

Schedule 1 - Definitions of Contract

Articles	means the Contractor Deliverables (goods and/or the services), including Packaging (and Certificate(s) of Conformity and supplied in accordance with any QA requirements if specified) which the Contractor is required to provide under the Contract in accordance with Schedule 2 (Schedule of Requirements), but excluding incidentals outside Schedule 2 (Schedule of Requirements) such as progress reports. (This definition only applies when DEFCONs are added to these Conditions);
Authority	means the Secretary of State for Defence acting on behalf of the Crown;
Authority's Representative(s)	shall be those person(s) defined in Schedule 3 (Contract Data Sheet) who will act as the Authority's Representative(s) in connection with the Contract. Where the term "Authority's Representative(s)" in the Conditions is immediately followed by a functional description in brackets, the appropriate Authority's Representative(s) shall be the designated person(s) for the purposes of condition 8;
Business Day	means 09:00 to 17:00 Monday to Friday, excluding public and statutory holidays;
Central Government Body	a body listed in one of the following sub-categories of the Central Government classification of the Public Sector Classification Guide, as published and amended from time to time by the Office for National Statistics: <ul style="list-style-type: none">a. Government Department;b. Non-Departmental Public Body or Assembly Sponsored Public Body (advisory, executive, or tribunal);c. Non-Ministerial Department; ord. Executive Agency;
Collect	means pick up the Contractor Deliverables from the Consignor. This shall include loading, and any other specific arrangements, agreed in accordance with clause 28.c and Collected and Collection shall be construed accordingly;
Commercial Packaging	means commercial Packaging for military use as described in Def Stan 81-041 (Part 1)
Conditions	means the terms and conditions set out in this document;
Consignee	means that part of the Authority identified in Schedule 3 (Contract Data Sheet) to whom the Contractor Deliverables are to be Delivered or on whose behalf they are to be Collected at the address specified in Schedule 3 (Contract Data Sheet) or such other part of the Authority as may be instructed by the Authority by means of a Diversion Order;
Consignor	means the name and address specified in Schedule 3 (Contract Data Sheet) from whom the Contractor Deliverables will be dispatched or Collected;
Contract	means the Contract including its Schedules and any amendments agreed by the Parties in accordance with condition 6 (Amendments to Contract);

Contract Price	means the amount set out in Schedule 2 (Schedule of Requirements) to be paid (inclusive of Packaging and exclusive of any applicable VAT) by the Authority to the Contractor, for the full and proper performance by the Contractor of its obligations under the Contract.
Contractor	means the person who, by the Contract, undertakes to supply the Contractor Deliverables, for the Authority as is provided by the Contract. Where the Contractor is an individual or a partnership, the expression shall include the personal representatives of the individual or of the partners, as the case may be, and the expression shall also include any person to whom the benefit of the Contract may be assigned by the Contractor with the consent of the Authority;
Contractor Commercially Sensitive Information	means the Information listed in the completed Schedule 5 (Contractor's Commercially Sensitive Information Form), which is Information notified by the Contractor to the Authority, which is acknowledged by the Authority as being commercially sensitive;
Contractor Deliverables	means the goods and/or the services, including Packaging (and Certificate(s) of Conformity and supplied in accordance with any QA requirements if specified) which the Contractor is required to provide under the Contract;
Control	<p>means the power of a person to secure that the affairs of the Contractor are conducted in accordance with the wishes of that person:</p> <ul style="list-style-type: none"> a. by means of the holding of shares, or the possession of voting powers in, or in relation to, the Contractor; or b. by virtue of any powers conferred by the constitutional or corporate documents, or any other document, regulating the Contractor; <p>and a change of Control occurs if a person who Controls the Contractor ceases to do so or if another person acquires Control of the Contractor;</p>
CPET	means the UK Government's Central Point of Expertise on Timber, which provides a free telephone helpline and website to support implementation of the UK Government timber procurement policy
Crown Use	in relation to a patent means the doing of anything by virtue of Sections 55 to 57 of the Patents Act 1977 which otherwise would be an infringement of the patent and in relation to a Registered Design has the meaning given in paragraph 2A(6) of the First Schedule to the Registered Designs Act 1949;
Dangerous Goods	<p>means those substances, preparations and articles that are capable of posing a risk to health, safety, property or the environment which are prohibited by regulation, or classified and authorised only under the conditions prescribed by the:</p> <ul style="list-style-type: none"> a. Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009 (CDG) (as amended 2011); b. European Agreement Concerning the International Carriage of Dangerous Goods by Road (ADR); c. Regulations Concerning the International Carriage of Dangerous Goods by Rail (RID); d. International Maritime Dangerous Goods (IMDG) Code; e. International Civil Aviation Organisation (ICAO) Technical Instructions for the Safe Transport of Dangerous Goods by Air;

f. International Air Transport Association (IATA) Dangerous Goods Regulations.

DBS Finance	means Defence Business Services Finance, at the address stated in Schedule 3 (Contract Data Sheet);
DEFFORM	means the MOD DEFFORM series which can be found at https://www.aof.mod.uk ;
DEF STAN	means Defence Standards which can be accessed at https://www.dstan.mod.uk ;
Deliver	means hand over the Contractor Deliverables to the Consignee. This shall include unloading, and any other specific arrangements, agreed in accordance with condition 28 and Delivered and Delivery shall be construed accordingly;
Delivery Date	means the date as specified in Schedule 2 (Schedule of Requirements) on which the Contractor Deliverables or the relevant portion of them are to be Delivered or made available for Collection;
Denomination of Quantity (D of Q)	means the quantity or measure by which an item of material is managed;
Design Right(s)	has the meaning ascribed to it by Section 213 of the Copyright, Designs and Patents Act 1988;
Diversion Order	means the Authority's written instruction (typically given by MOD Form 199) for urgent Delivery of specified quantities of Contractor Deliverables to a Consignee other than the Consignee stated in Schedule 3 (Contract Data Sheet);
Effective Date of Contract	means the date specified on the Authority's acceptance letter;
Evidence	means either: a. an invoice or delivery note from the timber supplier or Subcontractor to the Contractor specifying that the product supplied to the Authority is FSC or PEFC certified; or b. other robust Evidence of sustainability or FLEGT licensed origin, as advised by CPET;
Firm Price	means a price (excluding VAT) which is not subject to variation;
FLEGT	means the Forest Law Enforcement, Governance and Trade initiative by the European Union to use the power of timber-consuming countries to reduce the extent of illegal logging;
Government Furnished Assets (GFA)	is a generic term for any MOD asset such as equipment, information or resources issued or made available to the Contractor in connection with the Contract by or on behalf of the Authority;
Hazardous Contractor Deliverable	means a Contractor Deliverable or a component of a Contractor Deliverable that is itself a hazardous material or substance or that may in the course of its use, maintenance, disposal, or in the event of an accident, release one or more hazardous materials or substances and each material or substance that may be so released;

Independent Verification	means that an evaluation is undertaken and reported by an individual or body whose organisation, systems and procedures conform to "ISO Guide 65:1996 (EN 45011:1998) General requirements for bodies operating product certification systems or equivalent", and who is accredited to audit against forest management standards by a body whose organisation, systems and procedures conform to "ISO 17011: 2004 General Requirements for Providing Assessment and Accreditation of Conformity Assessment Bodies or equivalent";
Information	means any Information in any written or other tangible form disclosed to one Party by or on behalf of the other Party under or in connection with the Contract;
Issued Property	means any item of Government Furnished Assets (GFA), including any materiel issued or otherwise furnished to the Contractor in connection with the Contract by or on behalf of the Authority;
Legal and Sustainable	means production and process methods, also referred to as timber production standards, as defined by the document titled "UK Government Timber Production Policy: Definition of legal and sustainable for timber procurement". The edition current on the day the Contract documents are issued by the Authority shall apply;
Legislation	means in relation to the United Kingdom any Act of Parliament, any subordinate legislation within the meaning of section 21 of the Interpretation Act 1978, any exercise of Royal Prerogative or any enforceable community right within the meaning of Section 2 of the European Communities Act 1972;
Military Level Packaging (MLP)	means Packaging that provides enhanced protection in accordance with Def Stan 81-041 (Part 1), beyond that which Commercial Packaging normally provides for the military supply chain;
Military Packager Approval Scheme (MPAS)	is a MOD sponsored scheme to certify military Packaging designers and register organisations, as capable of producing acceptable Services Packaging Instruction Sheet (SPIS) designs in accordance with Defence Standard (Def Stan) 81-041 (Part 4);
Military Packaging Level (MPL)	shall have the meaning described in Def Stan 81-041 (Part 1);
MPAS Registered Organisation	is a packaging organisation having one or more MPAS Certificated Designers capable of Military Level designs. A company capable of both Military Level and commercial Packaging designs including MOD labelling requirements;
MPAS Certificated Designer	shall mean an experienced Packaging designer trained and certified to MPAS requirements;
NATO	means the North Atlantic Treaty Organisation which is an inter-governmental military alliance based on the North Atlantic Treaty which was signed on 4 April 1949;
Notices	shall mean all Notices, orders, or other forms of communication required to be given in writing under or in connection with the Contract;
Overseas	shall mean non UK or foreign;

Packaging	Verb. The operations involved in the preparation of materiel for; transportation, handling, storage and Delivery to the user; Noun. The materials and components used for the preparation of the Contractor Deliverables for transportation and storage in accordance with the Contract;
Packaging Design Authority (PDA)	shall mean the organisation that is responsible for the original design of the Packaging except where transferred by agreement. The PDA shall be identified in the Contract, see Annex A to Schedule 3 (Appendix – Addresses and Other Information), Box 3;
Parties	means the Contractor and the Authority, and Party shall be construed accordingly;
Primary Packaging Quantity (PPQ)	means the quantity of an item of material to be contained in an individual package, which has been selected as being the most suitable for issue(s) to the ultimate user, as described in Def Stan 81-041 (Part 1);
Recycled Timber	means recovered wood that prior to being supplied to the Authority had an end use as a standalone object or as part of a structure. Recycled Timber covers: <ul style="list-style-type: none"> a. pre-consumer reclaimed wood and wood fibre and industrial by-products; b. post-consumer reclaimed wood and wood fibre, and driftwood; c. reclaimed timber abandoned or confiscated at least ten years previously; it excludes sawmill co-products;
Safety Data Sheet	has the meaning as defined in the Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH) Regulations 2007 (as amended);
Schedule of Requirements	means Schedule 2 (Schedule of Requirements), which identifies, either directly or by reference, Contractor Deliverables to be provided, the quantities and dates involved and the price or pricing terms in relation to each Contractor Deliverable;
Short-Rotation Coppice	means a specific management regime whereby the poles of trees are cut every one to two years and which is aimed at producing biomass for energy. It is exempt from the UK Government timber procurement policy. For avoidance of doubt, Short-Rotation Coppice is not conventional coppice, which is subject to the timber policy;
Specification	means the description of the Contractor Deliverables, including any specifications, drawings, samples and / or patterns, referred to in Schedule 2 (Schedule of Requirements);
STANAG 4329	means the publication NATO Standard Bar Code Symbolologies which can be sourced at https://www.dstan.mod.uk/faqs.html ;
Subcontractor	means any subcontractor engaged by the Contractor or by any other subcontractor of the Contractor at any level of subcontracting to provide Contractor Deliverables wholly or substantially for the purpose of performing (or contributing to the performance of) the whole or any part of this Contract and 'Subcontract' shall be interpreted accordingly;

Timber and Wood-Derived Products

means timber (including Recycled Timber and Virgin Timber but excluding Short-Rotation Coppice) and any products that contain wood or wood fibre derived from those timbers. Such products range from solid wood to those where the manufacturing processes obscure the wood element;

Transparency Information

means the content of this Contract in its entirety, including from time to time agreed changes to the Contract, and details of any payments made by the Authority to the Contractor under the Contract;

Virgin Timber

means Timber and Wood-Derived Products that do not include Recycled Timber.

Annex A to Schedule 1 – Additional Definitions of Contract iaw. Conditions 45 - 47 (Additional Conditions)

GENERAL	
MoD	UK Ministry of Defence
RoC	Republic of Cyprus
Authority	Secretary of State for Defence or British Forces Cyprus representative
Contract Sponsor	S01 J4, HQBFC, Episkopi.
Contract Designated Officer (DO)	SO2 (Transport) J4, HQBFC, Episkopi.
Authorising Officer (AO)	OC MT, JMETS, COSU, RAF Akrotiri or WO MT, JLS, COSU, RAF Akrotiri.
Demanding Officer (DemO)	Hire Cell, MT, JMETS, COSU. RAF Akrotiri or the head of MT Duty personnel (out of working hours).
WSBA	Western Sovereign Base Areas which cover Episkopi, Akrotiri and Troodos Stations.
ESBA	Eastern Sovereign Base Areas which cover Dhekelia and Ayios Nikolaos Stations.
RIB	Resident Infantry Battalion.
UN	United Nations
BRITCON	British Contingency (of the United Nations Force)
Authorised Vehicles	All vehicles duly approved by the Authority to carry out a service under this Contract.
Authority's Normal Working Hours	The Authority's main business opening hours will be 0800-1700hrs Monday to Thursday and between 0800-1300hrs on Friday.
Routine/Ad-Hoc Demand	Transport of planned nature with specified commencement time (for single journeys or work to order journeys) and end time (for return journeys). Authorised by the DemO. A minimum of 24 hour notice shall be given.
Urgent / Operational Demand	Unplanned transport requirement with specified start and end for urgent or Urgent Operational Requirements (UOR). Authorised by the AO or the DO. A minimum of 2 hour notice shall be given.
Compassionate Demand	Travel on compassionate grounds (usually Category 'A'), as authorised by the MoD Joint Casualty and Compassionate Centre (JCCC). Transport demand will be Authorised by the AO or the DO. A minimum of 30 minute notice shall be given.
Medical Transport	Provision of transportation between BFC Medical facilities and the Secondary Health Care Facility (currently Ygia Polyclinic) in Limassol.
Demand Order	A request to the Contractor, usually in the form of a Work Ticket issued by the DemO, which specifies the journey details, timings and transport size requirements.
Day's notice	A notice of 24 calendar hours irrespective of whether or not these are working hours.

Hour's notice	A notice of one calendar hour irrespective of whether or not this is a working hour.
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BUSES AND MINIBUSES	
School Transport	Transport in support of Services Children Education, for the transportation of school children to/from school. This is a regular service. A demand shall be submitted 15 days before commencement of each school term confirming the routes required and the number of passengers on each route. Depending on school children numbers, the Authority reserves the right to amend the proposed school bus routes. A 15 day notice shall be given.
Single Journey (S/J)	A one-way unbroken journey between a specified start and finish point.
Return Journey (R/J)	A two-way journey with a start and finish at the same location with a period not exceeding 6 hours between the start of the outward leg and the start of the return leg.
Work to Order (WTO)	A journey that requires a flexible service with firm start time but with no set duration.
Staged Journey	A journey between a specified start and finish point that requires an intermediate stop with a waiting time at the intermediate area of less than one hour.
Shuttle Journey	A journey that requires the continuous transportation of personnel to/from specified locations with specified start time for each journey.
Empty Running	The journey between the Contractor's premises and the first pick up point and the journey between the final drop off point and the Contractor's premises.
Amended Journey	Transport which has been demanded but consequently amended in terms of timing changes and/or journey commencement/end locations. Refer to item no 4 of the Buses and Minibuses DPTS SOR (Appendix 1 to Annex A).
Cancelled Journey	Transport which has been demanded but consequently withdrawn. Refer to item no 5 of the Buses and Minibuses DPTS SOR (Appendix 1 to Annex A).
Late Cancellations	Demanded transport which has been cancelled with less notice than the notices given in item no 5 of the Buses and Minibuses DPTS SOR (Appendix 1 to Annex A).
Returned Not Used (RNU)	Any service that has been dispatched to the specified pick-up point and, for whatever reason, is subsequently not used or no longer required shall be regarded as a late cancellation. Refer to item no 5 of the Buses and Minibuses DPTS SOR (Appendix 1 to Annex A).
Unplanned Waiting Time	Waiting time incurred due to the Authority's personnel actions or omissions. This may attract a charge if it exceeds 30 minutes between the specified start time (either single or return journey start time) and journey commencement time.

TAXIS	
Single Journey (S/J)	A one-way unbroken journey between a specified start and finish point.
Return Journey (R/J)	A two-way journey with a start and finish at the same location with a period not exceeding 6 hours between the start of the outward leg and the start of the return leg.
Work to Order (WTO)	A journey that requires a flexible service with firm start time but with no set duration.

Staged Journey	A journey between a specified start and finish point that requires an intermediate stop with a waiting time at the intermediate area of less than one hour.
Shuttle Journey	A journey that requires the continuous transportation of personnel to/from specified locations with specified start and end times for each journey.
Empty Running	The journey between the Contractor's premises and the first pick up point and the journey between the final drop off point and the Contractor's premises.
Amended Journey	Transport which has been demanded but consequently amended in terms of timing changes and/or journey commencement/end locations. Refer to item no 4 of the Taxis DPTS SOR (Appendix 2 to Annex A).
Cancelled Journey	Transport which has been demanded but consequently withdrawn. Refer to item no 5 of the Taxis DPTS SOR (Appendix 2 to Annex A).
Late Cancellations	Demanded transport which has been cancelled with less notice than the notices given in item no 5 of the Taxis DPTS SOR (Appendix 2 to Annex A).
Returned Not Used (RNU)	Any service that has been dispatched to the specified pick-up point and, for whatever reason, is subsequently not used or no longer required shall be regarded as a late cancellation. Refer to item no 5 of the Taxis DPTS SOR (Appendix 2 to Annex A).
Unplanned Waiting Time	Waiting time incurred due to the Authority's personnel actions or omissions. This may attract a charge if it exceeds 30 minutes between the specified start time (either single or return journey start time) and journey commencement time.