**Annex 2**

**Specification**

**Executive summary:**

The UK Accreditation Service (UKAS) shall deliver a programme of engagement with UK and EU Conformity Assessment Bodies (CABs) with two aims:

1. To encourage, via direct sales and marketing activity, EU CABs to either expand in or enter the UK product safety testing market and apply for accreditation to become a UK approved body, particularly for product sectors with limited testing capacity.
2. To gather evidence on the barriers faced by UK and EU CABs to either expand in or enter the UK product safety testing market (including ascertaining the share of EU CABs’ customers exporting to the UK market, both before EU exit and currently), particularly for product sectors with limited testing capacity. This will provide evidence to support the development of further policy interventions by BEIS and/or other government departments (OGD) to increase CAB capacity for the UK market.

Of the £72,000 Contract value (figure includes VAT), it is proposed UKAS dedicates approximately [redacted] to EU CAB engagement (direct sales/marketing activity and research on barriers to market entry/expansion), with the remaining [redacted] dedicated to UK CAB engagement (organising meetings between BEIS and UK CABs).

**Background:**

High-level BEIS studies completed in April and July 2021 identified insufficient CAB capacity to meet market demand to test and certify products for the UK Conformity Assessed (UKCA) mark. This lack of capacity is particularly acute in five product sectors (pyrotechnics, noise emissions, lifts, cableways, and construction products), although capacity is weaker than ideal across several other sectors. A lack of CAB capacity represents a significant obstacle to successful implementation of the UK’s new product safety regime following exit from the EU.

Increasing CAB capacity is a priority for Government, but BEIS currently has limited understanding about why the product testing market may be failing to meet market demand for UKCA certification. A dual programme of direct sales/marketing activity is therefore required under this Contract to encourage EU CABs expansion or entry into the UK market, as well as undertaking research into the barriers faced by EU CABs and facilitating research into the barriers faced by UK CABs, in expanding or entering the UK market. Further detail on the proposed work is provided below.

**Key deliverables, to be met by the Supplier:**

|  |  |
| --- | --- |
| **Deliverable** | **Deadline** |
| 1 | Raw data from EU CAB qualified responses provided to BEIS | 1 December 2021 |
| 2 | Final report with EU CAB qualified responses, with the following sub-deliverables: | 13 January 2022 |
|  | a | Annotated outline report | 1 October 2021 |
|  | b | Interim report (early cut of qualified responses) | 1 November 2021 |
|  | c | Draft final report  | 16 December 2021 |
| 3 | Monthly progress report in writing on key KPIs | 2nd Thursday of every month, starting 7 October |

**Key Performance Indicators (KPIs):**

* **UKAS contacts [redacted]% of EU (+ EEA countries + Turkey) and UK CABs**
	+ KPI 1: [redacted]
	+ KPI 2: [redacted]
* **UKAS contacts to opportunity**
	+ KPI 3: [redacted]
	+ KPI 4: [redacted]
* **UKAS opportunity to pipeline**
	+ KPI 5: [redacted]
* **UKAS pipeline to UK accreditation completion**
	+ KPI 6: UKAS commitment to follow new accreditation applications through to completion, keeping BEIS informed as part of ongoing weekly updates on accreditation pipeline following completion of contract.
* **Governance**
	+ KPI 7: [redacted]

**UKAS and BEIS responsibilities:**

BEIS responsibilities for EU CAB engagement:

* + Populate a spreadsheet with (majority of) EU CABs and the regulations they ([redacted]) and share with UKAS (all public information).
* Provide a sample frame with names for the EU CABs per regulation with whom we would like UKAS to organise qualified responses as a minimum.
	+ See annex for minimum number of regulations that need to be covered.
	+ [Redacted]
* Prepare and deliver a ‘topic guide’ specifying the information that would need to be captured in a qualified response. Participate in 5 activities in the period from September until end of November during which BEIS can assess whether EU CABs provide the information specified by BEIS.

UKAS responsibilities for EU CAB engagement:

* the Customer expects UKAS to:
	+ Lead on EU CAB engagement (contacting EU CABs using the list of EU CABs BEIS provided), organise qualified responses, GDPR: asking permission to publicly use aggregated findings, etc.).
	+ [redacted]
	+ [redacted]
	+ UKAS to liaise with European Assessment Bodies to set up webinars for their CABs presented jointly by UKAS and BEIS.
	+ Use ‘topic guide’ drafted by BEIS for organising the qualified responses from EU CABs (BEIS will ask UKAS for feedback on draft topic guide).
	+ Use reporting sheet provided by BEIS to report on qualified responses (BEIS will ask UKAS for feedback on draft reporting sheet).
	+ Invite BEIS for 5 activities in the period from September until end of November during which BEIS can assess whether EU CABs provide the information specified by BEIS.
	+ Share annotated outline of the report with qualified response findings on 1 October.
	+ Share an interim report with early look on findings on 1 November.
	+ Share raw survey result data on 1 December. The dataset should include all qualified responses and should provide cross tabs of the raw data broken down by sub-regulation. Summarise findings in a quality assured final report (including executive summary).
	+ Share draft final report on 16 December and final report with processed BEIS feedback on 13 January.

BEIS responsibilities for the UK CAB engagement:

* Provide at the start date of the contract a sample frame with names for the UK CABs per regulation with whom we would like UKAS to set up interviews (logistics).
* Leading on the interviews (prepare high-level summary of topics covered in interviews, topic guide with research questions, answer sheet, running the interviews, taking notes, and writing report).

UKAS responsibilities for UK CAB engagement:

* The Customer expects UKAS to:
	+ Lead on the logistics of the UK CAB engagement:
		- Contacting UK CABs using the list of UK CABs BEIS provided.
		- [redacted]
			* [Redacted]
		- Invite BEIS and UK CAB participants with adequate knowledge levels.
		- Share ahead of the meeting draft agenda with list of participants and high-level summary of topics covered in interview.
		- GDPR: asking permission to (publicly) use aggregated findings ahead of the meeting.

**Appendix to Specification: Number of qualified responses CABs and regulations covered**

EU CAB engagement per regulation[[1]](#footnote-2)

|  |  |  |
| --- | --- | --- |
|  | **Count of regulations covered by EU27 + EEA + Turkey NBs** | **Regulations covered in qualified responses[[2]](#footnote-3)** |
| **[redacted]** |
| Lifts (Directive 95/16/EC and 2014/33/EU) | 224 | [redacted] |
| Pyrotechnics (Directive 2013/29/EU) | 12 | [redacted] |
| Noise emission in the environment by equipment for use outdoors (Directive 2000/14/EC) | 43 | [redacted] |
| **Subtotal** | **279** | [redacted] |
| **[redacted]** |
| Cableway installations designed to carry persons (Directive 2000/9/EC) | 18 | [redacted] |
| Construction products (EU) No 305/2011 | 603 | [redacted] |
| **Subtotal** | **621** | **[redacted]** |
| **[redacted]** |
| Appliances burning gaseous fuels (Directive 2009/142/EC) | 43 | [redacted] |
| Hot-Water Boilers | 35 | [redacted] |
| Electromagnetic compatibility (Directive 2004/108/EC and Directive 2014/30/EU) | 76 | [redacted] |
| Equipment and protective systems intended for use in potentially explosive atmospheres (Directive 94/9/EC and Directive 2014/34/EU) | 73 | [redacted] |
| Measuring instruments (Directive 2004/22/EC and Directive 2014/32/EU) | 91 | [redacted] |
| Non-automatic weighing instruments (Directive 2009/23/EC and Directive 2014/31/EU) | 110 | [redacted] |
| Personal protective equipment (Directive 89/686/EEC) | 214 | [redacted] |
| Pressure equipment (Directive 97/23/EC and Directive 2014/68/EU) | 52 | [redacted] |
| Radio equipment (Directive 2014/53/EU) | 31 | [redacted] |
| Recreational craft (Directive 94/25/EC and Directive 2013/53/EU) | 72 | [redacted] |
| Simple pressure vessels (Directive 2009/105/EC and Directive 2014/29/EU) | 160 | [redacted] |
| Machinery (Directive 2006/42/EC) | 42 | [redacted] |
| Toy safety (Directive 2009/48/EC) | 43 | [redacted] |
| **Subtotal** | **1070** | **[redacted]** |
| **[redacted]** |
| Explosives for civil uses (Directive 93/15/EEC and Directive 2014/28/EU) | 10 | [redacted] |
| Marine equipment (Directive 96/98/EC and Directive 2014/90/EU) | 45 | [redacted] |
| Medical devices (Directive 2017/745/EEC) | 27 | [redacted] |
| Interoperability of the Rail System within the Community (Directive 2008/57/EC) | 55 | [redacted] |
| Transportable Pressure equipment (Directive 2010/35/EU) | 129 | [redacted] |
| **Subtotal** | **266** | **[redacted]** |
| **TOTAL regulations** | **2236** | **[redacted]** |
| **Number of qualified responses**  | **[redacted]** |

UK CAB engagement per regulation

|  |  |  |
| --- | --- | --- |
|  | **Count of regs covered by UK CABs** | **Regulations covered in interviews[[3]](#footnote-4)**  |
| **[redacted]** |
| Pyrotechnics | 0 | [redacted] |
| Noise emissions in the environment by equipment for use outdoors | 3 | [redacted] |
| Lifts | 5 | [redacted] |
| **Sub total** | **8** | **[redacted]** |
| **[redacted]** |
| Cableways | 0 | [redacted] |
| Construction products | 45 | [redacted] |
| **Sub total** | **45** | **[redacted]** |
| **[redacted]** |
| Gas appliances and related | 3 | [redacted] |
| Ecodesign (boiler efficiency regulations) | 6 | [redacted] |
| Electromagnetic compatibility | 13 | [redacted] |
| Equipment and protective systems for use in potentially explosive atmospheres | 9 | [redacted] |
| Measuring instruments | 18 | [redacted] |
| Non-automatic weighing instruments | 21 | [redacted] |
| Personal protective equipment | 9 | [redacted] |
| Pressure equipment | 16 | [redacted] |
| Radio equipment | 9 | [redacted] |
| Recreational craft | 1 | [redacted] |
| Simple pressure vessels | 6 | [redacted] |
| Machinery | 16 | [redacted] |
| Toys | 3 | [redacted] |
| **Sub total** | **133** | **[redacted]** |
| **[redacted]** |
| Explosives | 1 | [redacted] |
| Marine equipment | 8 | [redacted] |
| Medical devices | 3 | [redacted] |
| Railways  | 9 | [redacted] |
| Transportable Pressure equipment | 7 | [redacted] |
| **Sub total** | **28** | **[redacted]** |
| **TOTAL** | **214** | **[redacted]** |
| **Number of meetings needs organising**  | **[redacted]** |

**Charges**

Breakdown of Charges (including VAT)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity** | **Cost p/Day or item** | **Number of Days/items required** | **Total Cost** | **Notes** |
| [redacted] |
| **Sub-Total** | **[redacted]** |
| **Organising [redacted] meetings between UK CABs and BEIS** | **[redacted]** |
| **TOTAL** | **£72,242** |

The Parties agree that notwithstanding the total in the table immediately above, the Total Contract Value shall be £72,000, including VAT.

Payment schedule

1. The first payment will be 25% of the Total Contract Value and the Supplier may invoice for this amount following execution of the Contract.
2. The second payment will be 25% of the Total Contract Value, and the Supplier may invoice for this amount 3 months after execution of the Contract, subject to satisfactory performance and the KPIs being met (with BEIS taking into account matters agreed to be outside of UKAS’s control influencing the KPI result).
3. The third payment will be 50% of the Total Contract Value and sent to the supplier upon completion of the Contract, including all Deliverables met to a satisfactory standard and signed off by the Customer (with BEIS taking into account matters agreed to be outside of UKAS’s control influencing the KPI result).

1. European Commission (Aug 2021). [Notified Bodies Nando](https://ec.europa.eu/growth/tools-databases/nando/index.cfm?fuseaction=directive.main). [↑](#footnote-ref-2)
2. [redacted] [↑](#footnote-ref-3)
3. [redacted] [↑](#footnote-ref-4)