

Joint Schedule 2 (Variation Form)

This form is to be used in order to change a contract in accordance with Clause 24 (Changing the Contract)

Contract Details	
This variation is between:	Climate Change Committee (" the Buyer ") And IPSOS (Market Research) Limited (" the Supplier ")
Contract name:	Citizens Panel (" the Contract ")
Contract reference number:	BE23236
Details of Proposed Variation	
Variation initiated by:	Buyer
Variation number:	002
Date variation is raised:	30/10/2024
Proposed variation	To initiate Phase 2 of the Contract.
Reason for the variation:	Phase 2 of the Contract now needs to be instructed for an extension to the adaptation panel to build upon the findings of Phase 1.
An Impact Assessment shall be provided within:	N/A
Impact of Variation	
Likely impact of the proposed variation:	N/A
Outcome of Variation	
Contract variation:	<p>The Supplier Shall carry out Phase 2 of the Contract to undertake the planning, design, delivery, analysis and reporting of a citizens' panel for adaptation.</p> <p>The contract extension shall run between the period of January 2025 to October 2025 and will include the following:</p> <ul style="list-style-type: none"> • Delivery of the workshop sessions anticipated between April 2025 and August 2025 • Project management: <ul style="list-style-type: none"> ◦ Attendance of weekly meetings and any ad-hoc meetings where necessary ◦ Attendance at 4 oversight group meetings ◦ The supplier shall keep and update an action and decision log as well as a risk register ◦ Organisation of a co-design workshop • Design of discussion guides and stimulus material • Panel specifications: <ul style="list-style-type: none"> ◦ Between 25 and 30 participants (number to be specified at later stage, depending on location etc.) with 'back-up recruitment'. ◦ 24 hours of engagement (excluding lunch breaks on full days), 4x3 hours online, 2x6 hours (these

	<p>will have one additional hour lunch break) face to face. Engagement hours may vary slightly from this (depending on location and number of participants)</p> <ul style="list-style-type: none"> • Production of a short 5-minute film • Data analysis • Reporting <ul style="list-style-type: none"> ○ A final report, with two full rounds of feedback ○ A summary for policy maker, with two full rounds of feedback ○ A slide deck for presentations <p>Old Contract End Date: Thursday 31st October 2024</p> <p>New Contract End Date: Friday 31st October 2025</p> <p>The total cost associated with the delivery of Phase 2 shall not exceed £133,000.00 Excluding VAT.</p>	
Financial variation:	Original Contract Value:	£151,047.12
	Additional cost due to variation:	£133,000.00
	New Contract value:	£284,047.12

1. This Variation must be agreed and signed by both Parties to the Contract and shall only be effective from the date it is signed by the Buyer.
2. Words and expressions in this Variation shall have the meanings given to them in the Contract.
3. The Contract, including any previous Variations, shall remain effective and unaltered except as amended by this Variation.

Signed by an authorised signatory for and on behalf of the Buyer

Signature



Date



Name (in Capitals)



Address



Signed by an authorised signatory to sign for and on behalf of the Supplier

Signature



Date



Name (in Capitals)



Address

