

o [REDACTED] indicates where information has been redacted under exemptions / exceptions in the Freedom Of Information Act 2000 and / or Environmental Information Regulations 2004.

COMMERCIAL IN CONFIDENCE

Our Ref: Bravo 21876

Date: 19 March 2015

The Royal Society for the Encouragement
of Arts and Manufactures and Commerce
8 John Adam Street
London
WC2N 6EZ

FTAO Addressee

By Email to: [REDACTED]

Dear Sirs,

Award of contract for: RSA to act as the UK National Coordinator for the European Business Awards for the Environment and the UK environmental and sustainable development awards accreditation body. (Services)

Following your proposal for the supply of the Services to the Department for Environment, Food and Rural Affairs (**Customer**), we are pleased to award this contract to you.

This letter (**Award Letter**) and its schedules set out the terms of the contract between the Customer and Royal Society for the Encouragement of Arts and Manufactures and Commerce (RSA) (**Contractor**) for the provision of the Services.

Unless the context otherwise requires, capitalised expressions used in this Award Letter have the same meanings as in the terms and conditions of contract attached to this Award Letter (**Conditions**).

If there is any conflict between this Award Letter and the Conditions, this Award Letter shall prevail. Please do not attach any Contractor terms and conditions to this Agreement as they will not be accepted by the Customer and may delay the process.

For the purposes of the Agreement, the Customer and the Contractor agree as follows:

The Services shall be performed at the Contractor's premises unless otherwise agreed with the Customer.

The charges for the Services shall be as set out in Schedule 2.

The specification of the Services to be supplied is as set out in Schedule 1.

The Term shall commence on the 1st of April 2015 and the Expiry Date shall be 31st of March 2017.

The address for notices of the Parties are:

Customer

Department for Environment, Food
and Rural Affairs

Attention: [REDACTED]

Email:
[REDACTED]

Contractor

The Royal Society for the
Encouragement of Arts, Manufactures
and Commerce

Attention: [REDACTED]

Email: [REDACTED]

The following persons are Key Personnel for the purposes of the Agreement:

Name

[REDACTED]

[REDACTED]

Title

Policy Advisor, Resource Efficiency,
Defra

Contract Manager, RSA

For the purposes of the Agreement the Staff Vetting Procedures, data security requirements, equality and diversity policy and environmental policy are specify in Defra Terms and Conditions.

The IP of the Assessment Method to the RSA for the Awards Forum on a free licence for the next two years will be provided by [REDACTED] who owns the intellectual property, potentially renewable for the Forum thereafter. Should the Contractor withdraw from any agreement with the Customer within the two year period, the IP for the assessment method would be made available at no cost to the organisers of the Awards Forum.

The Customer may require the Contractor to ensure that any person employed in the provision of the Services has undertaken a Disclosure and Barring Service check. The Contractor shall ensure that no person who discloses that he/she has a conviction that is relevant to the nature of the Services, relevant to the work of the Customer, or is of a type otherwise advised by the Customer (each such conviction a "**Relevant Conviction**"), or is found by the Contractor to have a Relevant Conviction (whether as a result of a police check, a Disclosure and Barring Service check or otherwise) is employed or engaged in the provision of any part of the Services.

Payment

All invoices should be sent, quoting a valid purchase order number (PO Number), to: SSCL, Lion House, Willowburn Trading Estate, Alnwick, Northumberland, NE66 2PF. Within [10] Working Days of receipt of your countersigned copy of this letter, we will send you a unique PO Number. You must be in receipt of a valid PO Number before submitting an invoice.

To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, PO Number item number (if applicable) and the details (name and telephone number) of your customer contact (i.e. Contract Manager). Non-compliant invoices will be sent back to you, which may lead to a delay in payment. If you have a query regarding an outstanding payment please contact our Accounts Payable section either by email to ssd.enquiries@defra.gsi.gov.uk or by telephone **0845 603 7262** between 09:00-17:00 Monday to Friday.

Liaison

For general liaison your contact will continue to be [REDACTED]

We thank you for your co-operation to date, and look forward to forging a successful working relationship resulting in a smooth and successful delivery of the Services. Please confirm your acceptance of the award of this contract by signing and returning the enclosed copy of this letter to [REDACTED] at the above address **within [3]** days from the date of this letter. No other form of acknowledgement will be accepted. Please remember to quote the reference number above in any future communications relating to this contract.

Yours faithfully,

[REDACTED]

[REDACTED]

Department for Environment, Food and Rural Affairs
Consultancy and Corporate Services| Network Corporate Services|

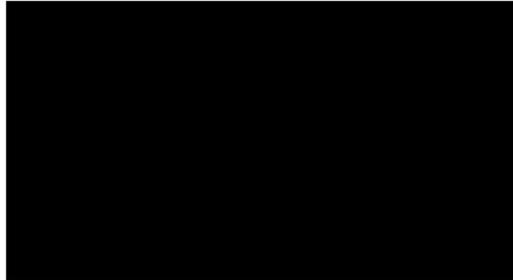
[REDACTED]

| Postal Address: Room 401, Foss House, Kings Pool, 1-2 Peasholme Green, York,
YO1 7PX

We accept the terms set out in this Award Letter and the Conditions.

SIGNED for and on behalf of The Royal Society for the Encouragement of Arts and Manufactures and Commerce

Signature:



Name (block capitals)

Position:

CHIEF OPERATING OFFICER

Date:

25 MARCH 2015.

SCHEDULE 1

SPECIFICATIONS

Definitions:

For the purposes of this document, unless the context otherwise requires, the following words and acronyms shall have the meanings given to them in the table below

TERM	MEANING
The Awards	means the European Business Awards for the Environment (EBAE)
Award Schemes	means organisations which offer their members or applicants an award for good environmental or sustainable development
EBAE	means the European Business Awards for the Environment
Feeder Schemes	means RSA accredited environment and sustainable development award schemes

1. Introduction/Background

- 1.1 The European Business Awards for the Environment (EBAE) were established by the European Commission Environment Directorate-General in 1987. They are presented every two years and aim to recognise and reward European companies that set an example by successfully bringing together innovation, economic viability and environmental concerns. The scheme consists of five awards, rewarding companies for management practices, products, processes, international business cooperation and biodiversity activities that contribute to economic and social development without detriment to the environment
- 1.2 EBAE activities take place at both national and European levels, with participation open to companies from all EU Member States and candidate countries. Companies must first succeed in their national competition before they can participate in the biennial European Business Awards for the Environment. Submission of entries is managed by national coordinating bodies.
- 1.3 Defra believes that environment awards are an important mechanism to encourage business and wider society to move in a sustainable direction and to help achieve Government sustainable development and green economy objectives. Therefore, the Climate Change Mitigation team within Defra's Climate Waste and Atmosphere

Directorate requires a contractor to manage environmental and sustainable development awards in the UK.

2. Scope

2.1 The Contractor shall be designated as the UK National Coordinator for the EBAE, and the UK environmental and sustainable development awards accreditation body. The Contractor shall carry out the functions set out below, and support the Authority in meeting its strategic sustainable consumption and production objectives.

3. Requirements

3.1 Secretariat duties

3.1.1 The Contractor shall maintain the Secretariat of the Forum for Environmental and Sustainable Development (the "Awards Forum") to support the achievement of the requirements listed in sections 3.2 and 3.3. The Contractor shall ensure that the Secretariat undertakes all the necessary tasks required for operating efficiently as detailed in section 3.5 Activities and that it continues to offer expertise to the Award Schemes seeking accreditation and reaccreditation and UK businesses that are looking to enter into an Accredited Award Scheme.

3.2 European Business Awards for the Environment

3.2.1 The Contractor shall ensure that the process for UK participation in the European Business Awards for the Environment (EBAE) is project-managed as outlined within Section 3.6 Reporting/Governance and ensure that the UK has a strong presence at the Awards.

3.2.2 The Contractor shall work closely with the Feeder Schemes that provide entrants to the EBAE in managing the EBAE process, and ensuring that events to announce the UK finalists and the outcome of UK participation in the European Awards are publicised through appropriate channels, in consultation with the Authority.

3.2.3 The Contractor shall inform all of the UK accredited Feeder Schemes, via email, details of the EBAE categories within one month of their publication by the European Commission. It shall be the responsibility of Feeder Schemes to submit to the Contractor per EBAE category, candidates they consider to be eligible for UK selection, ensuring their entries meet EBAE criteria in all respects, and meet deadlines set respectively by the Contractor and the European Commission.

3.2.4 On receipt of Feeder Scheme nominations, the Contractor shall organise an initial panel of judges from its Fellows and Awards Forum, the size of which shall depend on the number of entries received. The panel shall prepare a shortlist from these nominations. The Contractor

shall submit the short list to an Independent Chairman of a four-member final panel of judges whom the Contractor shall appoint, comprising members selected from among its Fellows including the Authority's representative.

- 3.2.5 The panel of judges shall make the final selection of UK finalists to the EBAE and submit the list to the Contractor who shall inform the Feeder Schemes concerned of the outcome within five (5) working days of making the decision. The Contractor shall provide any assistance to support Feeder Schemes and participant companies on the content and presentational aspects of their entries to ensure that they have a reasonable chance of success against competition from other EU Member States. The Contractor shall submit the list to the European Commission within their specified deadlines.
- 3.2.6 The Contractor as National Coordinator shall represent the Authority on the bi-annual EBAE Steering Committee which organises the European Awards. The Committee is comprised of the equivalent national award schemes of other EU Member States and representatives of the European Commission's Directorate-General for the Environment (DG ENV). The Contractor shall also attend the biennial EBAE Awards Ceremony.
- 3.2.7 The Contractor shall in consultation with the Awards Forum appoint a national expert to serve on the European Awards Jury who are responsible for short listing companies for the European Business Awards for the Environment out of the entries from EU Member States, and presenting the winners of the EBAE categories to the EU Commission to be announced at the EBAE awards ceremony.

3.3 **Accreditation scheme**

- 3.3.1 The Contractor shall be responsible for carrying out the activities listed in Section 3.5
- 3.3.2 The Contractor shall provide for the accreditation and re-accreditation of UK environmental and sustainable development award schemes by:
- Arranging for applications of award schemes for accreditation and re- accreditation to be assessed for eligibility
 - Periodically reviewing the accreditation criteria and existing guidance, updating this and setting higher standards of practice and performance in order to ensure that award scheme organisers continuously improve their standards of operation
 - Undertaking a programme for publicising the benefits of accreditation, and the achievements of accredited feeder schemes and winners of awards, including through the environmental awards website, so as to encourage participation by business, and take up of accreditation by non-accredited award schemes.

3.3.3 The Contractor shall ensure through the accreditation / reaccreditation process that they accredit good quality Feeder Schemes for the European Business Awards for the Environment to give businesses the confidence that the award they are entering has been independently audited and is of high quality.

3.4 **Communications**

3.4.1 The Contractor shall develop and implement a communications strategy to raise public awareness of and participation in award schemes and RSA accreditation. The strategy should be agreed with the Authority, and aim to be creative, making full use of not-paid-for channels. The key objectives of the strategy will be to:

- Increase the number and range of environmental awards that are RSA accredited;
- Increase participation of companies applying to accredited environmental awards;
- Increase participation in the European Business Awards for the Environment;
- Increase publicity surrounding companies that win UK accredited awards and European business awards.

3.4.2 The Contractor shall consult the communication team of the Authority in developing, implementing and evaluating the communications strategy against its key objectives.

3.4.3 Wherever possible, the Authority shall assist the Contractor in publicising the benefits of environmental awards. This might include identifying potential candidate schemes from among the Authority's key stakeholders and the wider public, securing their buy in concerning accreditation, and referring them to the Contractor for follow up.

3.4.4 The Authority may employ its mix of communications channels in assisting the Contractor to publicise environmental awards, in particular, the innovative achievements of UK business and environmental best practices as widely as possible, including at EU forums, where appropriate.

3.5 **Activities**

1 April 2015 - 31 March 2017 Activities: Secretariat Duties and Accreditation Duties			
Main Duties	Cost	Timetable	Deliverables
Process applications for accreditation and reaccreditation of new and existing schemes where appropriate		Ongoing	

Full Forum meeting in early Spring 2015		Spring 2015	
Three secretariat meetings during the period			3
Identification of a minimum of 10 further Awards schemes potentially eligible for accreditation		Ongoing	
Active promotion of the benefits of accreditation to these schemes, with a target of three new Accredited schemes during the period		Ongoing	4
Attending and contributing to EBAE steering group meetings			2
Award Ceremony, promotion, marketing and administration (See Note 1 below)		Ongoing	
Send out entry process, roles and responsibilities and most importantly deadlines to feeder schemes		Sept/Oct 2015	
Chasing schemes		Ongoing	
Initial review of submissions by Secretariat		Late 2015	
Managing the assessment process for 2016 EBAE entrants from UK			
Transferring/translating entries into a correct format. This involves correspondence with the feeder schemes mainly although some liaison with entrants may be necessary			
Enlisting UK first and final judges		Late 2015	
Sending out 'long list' to judges for review			
Assessment of entrants for 2016 EBAE			3
Final judging panel sits to select European submissions			
Inform feeder schemes of outcome of judging			
Shortlist of finalists submitted to EBAE			3
Event to announce finalists and encourage networking between entrants			
Administration prior to awards			
Providing support to EBAE, including judging panel, as required			
Media coverage in minimum of five relevant publications during the period			
Report back to stakeholders			
Ongoing communication with European Commission secretariat, sharing information for newsletters and EBAE website		Ongoing	
Increase Forum Membership (develop a recruitment plan in consultation with the Authority)		Ongoing	
Training and learning workshops for feeder schemes and potential entrants		Ongoing	
Provide ongoing news updates to Forum members and other interested parties		Ongoing	
Liaise with Defra Communications Department to ensure Award winners are publicised in UK media		Ongoing	

Provide Accreditation Schemes, potential awards entrants and sponsors with downloadable information on the Awards and entry criteria		Ongoing	
Publicise Accredited Awards Schemes via online services		Ongoing	

Update database of Accredited Schemes and other information for publicising to potential entrants for online and offline delivery		Ongoing	
Provide regular news updates to RSA Fellowship via the RSA Newsletter		Ongoing	
Develop articles, where appropriate, for inclusion in the RSA Journal		Ongoing	
Total Cost for period 1 April 2015 - 31 March 2016			

1 April 2016 - 31 March 2017 Activities: Secretariat Duties and Accreditation Duties

Main Duties	Cost	Timetable	Deliverables
Reaccreditation of existing schemes where appropriate			
Full Forum meeting in early Spring 2016			
Three secretariat meetings during the period			1
Identification of a minimum of 10 further Awards scheme potentially eligible for accreditation			
Active promotion of the benefits of accreditation to these schemes, with a target of three new Accredited schemes during the period			4
Organise UK presence at awards			
Support for UK finalists in EBAE awards			
Production of media briefings for UK finalists			
Attending EBAE Awards event and providing support to any UK finalists			
Attend prize giving			
Providing Defra with news items on any UK finalists for use on Defra website			
Attending EBAE steering group meetings			2
Report back to stakeholders			
Ongoing communication with European Commission secretariat, sharing information for newsletters and EBAE website		Ongoing	
Increase Forum Membership (develop a recruitment plan in consultation with the Authority)		Ongoing	
Training and learning workshops for feeder schemes and potential entrants		Ongoing	
Provide ongoing news updates to Forum members and other interested parties		Ongoing	
Liaise with Defra Communications Department to ensure Award winners are publicised in UK media		Ongoing	
Provide Accreditation Schemes, potential awards entrants and sponsors with downloadable information on the Awards and entry criteria		Ongoing	
Publicise Accredited Awards Schemes via online services		Ongoing	

Update database of Accredited Schemes and other information for publicising to potential entrants for online and offline delivery		Ongoing	
Provide regular news updates to RSA Fellowship via the RSA Newsletter		Ongoing	
Develop articles, where appropriate, for inclusion in the RSA Journal		Ongoing	
Total Cost for period 1 April 2016 - 31 March 2017			

Note 1. Award Ceremony Communications and Administration. 2015 activity will include attendance at EBAE event and publicising of UK finalists – shortlist – (and winner if appropriate). 2016 activity will include higher level of publicity in run up to the Awards; showcasing UK entrants, publicising Awards Scheme and promoting UK plc.

Deliverables

1. 3 meetings p.a.
2. Attend the biannual EBAE steering committee
3. Entries to Europe completed
4. Forum membership and number of accredited schemes increased by three in year 1 and three in year 2

3.6 Reporting/Governance

3.6.1 The Contractor shall provide quarterly progress reports, and also the minutes of the thrice-yearly meetings of the Contractor's Awards Forum Executive. The Authority however reserves the right to request additional reports and information on the outcomes of the agreed programme.

3.6.2 The Authority reserves the right to request quarterly/biannual review meetings. The Contractor shall attend these meetings at their own cost at premises defined by the Authority or via teleconference if appropriate.

3.7 Other Matters

3.7.1 The Contractor will inform the Authority in writing of any future proposal or negotiation which may result in:

- (a) control of the Contractor's affairs passing to another company;
- (b) a merger between the Contractor and another company;
- (c) a change of Managing Director or Chairman;
- (d) other changes to the organisational structure of the Contractor;
- (e) insolvency or winding up of the Contractor.



Department
for Environment
Food & Rural Affairs

SCHEDULE 2

PRICING SCHEDULE

- 1) Payments shall be subject to the Customer satisfaction with the services provided.
- 2) The following prices are exclusive of VAT

The total amount of the Contract payable by the Authority to the Contractor during the Contract Period shall not exceed the sum of £52,600.

