid.

7.20 Do not seek changes to the Bid after responses have been submitted and the deadline for Bids to be submitted has passed.

7.21 Do not cross reference answers to external websites or other parts of your Bid, the cross references and website links will not be considered.

7.22 Do not exceed word counts, the additional words will not be considered.

7.23 Do not make your Bid conditional on acceptance of your own Terms of Contract, as your Bid will be rejected.

7.24 Do not unless explicitly requested by the Contracting Authority either in the procurement documents or via a formal clarification from the Contracting Authority send your response by any way other than via e-sourcing tool. Responses received by any other method than requested will not be considered for the opportunity.

Some additional guidance notes

7.25 All enquiries with respect to access to the e-sourcing tool and problems with functionality within the tool must be submitted to Delta eSourcing, Telephone 0845 270 7050

7.26 Bidders will be specifically advised where attachments are permissible to support a question response within the e-sourcing tool. Where they are not permissible any attachments submitted will not be considered as part of the evaluation process.

7.27 Question numbering is not sequential and all questions which require submission are included in the Section 6 Evaluation Questionnaire.

7.28 Any Contract offered may not guarantee any volume of work or any exclusivity of supply.

7.29 We do not guarantee to award any Contract as a result of this procurement

7.30 All documents issued or received in relation to this procurement shall be the property of the Contracting Authority / UKSBS.

7.31 We can amend any part of the procurement documents at any time prior to the latest date / time Bids shall be submitted through the Delta eSourcing Portal.

7.32 If you are a Consortium you must provide details of the Consortiums structure.

7.33 Bidders will be expected to comply with the Freedom of Information Act 2000, or your Bid will be rejected.

7.34 Bidders should note the Government's transparency agenda requires your Bid and any Contract entered into to be published on a designated, publicly searchable web site. By submitting a response to this ITQ Bidders are agreeing that their Bid and Contract may be made public

7.35 Your bid will be valid for 60 days or your Bid will be rejected.

7.36 Bidders may only amend the contract terms during the clarification period only, only if you can demonstrate there is a legal or statutory reason why you cannot accept them. If you request changes to the Contract terms without such grounds and the Contracting Authority fail to accept your legal or statutory reason is reasonably justified, we may reject your Bid.

7.37 We will let you know the outcome of your Bid evaluation and where requested will provide a written debrief of the relative strengths and weaknesses of your Bid.

7.38 If you fail mandatory pass / fail criteria we will reject your Bid.

7.39 Bidders are required to use IE8, IE9, Chrome or Firefox in order to access the functionality of the Delta eSourcing Portal.

7.40 Bidders should note that if they are successful with their proposal the Contracting Authority reserves the right to ask additional compliancy checks prior to the award of any Contract. In the event of a Bidder failing to meet one of the compliancy checks the Contracting Authority may decline to proceed with the award of the Contract to the successful Bidder.

7.41 All timescales are set using a 24-hour clock and are based on British Summer Time or Greenwich Mean Time, depending on which applies at the point when Date and Time Bids shall be submitted through the Delta eSourcing Portal.

7.42 All Central Government Departments and their Executive Agencies and Non-Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further, the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement - including ensuring value for money and related aspects of good procurement practice.

For these purposes, the Contracting Authority may disclose within Government any of the Bidders documentation/information (including any that the Bidder considers to be confidential and/or commercially sensitive such as specific bid information) submitted by the Bidder to the Contracting Authority during this Procurement. The information will not be disclosed outside Government. Bidders taking part in this ITQ consent to these terms as part of the competition process.

7.43 The Government introduced its new Government Security Classifications (GSC) classification scheme on the 2nd April 2014 to replace the current Government Protective Marking System (GPMS). A key aspect of this is the reduction in the number of security classifications used. All Bidders are encouraged to make themselves aware of the changes and identify any potential impacts in their Bid, as the protective marking and applicable protection of any material passed to, or generated by, you during the procurement process or pursuant to any Contract awarded to you as a result of this tender process will be subject to the new GSC. The link below to the Gov.uk website provides information on the new GSC:

https://www.gov.uk/government/publications/government-security-classifications

The Contracting Authority reserves the right to amend any security related term or condition of the draft contract accompanying this ITQ to reflect any changes introduced by the GSC. In particular where this ITQ is accompanied by any instructions on safeguarding classified information (e.g. a Security Aspects Letter) as a result of any changes stemming from the new GSC, whether in respect of the applicable protective marking scheme, specific protective markings given, the aspects to which any protective marking applies or otherwise. This may relate to the instructions on safeguarding classified information (e.g. a Security Aspects Letter) as they apply to the procurement as they apply to the procurement process and/or any contracts awarded to you as a result of the procurement process.

USEFUL INFORMATION LINKS

- Contracts Finder
- Equalities Act introduction
- Bribery Act introduction
- Freedom of information Act

Appendix A - UK RESEARCH AND INNOVATION TRAVEL AND SUBSISTENCE POLICY

UK Research and Innovation

Travel and Subsistence

Policy Statement

UK Research and Innovation (UKRI) may require employees to travel on official UKRI business and will reimburse claimants promptly for the costs of travelling when they are away from home or their normal place of work.

The preferred purchasing route for travel services is through the UKRI appointed agents, who will be paid directly. Travel and subsistence claims, as with all UKRI expenditure, are met from public funds and attract public attention, therefore it is imperative that there is full compliance with this policy and that claims are processed in a consistent and effective manner.

All those travelling on UKRI business and making claims under this policy are expected to recognise their obligations to consider whether the trip is necessary, and to obtain maximum value for money and consider the safety and wellbeing of employees and the environmental impact of their travel.

Employees must make claims only in respect of costs properly incurred.

This document incorporates the policy for travel on UKRI business, including related aspects such as overnight accommodation. The policy applies to employees at all levels of the organisation.

Before following this policy, please consult the HR Policy Framework.

Management Statement

The Travel and Subsistence Policy and Procedure (the 'Travel and Subsistence Policy') has been agreed with the Trade Union Side and complies with statutory legislation, and HM Revenue and Customs requirements.

For the purposes of this policy the use of the word 'employee' covers UKRI employees, including those employed on temporary or fixed term contracts. The policy will also apply to non UKRI employees who claim travel and subsistence through UKRI. For advice on the application of the policy contact HR.

References

Managing Performance and Conduct Policy
Working Location Policy

Version Number	Status	Revision Date	Summary of Changes
Version 1.0	Complete	January 2020	New policy created

Travel and Subsistence

1. Summary

1.1 Below is a comprehensive guide to the rates that can be claimed for travel made on UKRI business. HM Revenue & Custom Mileage rates will be reviewed annually.

1.2 The above rates include all expenses incurred in the use of a vehicle including fuel.

Expense	Criteria	Amount/policy
Cars and vans	Each business mile within the first 10,000 business miles in tax year	45p
	Each business mile over 10,000 in the tax year	25p
	Per passenger per business mile for carrying fellow employees in a car or van on journeys which are also work journeys for them	5p
Motorcycles	Each business mile	24p
Bicycles	Each business mile	20p
Flights (see Appendix A for more information)	Flights of less than 5.5 hours	Only an economy ticket is permitted
	Flights of more than 5.5 hours	Economy class or premium economy class is permitted
Loyalty points awarded by airlines	Points accrued through official travel for UKRI	These points must be used to offset the costs of future official journeys, and not for personal use. Employees cannot specify a particular supplier to gain air miles or loyalty points from
Visa fees (see Appendix B for more information)	Applied for as part of official UKRI business	Will be reimbursed on production of a receipt
Car hire (see Appendix A for more information)	Claimants should use the UKRI's recommended service for booking a hire car	Claimants may claim for the cost of fuel for a journey made as part of UKRI business
Taxis (see Appendix A for more information)	(e.g. when a journey by public transport would be longer and more difficult, if an employee has very heavy luggage, for those with disabilities or for those who perceive themselves to be at higher risk)	Costs will be reimbursed. Receipt must be provided including journey details and dates
Parking, congestion charges, ferries	For journeys which qualify for the mileage allowances	Expenses may be claimed but receipts should be submitted
Clamping or congestion charge fines	In the event of a meeting overrunning or non-payment of a congestion charge	No payments will be made
Meals in the UK	Breakfast meal limit (where not included in B&B tariff)	£7.50 inc. VAT
	Lunch meal limit	£15 inc. VAT
	Evening meal limit	£25 inc. VAT
Accommodation rates in the UK (see Appendix C for more information)	London and Edinburgh (including breakfast)	Maximum £170 inc. VAT per night
	Elsewhere in the UK (including breakfast)	Maximum £120 inc. VAT per night

	Staying with friends or relatives (only available for employees paid via payroll) *	Flat rate £25 net per night
Overseas expenses	Scale rate expenses payments: employee travelling outside the UK	Actuals up to the limits set in the HMRC scale rate expenses payments
Personal incidental expenses	Per 24-hour period	£5 (flat rate)
Additional or late attendances at work	Travel between home and place of work	This is the responsibility of the employee and will not normally be reimbursed

1.3 The above summary does not include all types of expense claim. For any information not included, please refer to the relevant contents page or appendix.

* this is a taxable allowance and therefore only applicable to employees paid via payroll with the appropriate deductions of tax and NI.

2. Principles

2.1 Employees should neither profit nor suffer a financial loss whilst undertaking UKRI business.

2.2 The reimbursement of expenses is normally on a receipted actual basis within the maximum limits stipulated the summary table, or, in the case of overseas expenses, within the maximum limits set by the HMRC's scale rate expenses payments.

2.3 All expenses processed through UKRI accounts will be treated as if they were paid for by public funds irrespective of the actual source of funds.

2.4 Expense claims should not be used to purchase equipment, materials or services that should be bought through the normal procurement process e.g. computers, phones.

2.5 The organisation recognises that in exceptional circumstances (e.g. emergency situations, inability to obtain a receipt, travelling in certain countries abroad) a claimant may have to deviate from UKRI's policy. In relation to travel abroad it should be discussed and agreed in advance with the line manager as to whether claiming the HMRC daily rate would be more appropriate.

2.6 The cost of travel between home and the normal place of work is the responsibility of the claimant and will not normally be reimbursed.

2.7 Local Travel and Subsistence policies are not permitted.

2.8 Some of the provisions detailed within this policy are subject to tax in line with HMRC rules. Expenses paid to employees that are considered taxable will be reimbursed with the monthly salary payment and will be subject to Income Tax and National Insurance contributions. If an expense is reimbursed to a non UKRI employee that is considered taxable, UKRI will notify the HMRC and the tax due will need to be paid to HMRC by the claimant.

2.9 For further information on application of the procedures, please see below.

3. Delegation

3.1 For information on the delegated authority, please refer to the UKRI HR Delegated Authority Framework.

4. Claims procedures

4.1 UKRI employees

4.1.1 All UKRI employees should submit their expenses via their relevant IT system.

4.2 Non UKRI employees

4.2.1 Non UKRI employees must submit their expenses claims on a Non-Employee Expenses Claim Form which is available on the system or accessed through UKRI HR or Finance teams.

4.3 Claimants leaving UKRI

4.3.1 All expenses claims must be authorised and submitted prior to the claimant's last working day with UKRI. Claims received after this date will only be paid in exceptional circumstances and using the non-employee claim process.

4.4 Interview expenses

4.4.1 UKRI may offer to pay applicants' expenses to travel by the most economic route to the interview venue at the recruiting manager's discretion.

4.4.2 Applicants must submit their expenses claims on a Non-Employee Expenses Claim Form (see 4.2.1 above).

5. How to claim reimbursement

5.1 Claiming expenses and receipts

5.1.1 Claims for the reimbursement of expenses from UKRI employees must be submitted via the relevant system, or where the employee does not have access to the system, via local arrangements.

5.1.2 Following submission of the claim, receipts must be submitted using the relevant system.

5.1.3 Small items of incidental expenditure, up to £5 total per day, can be claimed without a receipt if not available.

5.1.4 All expenditure over £5 must be accounted for with receipts. Reimbursement for items over £5 without receipts will only be met in exceptional circumstances. In each case the claimant should contact the payroll manager of the relevant system to establish whether any tax liability will apply.

5.1.5 Credit and debit card charges will not be reimbursed unless incurred while on overseas business.

5.2 Time limit for claims/reimbursement

5.2.1 Expenses claims should be submitted for payment within 60 days of the expense being incurred. Properly-completed and authorised claims will normally be paid within three working days. A brief note should be attached with the note if it is not possible to submit expense claims within the timeframe.

5.2.2 Further information on claiming for reimbursements can be found in Appendix A.

5.3 False/Fraudulent claims

5.3.1 All claimants are responsible for completing claims accurately.

5.3.2 Any attempt to claim expenses in breach of this policy or to assist a colleague to breach this policy will be considered a serious disciplinary offence and will be dealt with under the UKRI Managing Performance and Conduct Policy - disciplinary procedure.

5.3.3 There are occasions where UKRI buys a ticket for travel for a claimant and/or reimburses the claimant for the expenses, pending payment to the claimant by a third party. In these circumstances the claimant is obligated to repay the organisation at the earliest opportunity. Failure to repay expenses which have been met by the organisation and are then reimbursed by a third party may constitute fraud.

5.4 Appeals

5.4.1 UKRI employees who consider that their claim or circumstances have not been considered or authorised fairly may follow the UKRI grievance procedure as a method of appeal against decisions taken. However, claimants are encouraged, in the first instance, to seek advice and guidance on their concerns from HR.

6. Travel claims

6.1 All travel for official UKRI business must be approved by the authorising manager prior to being booked and undertaken.

6.2 Mode of travel

6.2.1 Claimants should use the recommended service for booking travel.

6.2.2 Claimants may choose their own form of transport subject to the overriding consideration of value for money.

6.2.3 The organisation's preference is for employees to use public transport or, where that is not practicable, to use UKRI owned vehicles or self-drive hire cars (where these are better value for money than using privately owned vehicles - see Appendix A).

6.2.4 The use of taxis may be justified in certain circumstances (see Appendix A).

6.3 Travel/subsistence advances

6.3.1 Where circumstances prevent an expense being recovered in timely manner, such as an extended period of overseas travel, advance payment may be made to cover anticipated costs of travel and subsistence. This should only be used in exceptional circumstances.

6.3.2 The amount advanced will be determined by the organisation on a case-by-case basis; in all cases, it will be less than 100% of the anticipated travel and subsistence costs. Advances should be ordered in time for the trip but not significantly prior to the trip.

6.3.3 After returning from travel the claimant should submit an expense claim and their receipts via the normal process, specifying the amount that they had already been advanced. Any overpayment will need to be reimbursed to UKRI by the claimant.

6.4 Reimbursement of cancellation charges

6.4.1 Where a claimant has unavoidably had to cancel travel/accommodation plans and cancellation charges are incurred these will be reimbursed by UKRI if the following conditions are met: 1) claims are accompanied by supporting documentation, and 2) the authorising manager is satisfied that cancelling the travel/accommodation was unavoidable.

6.4.2 The claimant is expected to assist the organisation in recovering costs from the UKRI Group Travel Insurance scheme.

6.5 Environmental impact of travel

6.5.1 Before booking travel, claimants should consider whether the trip is necessary or whether teleconferencing or video conferencing offer a viable alternative.

6.5.2 The organisation encourages claimants to use the mode of travel that results in the least environmental impact.

6.5.3 Where choosing a more environmentally friendly mode of travel results in an increase in costs, the employee must raise this in advance of making any bookings, with their authorising manager. All reasonable requests should be approved.

6.5.4 Further information on air travel, privately owned vehicles, insurance requirements and mileage can be found in the summary table at the beginning of this policy.

6.6 Detached duty - Daily Travel to Undertake Detached Duty

6.6.1 Where employees travel daily from their home at the permanent establishment to a place of detached duty, UKRI will reimburse excess travel and expenses costs.

6.6.2 Expenses will be reimbursed for the first 30 working days of actual attendance; days on which expenses are not claimed will be disregarded as will days on which the employee travels directly from home to another location on official business. Once the limit has been reached, payment may be resumed for visits to that place only after a continuous absence of at least three months.

7. Accommodation claims

7.1 Overnight accommodation – standards

7.1.1 When overnight accommodation is required it is normally expected that claimants at all levels will obtain accommodation which meets the standards set out in the Appendix C at the most economical rate available. The summary table at point two provides the maximum normal limits for accommodation rates in the UK. Where, in exceptional circumstances, these rates need to be exceeded this should be approved by the authorising manager prior to booking.

7.1.2 A guide for overseas accommodation rates is available from HMRC and these rates should be considered when booking accommodation.

7.2 Overnight accommodation - choice of hotels

7.2.1 The organisation expects claimants to use hotels at which discounts have been negotiated or to use centralised booking arrangements where these are available.

7.2.2 However, the preference of individual claimants in their choice of hotel will be respected subject to the overriding consideration of value for money.

7.2.3 Further information can be found in Appendix C.

8. Claimants with disabilities or medical conditions

8.1 It is recognised that claimants with disabilities, or medical conditions, may have additional needs when travelling and staying in hotel accommodation.

8.2 Where a claimant with a disability, or medical condition, requires a mode of travel or accommodation which, although is more expensive for UKRI, they consider to be a more practical and convenient method of transport for them, the claimant should raise this with their authorising manager for discussion in advance of making any bookings. UKRI should apply flexibility and discretion to ensure that the claimant is not inconvenienced.

9. Disclosure of information relating to expenses claimed

9.1 From time to time the organisation may be required to publish information relating to expenses claimed from UKRI by employees and non-UKRI employees, for instance in response to a Freedom of Information request.

9.2 In such cases the UKRI would normally release information at an aggregate or summary level.

9.3 Where a request involves the expenses of Directors, other senior managers and others who it may be possible to identify from the data, those involved will, wherever possible, be given the opportunity to comment in advance on the information likely to be released.

9.4 In any other instances where the public interest may favour disclosure the individuals affected would, wherever possible, be given the opportunity to comment on any information likely to be released.

9.5 Where copies of receipts or invoices are requested these will be made available as appropriate, taking into account any issues relating to personal data.

10. Reimbursement of expenses by other organisations

10.1 Travel and accommodation can be funded by another organisation if that organisation pays the travel provider directly or alternatively the host organisation can pay UKRI directly by bank transfer.

10.2 Employees should refuse any offer of payment, in cash or otherwise, by another organisation for expenses paid by, or due to be paid by, UKRI.

Appendix A – Transport claims

A1. Public transport - Class of travel

A1.1 Claimants are normally expected to travel standard class by train and economy or, for flights longer than 5.5 hours, premium economy class by air, (see the summary table). All claimants should actively seek value for money where it is practical and feasible.

A1.2 Air and rail travel should be booked through the UKRI's recommended service.

A2. Oyster Journeys (TfL)

A2.1 Travel on metro systems using contactless is acceptable where it offers better value for money and an itemised receipt can be provided.

A2.2 Underground tickets can be purchased when making an inter-city rail booking. Staff and/or teams who make regular trips to or around London should use an Oyster card or contactless payment method.

A2.3 If using a personal 'pay as you go' Oyster card for business travel, you should only claim for the cost of the actual journey and not the round sum you may have paid to top up. Journey statements confirming the route and cost are available by registering your Oyster card. The statement can be submitted with the claim for reimbursement.

A2.4 Transport for London offer 'contactless payment' in place of an Oyster card. You can create an account and register your debit/credit card or link a debit/credit card to your current Oyster account. Journey statements will be available and can be submitted with the claim for reimbursement.

A2.5 If you purchase an Oyster travel card, for a week, month or year, as part of your journey to and from work, only journey expenses above the cost of the travel card will be reimbursed (these journeys will be charged to your card as part of 'pay as you go').

A2.6 It is recognised that this may not be possible at short notice or when the claimant is away from the office. In these circumstances the claimant may purchase the ticket and recharge the cost.

A3. Exclusion of business and first-class travel

A3.1 UKRI employees and other claimants are generally not permitted to travel by first or business class on any form of transport including air and rail except in exceptional circumstances, for example where justified by a medical condition or disability.

A3.2 First class may be booked in order to secure a single occupancy of a sleeper compartment on a train. Employees may also book the cheapest en suite accommodation on a sleeper train where available.

A3.3 The claimant must seek authorisation from their authorising manager prior to booking any form of business or first-class travel.

A3.4 When planning official travel, arrangements should be made as far as is practicable for adequate rest periods between the stages of long-haul flights (flights of more than five hours) or before an employee starts work after such flights.

A3.5 Claimants are welcome to upgrade from standard at their own expense (or use of personal reward miles). UKRI can only cover the cost of the standard fare.

A4. Air Travel - Class of ticket to be purchased:

A4.1 For flights of less than 5.5 hours only an economy ticket is permitted.

A4.2 Where the total flight time of a journey is 5.5 hours or more, a premium economy ticket is permitted.

A5. Privately owned vehicles

A5.1 There is no obligation or expectation that privately- owned vehicles should be used for UKRI business.

A5.2 Claimants must ensure they comply with the provisions of UKRI's Driving and Use of Vehicles at Work policy/guidance, which provides an effective system of controlling the risk to employees who drive on UKRI business.

A5.3 When using their own vehicle, claimants must ensure that it is licensed, appropriately insured and has a valid MOT certificate. Provided the insurance and ownership requirements are satisfied, claimants may use privately owned motor vehicles and claim the appropriate mileage allowance rate (see summary table) except when:

A5.3.1 there is suitable UKRI provided transport readily available,

A5.3.2 or there is room for another passenger in another vehicle which is to be used for an official journey over the same route at about the same time;

A5.3.3 using public transport is better value for money.

A5.4 A formal undertaking must be completed and handed to the authorising manager at the permanent place of work before any claimant first uses their private motor vehicle on official business. This formal undertaking must include:

A5.4.1 confirmation that the employee has read the requirements set out in this policy relating to their vehicle.

A5.5 The following paragraph: "I understand and accept these requirements as governing the use of my motor vehicle(s) on official UKRI business and, in agreeing to comply with them, undertake to ensure that I am adequately insured and to advise my authorising manager immediately of any change which means that the insurance falls short of what is required, under the UKRI Travel and Subsistence Policy."

A6. Mileage allowances

A6.1 Payment for using a privately-owned vehicle(s) on official business will be by one of the ways set out below:

A6.2 Payment of a bicycle allowance for journeys when an individual uses a privately-owned bicycle.

A6.3 The allowances above are not subject to income tax or National Insurance contributions.

A6.4 Details of the current rates of the allowances are set out in the summary table.

A6.5 UKRI will only pay the HMRC approved mileage rate for the appropriate journey. These rates are subject to change by HMRC and such changes will be actioned by UKRI at the time they are made.

A7. Passenger supplement

A7.1 A passenger supplement per passenger per business mile, may be claimed in conjunction with the mileage allowances in the summary table in respect of each official passenger carried whose fare would otherwise be payable from UKRI funds.

A8. Parking, congestion charges, tolls, ferries and other driving-related penalties

A8.1 Reasonable expenses incurred on parking, congestion charges, tolls and ferries may be claimed in respect of journeys which qualify for the mileage allowances in the summary table. Receipts or other documentary evidence should be submitted as part of the claim.

A8.2 Charges for overnight parking will be paid only when subsistence expenses are payable for the night(s) in question.

A8.3 Employees are personally liable for traffic, parking and congestion charge penalties.

A8.4 Reimbursements will not be made to an employee who receives a fine or other financial penalty relating to an offence committed whilst driving on UKRI business (e.g. for speeding or for using a hand-held mobile phone or similar device). Given the possible impact on the UKRI's vehicle insurance premium, employees are required to notify UKRI of any such offences and penalties. Employees found guilty of breaking road traffic laws while driving on official business may be subject to disciplinary proceedings.

A9. Taxis and self-drive car hire

A9.1 It is recognised that the use of taxis can be in the interest of UKRI (e.g. when the journey by public transport would be considerably longer and more difficult or if an employee has very heavy luggage, etc.).

A9.2 Claimants who would find public transport impractical or inconvenient (e.g. claimants with disabilities) or those who would perceive themselves to be at higher risk should be reimbursed the cost of taxis. A receipt must be provided which must include journey details and dates.

A9.3 Claimants should use the UKRI's recommended service for booking a hire car and may claim for the cost of the fuel for that specific journey.

A10. Concessionary travel for additional or late attendances at work

A10.1 The cost of travel between home and the normal place of work is the responsibility of the employee and will not normally be reimbursed.

A10.2 However, the cost of any extra (i.e. above that normally occurred in a working day) travelling expenses will be reimbursed if an employee is, for UKRI work reasons, obliged to:

A10.2.1 return to the place of work at the weekend, for UKRI work reasons

A10.2.2 return to the place of work again in the evening after already having travelled home from work earlier in the day

A10.2.3 exceptionally remain late in the evening

A10.2.4 return to the place of work on a public or privilege holiday

A10.3 Claimants are not eligible for payment if:

A10.3.1 they are attending as part of a regular rostered commitment; or

A10.3.2 they are in receipt of shift allowance which takes account of irregular attendance or hours.

A10.4 When a day off is taken in lieu of having worked at the weekend, or on a public or privilege holiday, the normal daily travelling cost will not be reimbursed for the time at work since travelling costs will not have been incurred on the day off.

Payment for such extra travel between home and place of work is normally subject to income tax. Claims must therefore be made using the UKRI arrangements for claiming taxable expenses.

However, claimants obliged to finish work after 2100 hours on an infrequent and irregular basis will be reimbursed necessary additional expenses, e.g. for taxi or hire car, of travel home tax free under the terms of the relevant HMRC concession. Detailed advice as to whether or not the concession can be applied can be obtained from the Finance and Procurement Contact Centre within UKRI's provider.

For the purposes of this concession, the requirements which should be met are:

1. late working is regarded by the HMRC as frequent if it occurs on more than 60 occasions in a tax year,

2. late working is regarded by the HMRC as regular if there is a predictable pattern.

A11. During a public transport emergency

A11.1 During a public transport emergency, claimants who are required to attend work and who thereby incur extra unavoidable travelling expenses will be reimbursed. This may be liable for tax – guidance can be sought from the payroll manager of the relevant system.

A12. Loyalty points awarded by airlines, hotel chains etc.

A12.1 Claimants may not specify a particular supplier solely to gain Air Miles or any other loyalty points.

A12.2 Air Miles or Loyalty Points which are accrued to an individual as a result of official travel on behalf of UKRI must only be used to offset the costs of future official journeys, and not for personal use.

A12.3 The organisation will not reimburse claims where private Air Miles or Loyalty Points have been used for UKRI travel and the cash equivalent is sought upon redemption.

Appendix B – Overseas travel

B1. Passport and Overseas Visa

B1.1 Claimants required to travel overseas on UKRI business will be reimbursed the cost of obtaining a visa when necessary for the travel on production of a receipt.

B1.2 Employees are responsible for obtaining passports for themselves and ensuring they have appropriate visas before departure.

B1.3 The following instances allow for reimbursement of the passport fee:

B1.3.1 when the individual concerned requires two passports due to the political situation in different countries or the regular need to have one passport away for the issue of visas whilst another is being used for travel. UKRI will meet the cost of the second passport.

B1.3.2 When the passport pages are filled as a result of business-related overseas visits,

B1.3.3 where it is anticipated there will be a need for a passport with additional pages due to the number of visits to be made. UKRI will meet the difference in cost between this and the standard passport.

B1.3.4 When the individual concerned intends the only visits they will make overseas during a one-year period will be in connection with their work.

B2. Exchange rates

B2.1 Where expenditure has been incurred in a foreign currency the claimant may use the exchange rate applied as long as their claim is accompanied by evidence of this rate.

B2.2 Where there is no evidence of the specific exchange rate then the expense claim should be made in the exchange rate applicable on the day of the claim (which is often provided by the claim system).

B3. Currency exchange commission

B3.1 Claimants required to travel overseas on UKRI business will be reimbursed the cost of exchange fees and commission when accompanied by a receipt/documentary evidence.

B4. Immunisation and inoculations for overseas travel & Medical Screening

B4.1 Claimants travelling overseas on UKRI business will be reimbursed the cost of any immunisation treatments required for the travel on production of receipts provided that the travel has been approved.

B5. Overseas travel insurance

B5.1 Claimants (including non-UKRI employees) travelling overseas on approved UKRI businesses are usually covered by the UKRI Group Travel Insurance Scheme. If employees have any reason to suspect that they may not be covered by the Scheme, they should get in touch with HR or Finance.

B5.2 The scheme covers personal accident, disablement and medical expenses as well as personal baggage, loss of money, cancellation, travel delays, passport indemnity, personal liability and legal expenses up to certain limits. All claimants must keep receipts if they want to claim any of these costs back.

B5.3 Claimants will be given details of the policy and a card with all the contact details before they travel (this will be issued by local administration).

B5.4 The organisation will not reimburse the cost of any additional insurance cover claimants wish to take out, for personal travel/holiday before or after their UKRI business trip.

B5.5 The insurance policy only covers claimants on authorised UKRI business. Full details of the insurance scheme are available from HR.

B5.6 You may only claim for excess baggage if you are due to be away from your home office for longer than one month.

B5.7 For further details of travel and subsistence for trips lasting more than 42 days, see the Long-Term Attachment section of the Working Location Policy.

B6. Other expenses

B6.1 When a trip from the normal place of work extends beyond 42 working days the arrangements described above will be replaced by a specially determined package. The Director will determine this package in consultation with HR and the Finance team at UK SBS.

B6.2 The Director (or nominee), with UK SBS, will also determine the arrangements for the reimbursement of living costs, accommodation and other related costs. Normally, the employee will be expected to move into self-catering accommodation.

B7. Extension of business trip for personal reasons (including personal research)

B7.1 An employee must use the normal holiday application process using the system when applying for an extension of a business trip for personal reasons.

B7.2 Incremental costs relating to extension must be paid for personally. It must be clearly demonstrated that UKRI business was the primary purpose of the visit. Leave records should be appropriately completed.

B7.3 The UKRI insurance does not cover claimants for the additional days of any extension of a business trip for personal reasons.

B7.4 Should the time spent on personal business in any one trip exceed seven days the claimant must contact the Payroll team at UK SBS for guidance on the taxation position of any reimbursement made by the organisation.

B8. Family travel

B8.1 The organisation will not meet any costs relating to the accompanying spouse/partner or family member of an employee travelling on UKRI business.

B8.2 Where spouses or companions accompany UKRI employees, the costs must be separated appropriately e.g. if a single room costs £70 and a twin/double £100, the £30 difference must be deducted from the claim (or refunded to the UKRI, if paid initially via UKRI's travel agent).

B9. Long-Term Attachments (LTAs)

B9.1 Remuneration during Long-Term Attachments (LTAs) overseas comprises three main elements:

B9.1.1 basic UK salary,

B9.1.2. Overseas LTA allowance,

B9.1.3. Night Subsistence Allowance.

B9.2 Entitlement to Overseas LTA Allowance continues throughout the LTA period, starting with the day of arrival at the overseas site and ending on the day of final return. For further information please contact HR.

B10. Captive Time Allowance

B10.1 Captive Time Allowance (CTA) is payable to staff on both short-term visits and Long-Term Attachment (LTAs), as compensation for periods of captivity spent at observing sites.

C1. Overnight accommodation

C1.1 The preference of individual claimants in their choice of hotel will be respected subject to the overriding consideration of value for money.

C1.2 Flexibility may be applied in certain circumstances and claimants should discuss this with their authorising manager in advance, for example when:

C1.2.1 discounted accommodation is not available,

C1.2.2 claimants have disabilities,

C1.2.3 there are other practical needs e.g. where an employee travelling alone may incur extra accommodation costs through safety and security need.

C1.3 Employees may stay with friends or family, as an alternative to hotel accommodation (see the summary table).

C1.4 Claims for overnight accommodation will be reimbursed up to the limits in the summary table on an actual's basis.

C1.5 Standards of overnight accommodation normally expected by UKRI claimants on short visits.

C1.6 Single occupancy rooms with:

C1.6.1 en suite facilities (shower or bath),

C1.6.2 TV,

C1.6.3 tea/coffee making facilities,

C1.6.4 a telephone in the room,

C1.6.5 internet access in the room is desirable; costs will be reimbursed if there is a demonstrable business need.

C1.7 There should be adequate space and where it is necessary to work in the room, facilities (light, writing surface, telephone, etc.) for doing this.

C1.8 The accommodation should have satisfactory personal security arrangements and adequate emergency procedures.

C1.9 Restaurant facilities should be available either on the premises or locally, offering full breakfast and a reasonably priced menu for lunch and dinner.

C1.10 Extras such as newspapers, room service, mini-bar, film/DVD hire should be met by the claimant.

C1.11 Claimants with special requirements, e.g. for managing a disability or complying with a religious obligation, are asked to ensure that these needs will be able to be met before any overnight accommodation is booked. In case of difficulty please contact HR. Any personal information provided in these circumstances would, be treated as confidential.

Appendix D – Subsistence

D1. Day subsistence (meals and beverages)

D1.1 Claimants may claim the reasonable costs of meals taken in the course of business travel provided that they are:

D1.1.1 absent from their normal place of work or other agreed place of work for a fixed period for more than five hours; or

D1.1.2 exceptionally, are required to work until 20.00 hours or later in addition to normal day duty (but are not staying away from home overnight). However, in these circumstances payment will be liable to income tax and claims must therefore be made using the UKRI's arrangements for claiming taxable expenses.

D1.2 The summary table at paragraph two provides all rates including benchmark scale rates for overseas travel. This limit is inclusive of additional extras including tips. Where, in exceptional circumstances, these rates need to be exceeded this should be approved by the authorising manager.

D1.3 Reimbursement will not be made to claimants:

D1.3.1. working after 20:00 at their normal place of work if they work night duty instead of day duty,

D1.3.2. working after 20:00 at their normal place of work, whose conditions of service require them to work at night, or to be on call at night, in addition to normal day duty,

D1.3.3. who are in receipt of an accommodation allowance, unless eligible because of absence from the place of work at which they are on an extended visit,

D1.3.4. on the occasions where it is necessary for claimants to stay overnight in a hotel and/or where on official business (including travelling) outside normal working hours, the organisation will reimburse the cost of a reasonable evening meal within the limits listed in the summary table.

D1.4 Reimbursement will not be made where a suitable meal is otherwise provided.

D1.5 Authorising managers may not authorise a claim for a meal (or similar) covering several people if they themselves were one of the parties.

D1.6 Tips and alcoholic beverages

D1.6.1 Tips or discretionary service charges not exceeding 10% of the total bill will be reimbursed where such payment is included in the receipt and are included in the limits in the summary table.

D1.6.2 Expenditure on alcoholic beverages will only be reimbursed when drinks are taken with a meal.

D1.6.3 In relation to overseas travel the organisation recognises that in many foreign countries tipping is a key part of the service culture and is expected rather than discretionary; such costs will therefore be reimbursed. Claimants should annotate the receipt to show the value of the tip left; if there is no receipt they should state the amount of the tip on the travel claim form.

D1.7 Personal Incidental Expenses (PIE)

D1.7.1 Claimants required to stay overnight on UKRI business may claim a flat-rate Personal Incidental Expenses allowance to cover incidental out of pocket expenses.

D1.7.2 When full board is included in the cost of the overnight stay, no subsistence will be reimbursed but a limited Personal Incidental Expenses will still be payable.

D1.7.3 The HMRC rates do not cover incidental, allowable expenses that staff may incur en route – for example, the cost of a taxi to the airport in the UK, or necessary refreshments taken at the airport.