



Schedule 7B
FORM OF AGREEMENT – Short Form

THIS AGREEMENT is made the day of **January 2017**

Outline Agreement number: 4600004898

CONTRACT NUMBER:
PSF 91312 Task 22 Urban Partnership Agenda Work Package 2: Understanding the EU Legislative Framework for Air Quality

BETWEEN:
The Greater London Authority (“the Employer” which expression shall include its successors in title and assigns); and **Air Quality Consultants Ltd** (“the Consultant”)

WHEREAS:
This Agreement is made pursuant to a framework agreement between the Parties relating to the provision of **Health & Safety and Environmental Services** dated 13 July 2015 (“the Framework Agreement”). The Employer wishes to have provided Consultancy Services as contained in Table 3. The Employer has accepted a proposal (Table 4) by the Consultant for the Services in accordance with the Short Form Conditions of Contract.

NOW IT IS AGREED THAT:
Terms and expressions defined in (or definitions referred to in) the short form conditions of contract have the same meanings herein. The Consultant Provides the Services in accordance with the Short Form Conditions of Contract, Tables and Schedules. The Employer pays the Consultant the amount due in accordance with the short form conditions of contract. The documents forming the contract are:

This Form of Agreement duly executed by the Parties;
Short Form Conditions of Contract;
Table 3, Table 4 and Table 5;
The Schedules.

Where there is any discrepancy or conflict within or between the documents forming the contract the order of priority shall be as follows:

| | | |
|--------|---|------------------------------------|
| First | : | This Form of Agreement; |
| Second | : | Table 5; |
| Third | : | Table 3; |
| Fourth | : | The Schedules; |
| Fifth | : | Short Form Conditions of Contract; |
| Sixth | : | Table 4. |

1. Notwithstanding the manner of execution of this Agreement it is agreed that:
 - 1.1 the limitation period within which any claim may be brought by the Employer for breach of this Agreement by the Consultant is 6 years from the date of breach; and
 - 1.2 the Consultant agrees not to raise in defence of any such claim a shorter limitation period whether pursuant to the Limitation Act 1980 (as the same may be amended or re-enacted from time to time) or otherwise.

This Agreement has been signed for and on behalf of the Employer and the Consultant the day and year written above.

Signed by
for and on behalf of
The Employer

Signature

Print name and position
Date:

Signed by
for and on behalf of
The Consultant

Signature

Print name and position
Date:

Table 3, Employer's Requirement:

INTRODUCTION

The GLA is a member of the Urban Agenda Partnership. This is a grouping of the European Commission, member states and European cities who are working together to address urban air quality issues. More information on the partnership is provided below.

The partnership has adopted four key interlinked actions. The GLA is leading action 2 and requires consultancy support to fulfil its commitments under this action.

Action 2 relates to mapping the existing regulatory and funding structure in place at the European level, identify where gaps or contradictions may exist and how these could be resolved. Case studies will be used to illustrate the effect of these gaps or contradictions.

BACKGROUND

The GLA

The GLA is the strategic authority for London and includes the Mayor of London's office. The GLA Group encompasses a number of functional bodies including Transport for London, the London Fire and Emergency Planning Authority and the Mayor's Office for Policing and Crime.

Under the GLA Act 1999 the Mayor of London has legal responsibility for preparing an Air Quality Strategy for London (now subsumed within the London Environment Strategy) and leads on the implementation of measures in the capital to tackle pollution emissions, reduce exposure, raise awareness and integrate air quality and public health. The 32 boroughs and the City of London must have regard to the Mayor's Strategy when exercising their local air quality management functions. The Act also delegates certain supervisory powers over those functions under the Environment Act 1995 from the Secretary of State for Environment, Food and Rural Affairs to the Mayor of London.

The Mayor of London, Sadiq Khan, announced in May 2016 that he would consult on expanding the Ultra Low Emission Zone (ULEZ) to the North and South Circulars in 2020¹ and introduce an emission surcharge to the congestion charge (known as the 'T-charge') on the oldest, most polluting vehicles. As part of this announcement he announced that TfL would develop proposals for a national scrappage scheme for diesel vehicles.

¹ <https://www.london.gov.uk/press-releases/mayoral/bold-plans-to-clean-up-londons-toxic-air>

Part of the GLA's work is to influence European legislation and action to ensure that it complements and supports efforts made by the Mayor of London to improve air quality.

The Urban Agenda Partnership

European cities are growing and developing rapidly. Currently, around two-thirds of the EU's population live in cities, and it is expected that this share will grow to around 80% in 2050. In order to maintain and improve healthy urban environments, we need to anticipate future developments and take action to improve the public living environment where possible. As air quality is one of the major determining factors for the quality of living environment in cities, the partnership initially focuses on addressing urban air quality issues. Over time the partnership may identify and take forward other priorities.

Objectives of the partnership

The main objective of the partnership is to improve air quality in cities and to place the 'healthy city' higher on the EU agenda.

Actions

Based on the input of the different partners in this partnership during the several meetings between December 2015 and June 2016, four concrete actions have been formulated to focus on:

- Action 1: MODELLING CITY-SPECIFIC SITUATIONS
- Action 2: MAPPING REGULATORY INSTRUMENTS AND FUNDING
- Action 3: RECOMMENDATIONS ON AIR QUALITY BEST PRACTICES
- Action 4: GUIDELINES FOR CITY AIR QUALITY ACTION PLANS

The overall duration of the partnership will be 3 years. During this period further actions will be elaborated/implemented with the aim to establish a set of practical and efficient pathways (with guidance) to improve air quality in urban regions. This will be based on a comprehensive inventory of current practices, experiences, new research and smart combinations of opportunities and innovations as well as the identification of bottlenecks in EU legislation and gaps in EU funding.

The timeline for the action plan is:



Mapping European legislation and funding provision

Currently there are many cities which have difficulty complying with the Ambient Air Quality Directive because of deficiencies elsewhere in EU legislation (e.g. Euro emission standards).

To reach compliance cities require effective complementary legislation, action, tools and funding at the European level. For this reason it is very important to identify gaps and contradictions regarding regulations and funding possibilities (either directly or indirectly) related to air quality specifically in urban areas.

With that knowledge, advice can be given and lobbying undertaken on improving policy and funding provision at the European level to complement and enhance action taken by cities to improve air quality.

Note: given the existing challenges with Euro emission standards are well understood it is suggested that this work stream acknowledge this but focus on other areas which may not have received as much scrutiny in the past.

OBJECTIVES

Working with the GLA, the Urban Agenda Partnership members and other stakeholders as and when necessary, and utilising the outputs of the other actions, the Consultant will map existing EU air quality legislation and identify missing or conflicting policy instruments. The Consultants will also highlight what financial resources are available in order to implement measures to reduce air pollution and how these could be improved. This will be illustrated through the use of a number of city-linked case studies.

SCOPE OF SERVICES

The GLA is seeking the services of a Consultant to complete the activities listed below. Consultants are invited to make alternative proposals if they have other suggestions for the best way of completing this work:

Stage 1: Scoping exercise focusing on all pollutants and sources (first two months). This is meant to create a general overview that forms the basis for choosing where to focus the more detailed analysis.

The scoping exercise should:

- Identify and record the Directives and regulations that target the regulated air pollutants and sources of pollution
- Identify which pollutants or sources of pollution are not controlled at EU level
- Identify (EU, national, local) legislation, policy and other measures that increase pollution (e.g. diesel taxation)
- Make a recommendation about which sources of pollution and pollutants should be prioritised for stage 2
- In addition, identify potential funding sources at EU level which can be used to tackle air pollution, summarising the process for applying for these and the total monetary value available.

Stage 2: Undertake a more detailed analysis for the most important pollutants and sources as identified in stage 1 (second two months), making specific recommendations about changes that need to be made to rectify any deficiencies.

Stage 3: After Stages 1 and 2 are complete, the partnership will choose three cities for case studies which trace the impact of EU legislation and funding (including the impact of a lack of EU legislation and funding) on achieving compliance in the real world. The Consultants will need to use the outputs of Action 1 to identify why cities still exceed EU legal limits even in the cases where the EU has notionally legislated to provide tools, funding or to take action to improve air quality. It should also include an analysis of the interaction between EU and national legislation on air quality to determine how this positively or detrimentally affects the ability of cities to achieve compliance, and to make associated recommendations (final two months).

DATA INPUTS

The GLA will provide no data inputs. Relevant legislative and other information will have to be collected by the Consultants. Action 1 will provide modelling outputs for selected cities which can be used for stage 3 case studies.

DELIVERABLES AND TIMESCALES

The key deliverables are as follows:

- a) Scoping report, within two months of the start of the project

- b) Detailed report, within four months of the start of the project
- c) City case studies, within six months of the start of the project

After the submission of each report the Consultant will meet with the project manager to run them through their findings and so the parameters for the next stage can be defined and agreed.

Any documents, spreadsheets or data developed or obtained as part of the project should be submitted with the corresponding report.

Table 4, Contractors Proposal:
(follows on next page)

Introduction

Air Quality Consultants Ltd (AQC), in association with Aether (hereinafter referred to as “the Consultants”) is pleased to submit a proposal to Transport for London (acting on behalf of the GLA) to undertake a research project related to Task 22 Urban Partnership Agenda Work Package 2: Understanding the EU Legislative Framework for Air Quality. The principal objective of the study is to map existing EU air quality legislation and identify any missing or conflicting policy instruments. There is also a requirement to identify what level of financial resources is available to implement measures to improve air quality.

The specific project requirements are to:

- **Stage 1:** conduct a scoping exercise to identify the Directives and regulations; identify pollutants or sources of pollutants not controlled at EU level; identify policies and other measures at the EU, national and local levels that may increase pollution; identify those pollutants and sources of which should be prioritised for further investigation; and identify potential funding sources at EU level that could be used to tackle air pollution;
- **Stage 2:** Undertake a more detailed analysis for the prioritised pollutants and sources of pollutants, with a focus on identifying changes that could be implemented to rectify any deficiencies; and
- **Stage 3:** Undertake Case Studies in three cities, focusing on why these cities still exceed the EU limit values, and analysing the interaction between EU and national legislation.

The following sections set out the Consultants’ understanding of the key issues, experience and approach to delivering the project objectives in a cost-effective and timely manner.

Experience

Air Quality Consultants

If successful, AQC will act as the lead contractor, with full responsibility for project management and budget control. AQC has considerable experience in preparing policy reviews and research projects. The Company also has considerable experience of working within Greater London, and of working with the GLA.

More broadly, AQC has been closely involved with the development of air quality management in both the UK and Europe for over 20 years. The Company has held contracts with Defra to carry out appraisals of the Reviews & Assessments of air quality being undertaken by all UK local authorities, as well as appraisals of Air Quality Grant Applications. It has also advised Government departments in the UK, South Africa and Australia. The Company operates a formal Quality Management System, which is certified to ISO9001:2008, and a formal Environmental Management System, certified to ISO14001:2004. Further information about the Company, together with full CVs of the staff, is available at www.aqconsultants.co.uk.

Aether

Aether specialises in supporting international agencies, national governments and local authorities in the assessment of air pollution and climate change emissions, and of policies aimed at addressing such emissions. Clients include the European Environment Agency, the European Commission, Defra, BEIS, Government Departments around the world (in particular, European countries), and local authorities in the UK, including the GLA. This work has included the assessment and quantification of policies and measures and setting up reporting and quality control systems. Aether is part of a consortium currently contracted to Defra to assess local authority Reviews & Assessments.

A recent addition to Aether's staff, Tim Williamson brings with him over 20 years working in policy, evidence and implementation, mainly in air quality, at local government, NGO and national government levels, including extensive experience of negotiations at an EU level. He was part of the NGO team during the EU Clean Air for Europe (CAFÉ) programme and of the UK Government Team negotiating the current Ambient Air Quality Directive. He is currently part of the team developing guidance for the European Commission on the assessment of air pollution policies in different Member States.

Project Experience

Some examples of relevant project experience of the Consultants is summarised in the table below.

| Project Title | Client | Key Features of Work Scope |
|--|--|--|
| Implementation of Air Quality Neutral | GLA | AQC led a research project to provide recommendations on how Policy 7.14 of the London Plan could be delivered. The recommendations formed the basis of the subsequent 2014 SPG. |
| Effectiveness of local authority action plans | Defra | AQC led a research project (in association with Aether) to evaluate the effectiveness of local authority action plans and elements of the R&A process. These recommendations were used by Defra to inform the subsequent LAQM review. |
| Implementation of exposure-reduction approaches for PM _{2.5} | Defra and Govt. of New South Wales (Australia) | AQC led research projects on behalf of Defra to investigate options to implement an exposure-reduction approach for PM _{2.5} at the EK and European levels. A subsequent project was carried out for the Govt, of NSW to identify exposure-reduction options for Australia. |
| Options for PM ₁₀ and NO ₂ hotspots in London | TfL | AQC led a project to investigate potential measures to target both PM ₁₀ and NO ₂ hotspots in London. A detailed literature review was carried out, and proposals for measures at individual hotspots were identified, a number of which were subsequently incorporated into the MAQS |
| LAQM Review | Defra | Aether staff are currently working with two other consultancies to appraise the Local Authority Local Air Quality Management (LAQM) reports. The aim of the project is to ensure that Local Authorities (LAs) have undertaken their duties under the 1995 Environment Act and subsequent regulations to a sufficiently high technical standard and advise where they have not. |
| Updating air pollution exposure analysis in London | GLA | Aether updated work undertaken in 2013, mapping air pollution concentration levels in London alongside demographic and deprivation indicators. The work showed that people in the most deprived communities are more likely to be exposed to higher levels of air pollution and that a similar pattern exists for some ethnic groups. Aether drew out clear policy messages from the work, which was also covered by national media. |
| Evidence Review of the Potential Wider Impacts of Climate Change Mitigation Actions: Transport sector | Scottish Government | Aether undertook an extensive review of the evidence, both quantitative and qualitative, of potential wider impacts (co-benefits and adverse side effects) for Scotland arising from climate change mitigation actions, including the balance of evidence, in terms of the direction (positive / negative) and potential magnitude, of those wider impacts. |
| Air Quality and Emissions: Preparation for 2016/17 country dialogue and guidance for improved planning | European Commission | Aether is part of a team developing guidance and procedures for Clean Air Dialogues for the European Commission. The dialogues are intended to be a way for the Commission to gain a deeper understanding of air pollution policy and measures in Member States, identify the key issues and challenges to be addressed and guide future air |

| Project Title | Client | Key Features of Work Scope |
|---------------|--------|----------------------------------|
| | | pollution policy at an EU level. |

Project Team

Due to the nature of the project, it is proposed that the majority of the work is conducted by senior staff, supported by more junior staff as appropriate.

The Project Manager would be **Stephen Moorcroft** who is a Director of AQC, based in the London office. He would be responsible for attending all meetings with GLA, overall project delivery and budget control. He would also provide direct input into the three Stages of work.

He would be assisted by **Tim Williamson**, Principle Consultant at Aether. Tim would be involved in the three stages of the work and will bring to bear his extensive experience of air pollution policy at EU, national and local levels, and both the differences and similarities between air pollution policy in different Member States. Tim would be assisted at Aether by **Katrina Young** and **Christofer Ahlgren** who, in addition to their skills in air pollution and climate change policy impact assessment, bring language skills in French, Swedish, Spanish and German.

Prof. Duncan Laxen is a Director at AQC, and would be responsible for reviewing and approving all reports before release to the client, in accordance with AQC's quality procedures. He would also provide input to the project on an ad-hoc basis as required.

Project Appreciation

The Ambient Air Quality Directive (2008/50/EC) was introduced in May 2008. It sets out limit values for a number of pollutants with dates by which they were to have been attained. However, more than six years after the Directive was transposed into national legislation across the Member States, there are widespread exceedences of the limit values across Europe, specifically with regard to particulate matter, nitrogen dioxide and ozone. A recent European Environment Agency² report estimated that the human health impacts attributable to PM_{2.5} exposure in 2012 were responsible for about 403,000 premature deaths in the EU-28, while the estimated impacts of exposure to nitrogen dioxide and ozone were around a further 88,000 premature deaths.

² Air Quality in Europe – 2015 Report. EEA Report 5/2015

Whilst these health impacts are not restricted to cities, pollution concentrations are generally higher in dense urban areas, especially for particulate matter and nitrogen dioxide, and European cities are expanding rapidly. It is estimated that about two-thirds of the EU population currently live in cities, and it is expected that this will rise to approximately 80% over the next three decades.

Over recent years, the movement towards an integrated European policy on the urban environment has continued, and in June 2016 EU Member States and the European Commission agreed on an Urban Pact for Europe. The Urban Agenda for the EU is intended to create new forms of cooperation, focusing on urban issues with a European dimension, and currently includes eight thematic partnerships, one of which is focused on air quality. The main objective of the Urban Agenda Partnership is to improve air quality in cities and to bring the 'healthy city' higher on the EU agenda. It is recognised that the identification of gaps, overlaps and contradictions regarding regulations and funding possibilities (indirectly) related to air quality, specifically in urban areas and exchange of knowledge and best practices are needed to reach the objectives of this partnership. Current participants in the Urban Agenda Partnership include The Netherlands and the Czech Republic (countries), London, Helsinki, Utrecht, Milan and Constanta (cities) and the European Commission (various DGs), Consortium Health Air Ruhr Area, Eurocities, Urbact and HEAL (experts and stakeholders).

Based on initial meetings, four specific Actions have been identified:

- **Action 1:** Modelling city-specific situations;
- **Action 2:** Mapping regulatory instruments and funding;
- **Action 3:** Recommendations of air quality best practices; and
- **Action 4:** Guidelines for city air quality action plans.

This project is intended to provide consultancy services to the GLA to assist in the delivery of Action 2.

Methodology

This section provides an overview of the methodology to be employed for this project.

Stage 1 Scoping Exercise

This initial scoping exercise is intended to provide a focused overview of the critical issues that will be subject to a more detailed analysis in Stages 2 and 3.

An initial action will be to develop a stakeholder/contacts group across European cities (in association with the Partnership), which will be used to gain information and knowledge and used to test assumptions. Other tasks will be to:

- **Identify and record the Directives and regulations that target the regulated air pollutants sources of pollution:** A review of the current and proposed Directives (e.g. NECD revision, MCP Directive) and regulations will be carried out having regard to the EUR-Lex website and other information sources (e.g. Essential Environment). Current legislation includes effects based targets, such as the Ambient Air Quality Directive, and product based regulation, such as the Euro Standard vehicle emissions regulations, Sulphur Content of Liquid Fuels Directive or the Paints Directive. In between these, there are sectoral controls, such as the Industrial Emissions Directive. All of these levels of control will be considered, alongside other EU and international legislative drivers, such as the EU renewable energy obligations or the UN Paris Accords. An important issue to be considered is the differences in interpretation of the Directives across Member States. For example, the UK uses pollution mapping to identify and report exceedences of the air quality limit values whereas other Member States rely on a higher number of monitoring sites, resulting in a very different presentation of the extent of air quality exceedences. There are also varying interpretations of concepts such as “areas of highest exposure” and “short term actions”.
- **Identify which pollutants or sources of pollution are not controlled at EU level:** Whilst the main focus is expected to be on particulate matter, nitrogen dioxide and ozone, there are a wide range of other pollutants that are currently monitored (e.g. within the EMEP network) but are not regulated; as an example, these include species of PM (anions/cations, EC/OC) and Short Term Climate Pollutants³ (black carbon and methane). There are wide range of sources that are not controlled by EU legislation, such as space heating from small CHP and boiler plant, brake and tyre wear, construction dust emissions etc.;
- **Identify (EU, national, local) legislation, policy and other measures that increase pollution (e.g. diesel taxation):** Consideration will be given in a generic manner to policy and other measures that are in conflict with improving local air quality conditions, but with reference to specific examples. The current challenges with the real-world emissions

³ The World Health Organisation has identified that reducing emissions of SLCPs can provide significant health benefits.

performance of diesel vehicles is well recognised and will be flagged. Other examples that will be explored include:

- Fiscal incentives related to climate change benefits (that have driven the increased uptake of diesel cars);
- Promotion of biomass and CHP plant in urban area (related to climate change);
- Abatement measures that increase emissions of primary NO₂;
- Unsustainable economic development – which can lead to increased car use, increased levels of construction, reduced regulatory control and failures in public infrastructure investment;
- Unsustainable local development and land-use planning/development control – increased car use and increased public exposure to pollution;
- Lack of strategic interaction between key policy areas, e.g. energy, industry, environment, transport, planning and public health.

The outcome of this task will be summarised in the form of a matrix indicating the interactions (or lack of) between the different legislation and policy areas.

- **Make a recommendation about which sources of pollution and pollutants should be prioritised for Stage 2:** The approach to this task will be to identify the key pollutants first, based on information related to public health and other environmental impacts (related to cost-effectiveness expressed as €/tonne) and legislative non-compliance with the limit values. The key sources associated with these pollutants will then be summarised, taking into account the levels of control and abatement identified from the previous tasks;
- **In addition, identify potential funding sources at EU level which can be pursued to tackle air pollution, summarising the process for applying for these and the total monetary value available:** This will be based on a desk study (internet search) and through personal contacts in the Commission.

Stage 2 Detailed Analysis

This more detailed analysis will focus on potential mechanisms that could be introduced to rectify the deficiencies identified. This will include legislation and regulation at the EU, national and regional levels, but will also address measures that have, or could be introduced or promoted at the non-regulatory level such as market mechanisms and taxation regimes.

Stage 3 Case Studies

In consultation with the GLA, and other members of the Urban Agenda Partnership as required, three cities will be identified for the Case Studies. For each, an initial review will be carried out, collating information on compliance with the limit values, and the principal emission sources and modelling outputs (available from Action 1).

In order to gather robust information, it is intended to hold face-to-face meetings with representatives in each of the three cities (including national, regional and local representatives, and other identified stakeholders). It is the Consultants' experience that such face-to-face meetings are essential in order to extract the information in a cost-effective and timely manner, and for cities outside of the UK, a two-day mission has been allowed for. Each visit will be preceded by a questionnaire which will structure the topics that are to be covered and the information that is to be requested. AQC has considerable experience in undertaking this type of questionnaire/interview (e.g. Defra review of Communication Contract; Defra review of Local Authority Action Plans; GLA review of international best practice).

Project Meetings

The importance of working closely with GLA's contract manager (and the Urban Agenda Partnership and other stakeholders) is recognised. It is proposed that an Inception Meeting be held with GLA at the start of the contract, at which both Stephen Moorcroft and Tim Williamson will attend. Further meetings will be held after submission of the Stage 1, 2 and 3 reports.

Project Plan

A high level, indicative project plan in Appendix 2, indicating the proposed activities, key dates and deliverables.

Deliverables and Timescales

The key deliverables and timescales are noted. It is noted that the Partnership is not expected to select the three cities for Case Studies until after the Stage 2 report has been submitted. It is confirmed that Stage 3 can be completed within a two month period, but this will be dependent on an early decision by the Partnership and the availability of key organisations and representatives in each of the three cities.

Conflicts of Interest

The Consultants confirm that at the time of submitting this proposal, there is no work that is being undertaken, or is intended to be undertaken, which would cause a direct or potential conflict of interest.

The Consultants confirm that they can commit to the full term of the contract, and have the resources in place to deliver all elements of the project within the stated timescales.

Budget Cap

With regard to our submitted Technical and Commercial Proposals related to the above tender invitation, we have reviewed our proposals in light of the request to meet a budget capped at £25,000. In doing so, both AQC and Aether are committed to providing high quality work and, in recognising the resource constraints imposed by the current funding environment, we have met the suggested budget caps mainly through reducing the scope of some of the activities rather than the level of expertise deployed, in order to maintain our quality standards.

Budget Cap of £25,000

The programme of work as set out in the submitted Technical Proposal would be completed with following amendments:

Stage 1 Scoping Exercise

- The differences in the interpretation of the Directives across Member States will be restricted to a high-level commentary; and
- The identification of funding sources will be primarily founded on personal contacts in the Commission.

Stage 3 Case Studies

- The number of Case Studies will be limited to two cities
- Face-to-face meetings will not be held, and information will be obtained by questionnaires, internet searches and personal contacts.

Project Meetings

- An Inception Meeting and Final Meeting will be held with the GLA with a single representative of the Project Team. All other interim meetings will be conducted by telephone or video conferencing.

Pricing Schedule Attachment

| Name | S. Moorcroft | T. Williamson | D Laxen | K Young | C Ahlgren | | |
|------------------------------|---------------------------------|----------------------|------------------|-----------------|-------------------|----------|------------|
| Project Role | Project Manager | Technical Input | Project Approval | Technical Input | Technical Input | | |
| PSF Grade | Director | Principal Consultant | Director | Consultant | Junior Consultant | | |
| Maximum Day Rate | ████████ | ████████ | ████████ | ████████ | ████████ | | |
| Proposed Discounted Day Rate | ████████ | ████████ | ████████ | ████████ | ████████ | | |
| Deliverables | Deliverable Description | Days | Days | Days | Days | Days | Days |
| 1 | Stage 1 | ████ | ████ | ████ | ████ | ████ | ████ |
| 2 | Stage 2 | ████ | ████ | ████ | ████ | ████ | 0 |
| 3 | Stage 3 | ████ | ████ | ████ | ████ | ████ | ████ |
| 4 | | | | | | | 0 |
| 5 | | | | | | | 0 |
| 6 | | | | | | | 0 |
| 7 | | | | | | | 0 |
| 8 | | | | | | | 0 |
| 9 | | | | | | | 0 |
| 10 | | | | | | | 0 |
| 11 | | | | | | | 0 |
| | | | | | | | 0 |
| | Total Days | ████ | ████ | ████ | ████ | ████ | ████ |
| | | | | | | | |
| | Maximum Fee Total (£) | ████████ | ████████ | ████████ | ████████ | ████████ | ████████ |
| | Discounted Fee Total (£) | ████████ | ████████ | ████████ | ████████ | ████████ | £24,852.00 |

All pricing is based on 8 hours per day and inclusive of travel and subsistence charges.
 No other costs will be paid without prior agreement by the GLA.

Provisional Project Plan (subject to agreement with the GLA)

| | Dec | | | | Jan | | | | Feb | | | | Mar | | | | Apr | | | | May | | | | Jun | | |
|----------------------------------|-----|----|----|----|-----|----|----|----|-----|----|----|----|-----|----|----|----|-----|---|----|----|-----|---|----|----|-----|---|---|
| | 9 | 16 | 23 | 30 | 6 | 13 | 20 | 27 | 3 | 10 | 17 | 24 | 3 | 10 | 17 | 24 | 31 | 7 | 14 | 21 | 28 | 5 | 12 | 19 | 26 | 2 | 9 |
| Project Meetings | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Inception Meeting | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Stage 1 Meeting | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Stage 2 Meeting | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Stage 3 Meeting | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Stage 1 - Scoping | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Literature review | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Identify key issues and outcomes | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Priority issues for Stage 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Identify funding issues | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Stage 2 Detailed Analysis | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Identify potential mechanisms | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Stage 3 Case Studies | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Confirm selected cities | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mobilise interview missions | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Local meetings | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Review information | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Reports | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Stage 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Stage 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Stage 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Table 5, Contract Particulars:

Contract Number:

PSF 91312 Task 22 Urban Partnership Agenda Work Package 2: Understanding the EU Legislative Framework for Air Quality

The Contract Commencement Date is: **18 January 2017**

The Service Commencement Date is: **18 January 2017**

The expected Term is: **9 June 2017 but may be extended by agreement between the Employer and the Consultant.**

In accordance with Clause 7.1 of the Short Form Conditions of Contract, the Employer's **Contract Manager** is:

Simona Webb

Principal Policy and Programme Officer – Hydrogen London
The Greater London Authority

[Redacted]
[Redacted]
[Redacted]

Telephone: [Redacted]

Work Mobile: [Redacted]

Email: [Redacted]

In accordance with Clause 7.1 of the Short Form Conditions of Contract, the Employer's **Procurement Manager** is:

Paul Stringer

Commercial Officer
Transport for London

[Redacted]
[Redacted]
[Redacted]

Telephone: [Redacted]

Email: [Redacted]

In accordance with Clause 8.5 of the short form Conditions of Contract, the Consultant's Key Persons are:

Stephen Moorcroft, Director of AQC

Duncan Laxen, Director of AQC

Tim Williamson, Principle Consultant at Aether

Katrina Young, Environmental Consultant at Aether

Christofer Ahlgren, Emissions Inventory Consultant at Aether

Contact Details

Air Quality Consultants Ltd

██
██
██

Notice period in accordance with Clause 25.4 of the Short Form Conditions of Contract (termination without cause): **10** days

Payment Period: (see Clauses 5.1 and 5.4 of Short Form Conditions of Contract)

Clause 5.1

The payment period shall be 4-weekly

Clause 5.4

Payment must be made within 30 days of receipt of invoices.

Address where invoices shall be sent:

The GLA, Accounts Payable, 14 Pier Walk, North Greenwich, London SE1 0ES

Invoice: accountspayable@tfl.gov.uk

This Agreement has been signed for and on behalf of the Employer and the Consultant the day and year written above.

Signed by
for and on behalf of
The Employer



Signature

Print name and position

Date: 17 Jan 2017.

Signed by
for and on behalf of
The Consultant



Signature

Print name and position

Date: 17 January 2017