



Defra Group Management Consultancy Framework: Project Engagement Letter










Completed forms and any queries should be directed to Defra Group Commercial at

Engagement details			
Engagement ref #	[REDACTED]		
Extension?	N	DPEL Ref.	N/A
Business Area	DEFRA 25 Year Environment Strategy		
Programme / Project	Environmental Targets		
Senior Responsible Officer	[REDACTED]		
Supplier	Deloitte LLP		
Title	Environmental Targets Public Consultation Response Analysis		
Short description	<p>This Engagement shall require the Supplier to conduct an analysis of the public responses received to the Environmental Targets public consultation; and summarise the findings in interim and final reports.</p> <p>Analysis of the consultation responses will be provided to Defra to facilitate its considerations as Defra finalises individual target proposals and prepares a government response to consultation. Those targets and governmental response do not form part of this Engagement in themselves. The deliverables will inform the government response.</p>		
Engagement start / end date	16/03/2022	05/07/2022	
Funding source	Environment, Rural & Marine		
Expected costs 21/22	[REDACTED]	[REDACTED]	
	[REDACTED]	[REDACTED]	
	[REDACTED]	[REDACTED]	
	[REDACTED]	[REDACTED]	
	[REDACTED]	[REDACTED]	
	[REDACTED]	[REDACTED]	
Expected costs 22/23	[REDACTED]	[REDACTED]	
	[REDACTED]	[REDACTED]	
	[REDACTED]	[REDACTED]	
	[REDACTED]	[REDACTED]	
	[REDACTED]	[REDACTED]	
	[REDACTED]	[REDACTED]	

Expected costs 23/24	
Dept. PO reference	
Lot #	Lot 1
Version #	0.1

Approval of Project Engagement Letter

By signing and returning this cover note, 25 Year Environment Strategy accepts the contents of this Project Engagement Letter as being the services required and agrees for the Supplier to provide the services in accordance with the agreed Supplier Proposal under the overarching contract (Lot 1 - Ref 28595), with Defra Group and confirms the availability of funding to support recharge for the services.

Signatures		
Supplier	Business Area	Defra Group Commercial
<p>By:  _____</p> <p><i>Signature</i></p>	<p>By:  _____</p> <p><i>Signature</i></p>	<p>By:  _____</p> <p><i>Signature</i></p>
<p>or and on behalf of Supplier</p> <p></p> <p></p>	<p>For and on behalf of 25 Year Environment Strategy</p> <p></p> <p></p>	<p>Defra Group Commercial</p> <p></p> <p></p>
21/03/2022	21/03/2022	21/03/2022
Supplier engages with Business Area to complete. Once agreed, Supplier signs front page and sends to Business Area	Business Area signs front page and sends to DgC	On approval, DgC signs and returns copy to Business Area and Supplier

Device Type	Percentage of Respondents
Smartphone	95%
Tablet	85%
Smartwatch	75%
Smart TV	65%
Smart Home Assistant	55%
Smart Car	45%
Smart Thermostat	35%

1. Background

This Engagement requires the Supplier to analyse public responses received to the Environmental Targets public consultation and summarise the findings in interim and final reports.

Defra has an Environmental Targets programme which is developing a proposed suite of long-term, legally-binding environmental targets to meet requirements of the Environment Act. Timely and effective completion of this Engagement Scope will be used to inform the development of the targets.

The consultation is exceptionally wide-ranging, without directly overlapping stakeholder interests. Defra have estimated that there could be up to 50,000 responses, which require analysis within 4 weeks of consultation close. The analysis of the responses needs to be considered by the Secretary of State when finalising the targets in early June. This rapid analysis is needed to enable the Defra to meet legal deadlines to lay Statutory Instruments before parliament by 31 October 2022.

The target areas are Air Quality, Biodiversity, Marine, Trees, Waste and Water.

2. Statement of services

Objectives and outcomes to be achieved

The Supplier shall assess each consultation response in line with the process, approach and categorisations as agreed in the playbook for the agreed number of responses (the number of responses shall be agreed at the start of the engagement and be subject to change control throughout the engagement). Analysis will be undertaken through a range of lenses, including sector and individual interests, of responses received across each proposed target area during the period of the Environmental Targets public consultation, including those received via Citizens Space, letters, emails and other written responses as provided by the Targets Programme team. The analysis should include an aggregation of general themes which emerge through the responses.

- All non-duplicate responses should be read by a team member (Natural Language Processing and other analytics should only be used for identifying duplicate and near-duplicate campaign responses and/or prioritising the process for analysis of the responses).
- Responses that are exact duplicates of other responses will be automatically categorised based on the categorisation of the duplicate response that was read by a team member.
- Consideration should be given to cross-cutting responses (e.g. response to one question may be relevant to other target areas). The data hosting, review and analysis platform, Relativity, supports this and reviewers may associate a single response to multiple target areas or issues.

- [REDACTED]
 [REDACTED]
- [REDACTED]
 [REDACTED]
 [REDACTED]
- [REDACTED]
 [REDACTED]

[REDACTED]	[REDACTED] [REDACTED]
[REDACTED]	[REDACTED] [REDACTED]
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[REDACTED]	[REDACTED] [REDACTED]
[REDACTED]	[REDACTED] [REDACTED]
[REDACTED]	[REDACTED] [REDACTED]
[REDACTED]	[REDACTED] [REDACTED]

The final report will inform a government response to the targets public consultation to be published on Gov.uk, alongside a summary of consultation responses. Defra will always reserve the right to determine if and how results should be published.

Scope

[illegible]

Defra Project Engagement Letter V_3.1

The Exit Plan will be agreed between the Supplier and the Business Area during Phase 1.

[illegible]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

-
- | Response | Percentage |
|---|------------|
| U.S. should take action | 68% |
| U.S. should take action but not at the expense of the economy | 58% |
| U.S. should not take action but not at the expense of the economy | 12% |
| U.S. should not take action | 8% |

[REDACTED]

[REDACTED]

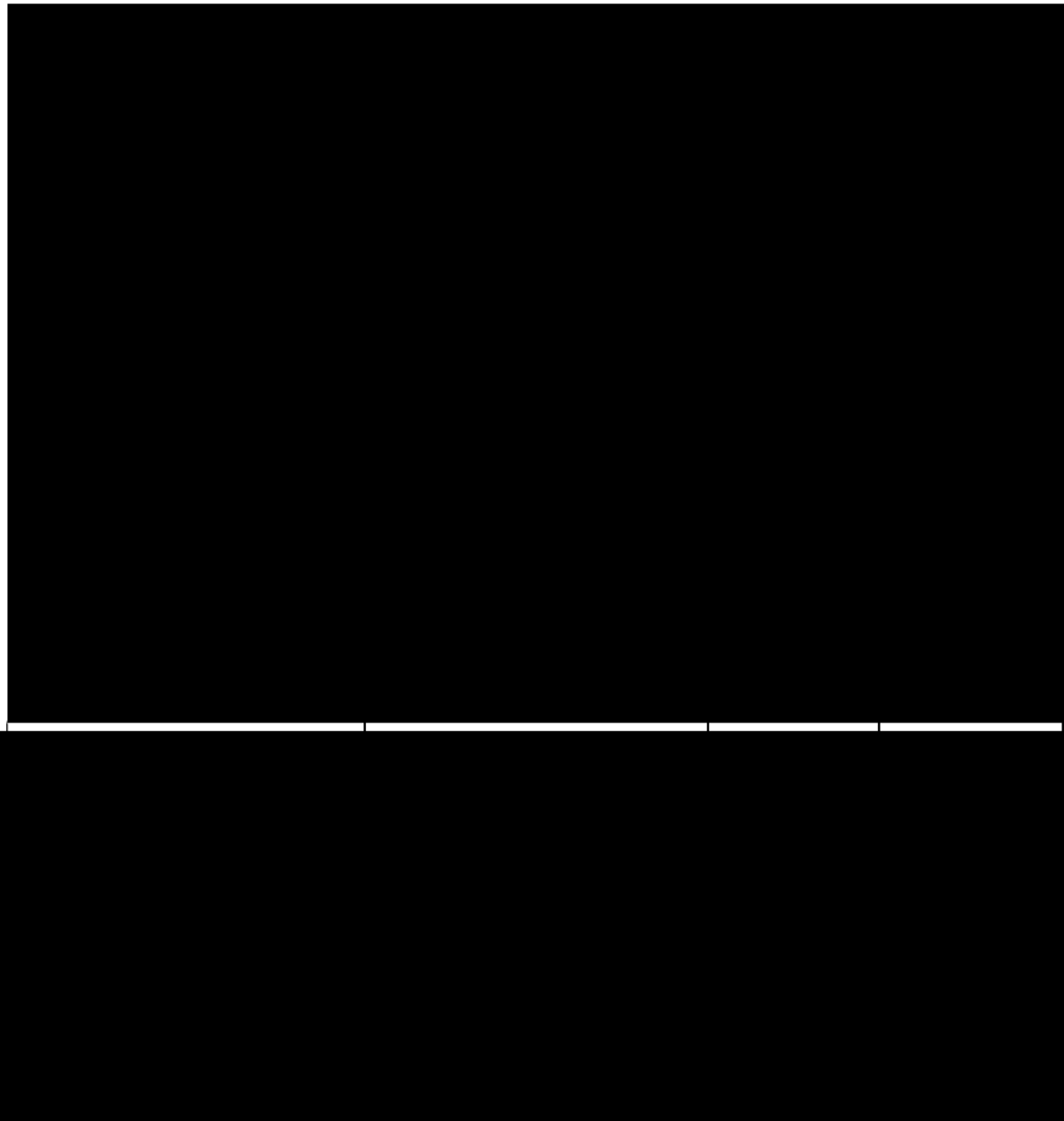
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[REDACTED]

[REDACTED]
[REDACTED]

[REDACTED]



Limitations on scope and change control

Unless instructions to the Supplier are later amended in writing, the work undertaken will be restricted to that set out above. In providing the services detailed above, the Supplier will be acting in reliance on information provided by the Business Area.

The Project Engagement Letter is the agreed contract of work between the Defra Group Business Area and the Supplier and can be varied under the change control process. Any changes to timescales, scope and costs will require approval by DgC and the Supplier.

3. Delivery team

[REDACTED]

[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

Business Area's team

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

4. Fees

Defra Group will reimburse the Supplier for approved work done according to the table below. The maximum estimated total fees for the scope of work detailed in this Engagement Letter will be £470,250,

[REDACTED]
[REDACTED]
[REDACTED]



[REDACTED]

[REDACTED]

[REDACTED]

Expenses statement

Defra Group overarching contract rates include expenses for any travel to/from any UK location defined by the Business Area as the base office for the work. Only expenses for travel at the Business Area's request from this base can be charged. If appropriate, define permissible expenses to be charged.

Payment



The Supplier should invoice fees monthly in arrears. Defra Group will reimburse fees monthly on confirmation of approval of work delivered by the Business Area. The Supplier will keep an accurate record of time spent by staff in providing the services and provide this information and supporting narrative, if requested.

5. Governance and reporting

As part of the Call-Off Contract, the Supplier and Business Area agree to provide reporting on the following:

- Completion of the time tracker on a fortnightly basis, to track days worked by our consultants
- Weekly update reports
- Fortnightly resourcing session with project lead and commercial lead to update cost forecasts
- Project steering group (frequency and membership to be agreed in phase1).

Key Performance Indicators

Business Area and Supplier to agree any specific key performance indicators related to this specific project engagement (KPIs to be agreed in Phase 1).

Feedback and satisfaction

Business Area and Supplier to agree regular reporting intervals for the duration of the engagement.

Defra Group reserves the right to hold review meetings during the assignment, discussing what went well, opportunities for improvement on future assignments and similar. This will incorporate any 'Show and Tell' documentation or transferable products that have been produced.

A post-engagement quality review of the engagement will be arranged where the Business Area rates the services provided.

Non-disclosure agreements

The overarching MCF2 framework include NDAs. No additional NDA requirements are required.

6. Exit management

The agreed actions and deliverables by the Supplier for when the contract ends are as follows:

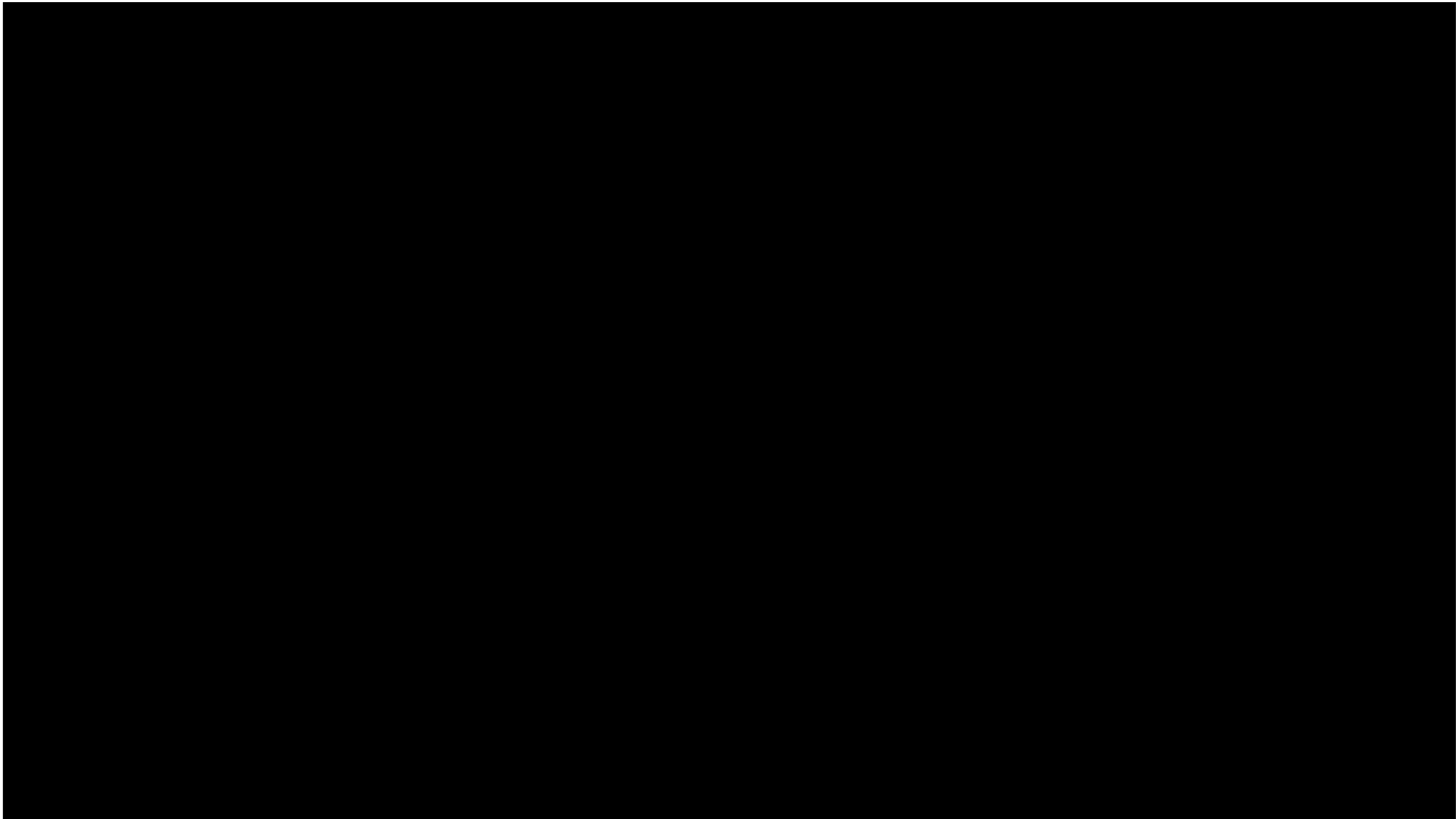
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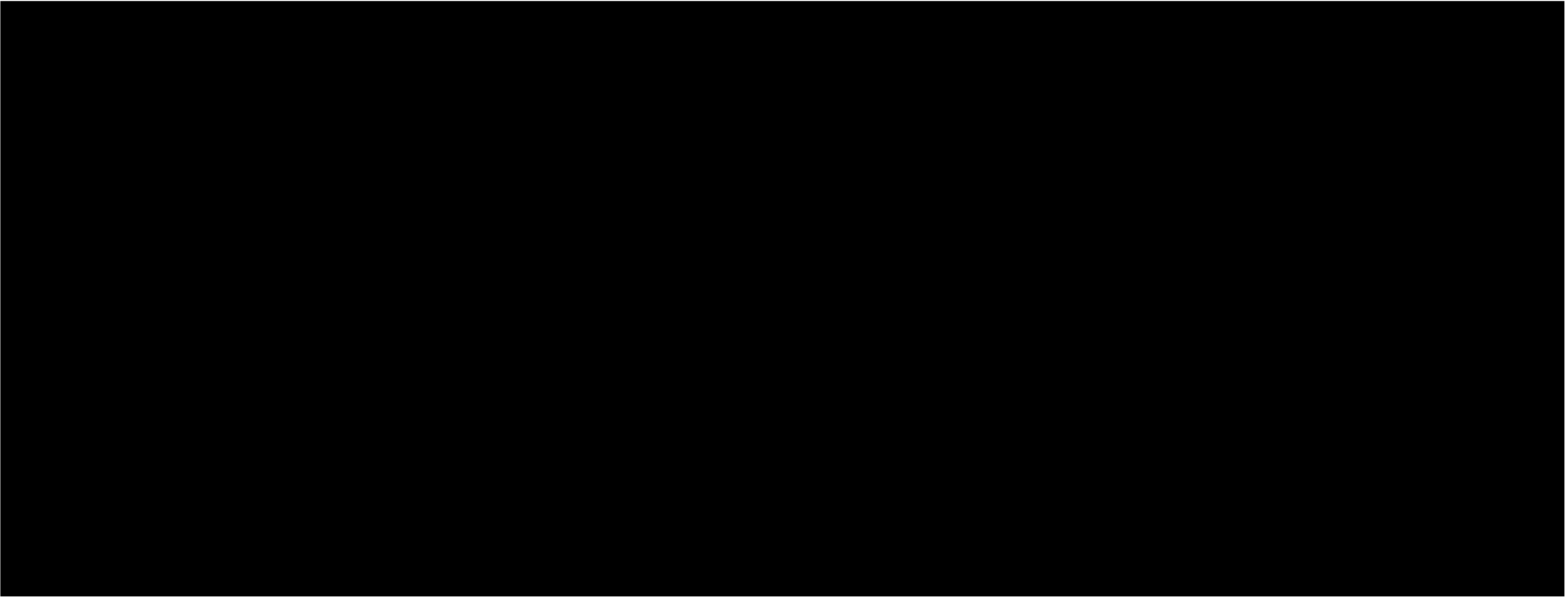
Notice period

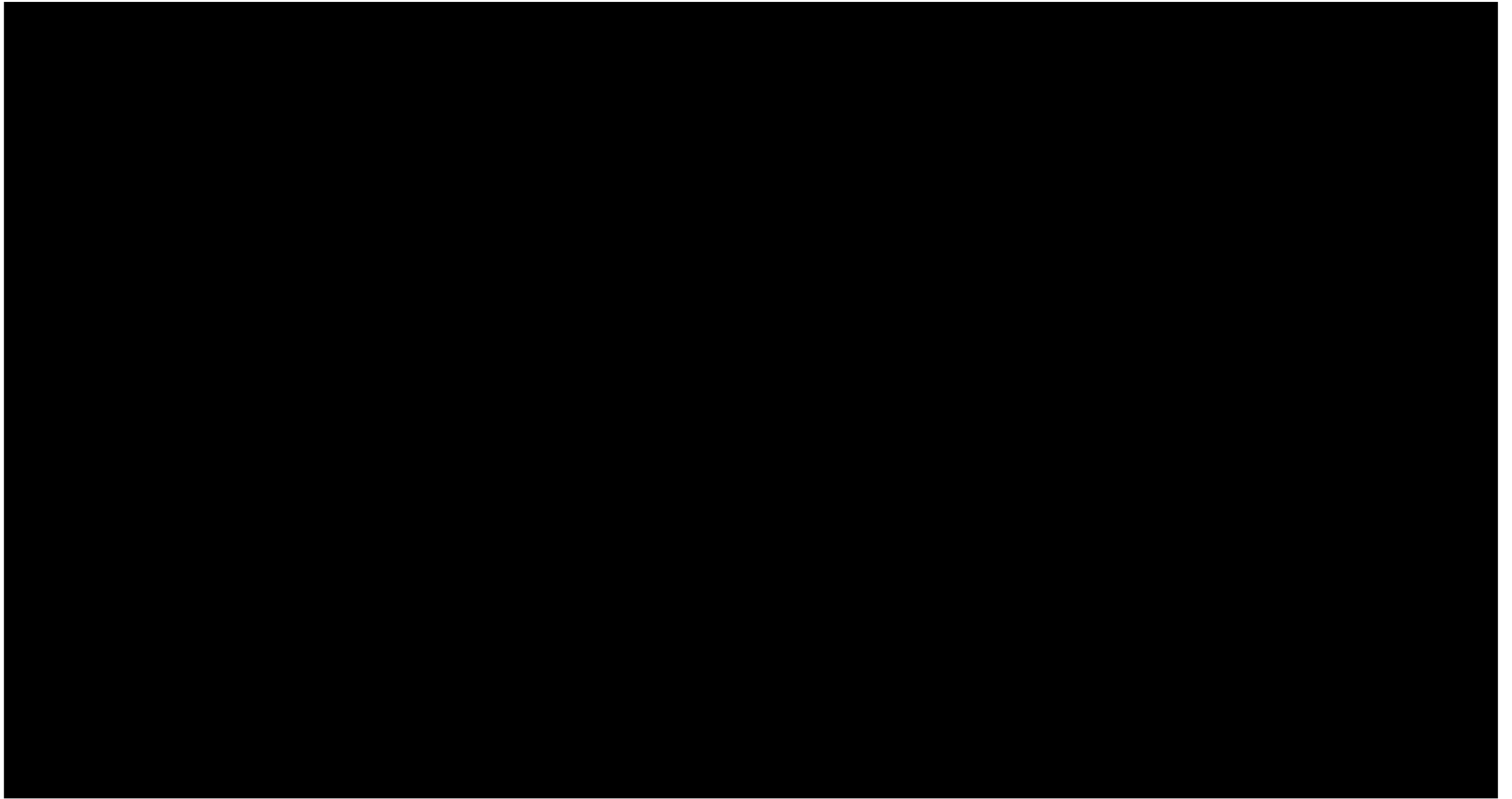
The nature of these engagements require that Defra Group have the ability to terminate an engagement with notice. Defra Group's termination rights for this engagement are marked below.

The minimum notice period for termination is 5 working days regardless of engagement duration.

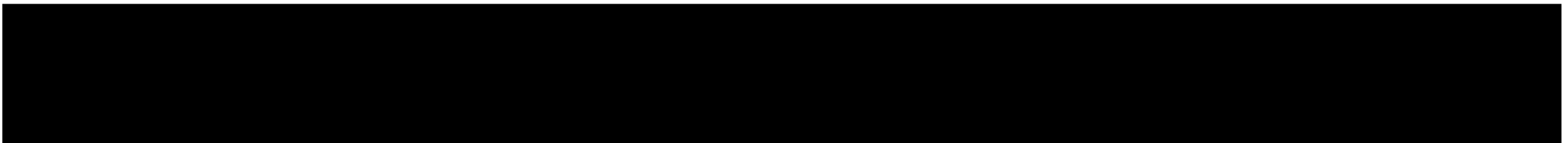
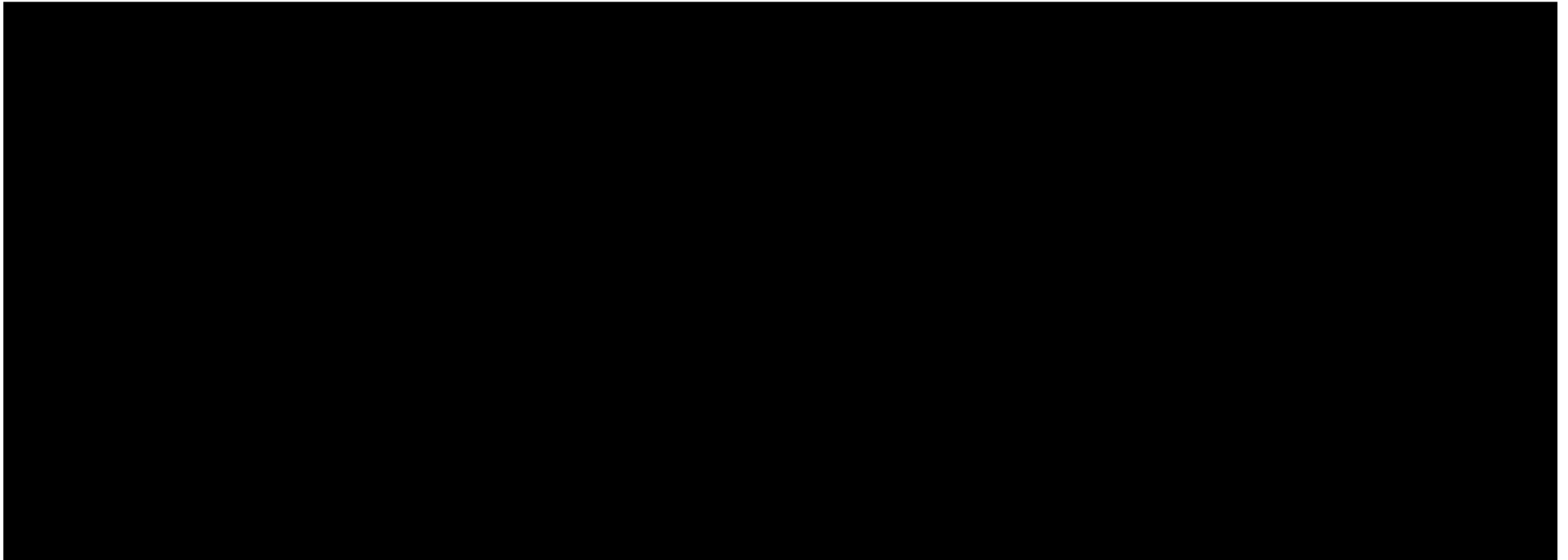
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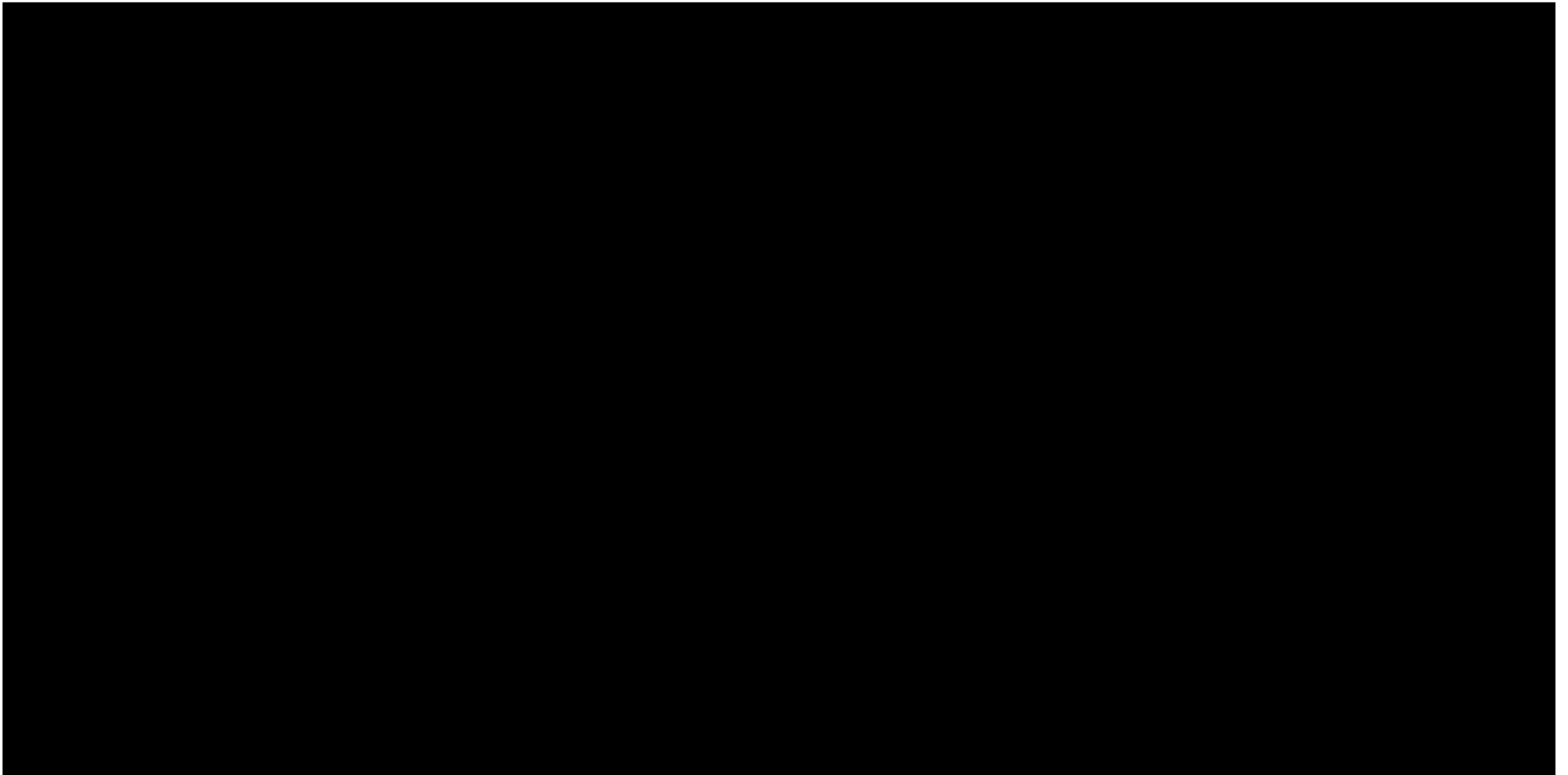


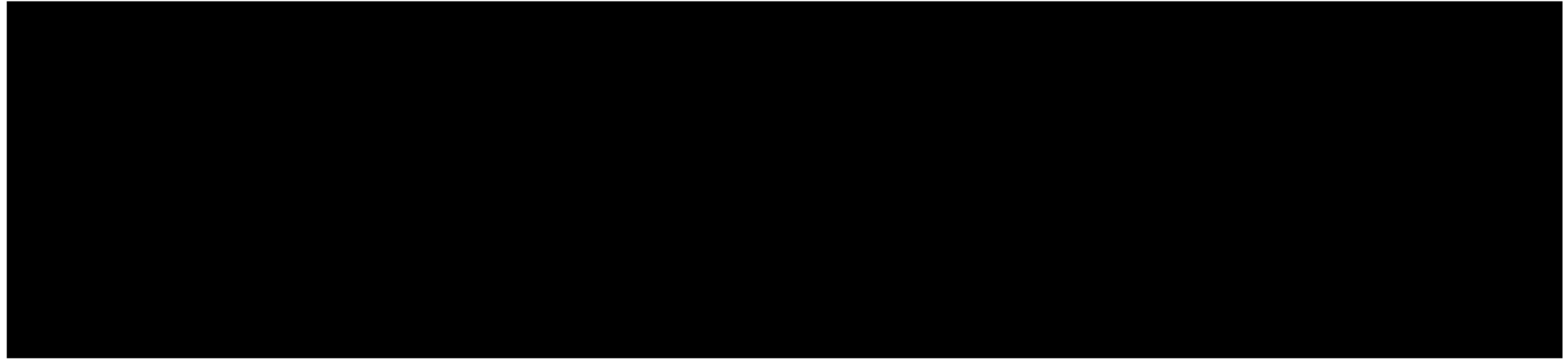












8. Data protection schedule

1. This Schedule shall be completed by the Business Area, who may take account of the view of the Supplier, however the final decision as to the content of this Schedule shall be with the Business Area at its absolute discretion.
2. The contact details of the Business Area Data Protection Officer are:
3. The contact details of the Supplier Data Protection Officer are:
4. The Supplier shall comply with any further written instructions with respect to processing by the Business Area.
5. Any such further instructions shall be incorporated into this Schedule.

Data Processing descriptor	Narrative
Identity of the Controller and Processor	The Parties acknowledge that for the purposes of the Data Protection Legislation, the Business Area is the Controller and the Supplier is the Processor.
Subject matter of the processing	The processing is needed in order to ensure that the Processor can effectively deliver the analysis of environmental targets consultation responses on behalf of the Controller.

Duration of the processing	The duration of the processing is for the anticipated project duration of 16 th March – 5 th July 2022.
Nature and purposes of the processing	<p>The nature of the processing includes the following operations:</p> <ul style="list-style-type: none"> • Collection of data (transferred from Defra or through access to Citizen Space). • Transfer / input of data into Relativity platform • Sorting of data for analysis. • Reporting to Defra of the analysed data. • Storage of data within Relativity for duration of the project. <p>The purpose of the processing is to enable analysis of environmental targets consultation responses. There is a statutory responsibility on the Business Area to consult on proposed targets and to produce a summary of responses and a government response. Responses will be analysed through a range of lenses, including sector and individual interests, across each proposed target area.</p> <p>The Processor must keep the personal data secure so that no unauthorized persons can access the data and they must share it with only those colleagues in the company who need to receive the data to undertake the work necessary to fulfil the processing. Therefore, the data must not be 'overshared'; i.e. shared with any employees who do not need it to fulfil the processing.</p>
Type of Personal Data	Personal data could include names, postal addresses, email addresses, phone numbers, job titles, qualifications and any other personal data that the respondent wishes to provide.

Categories of Data Subject	This is a public consultation so data may be provided by all of society, including members of the public, businesses and stakeholder organisations.
Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data	On completion of the processing the Processor should return all data to the Controller for storage, and then destroy all data held.

