



Department
for Environment
Food & Rural Affairs



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10/12/2025

COMMERCIAL IN CONFIDENCE

Environmental Training Advice and Facilitation Theme:	Catchment Sensitive Farming
Call-off Contract Title:	Catchment Sensitive Farming: Delivery of Staff Training & Technical Notes
Call-off Contract Reference:	ETAFFCSFNAT003
Project Code:	████████
Contract Code:	████████

IT IS AGREED as follows:

As per the tender Request for Quotation, the delivery of CSF in the National Lot will commence on 12/12/2025. Activities and payment details are summarised below.

Table 1

Activity Type	Delivery Deadline	Funding Source	No. of Units	Unit Cost (£s exc VAT)	Total Cost (£s exc VAT)
2c Combined On-Site Walk with Workshop/Meeting Grassland & Livestock Grazing Systems	31/03/2026	GiA	1.5	████████	████████0
2c Combined On-Site Walk with Workshop/Meeting	31/03/2026	GiA	1.5	████████	████████

Dairy Farming Systems					
2e – Online events & Webinars Understanding Farm Business Management	31/03/2026	GiA	2	████████	████████
Facilitator/Guest Speaker Farm Accountant attending webinars alongside deliverer	31/03/2026	GiA	1	████████	████████
Technical Notes on Climate Change Mitigation Measures	31/03/2026	GiA	1	████████	████████
Technical Notes on Adapting to Climate Change on Farm	31/03/2026	GiA	1	████████	████████
Technical Notes on Grassland and Livestock Grazing Systems	31/03/2026	GiA	1	████████	████████
Technical Notes on Dairy Farming Systems	31/03/2026	GiA	1	████████	████████
Grand Total					£33,408.00

NB: As per the ETAFF Framework Management Manual, section 3.3.2, payment* for group events will be assessed for each event and based on the attendance achieved against agreed capacity levels stated in the RfQ. Where attendance exceeds the target capacity, 1% of total event unit cost will be paid per additional attendee up to a maximum of 10 attendees per event. *Unless stated otherwise in the RfQ.

The Service Provider shall deliver the Services in accordance with the details specified in the following documents:

1. the tender Request for Quotation dated 28/11/2025
2. the tender specification issued in support of the Request for Quotation
3. the tender submission of the Service Provider submitted to Atamis on 28/11/2025
4. the delivery milestones as set out in Annex A to this Work Order.

If there is any conflict between the documents referred to above or the terms of the Framework Agreement, the conflict shall be resolved in accordance with the following order of precedence:

1. this Work Order (including Annex A).
2. the tender specification issued by Natural England as referred to above.
3. the Framework Agreement.
4. the tender submission of the Service Provider as referred to above.

All other terms and conditions are as per the main framework contract. The final claim should be submitted by 28/04/2026 (within 6 weeks of the call-off contract delivery end date).

Upon receipt of the signed call-off contract award, a purchase order will be raised which must be quoted on all claim submission invoices. To note the terms and conditions of the main framework contract take precedence over those attached with the purchase order.

The offer comprised in the Award Letter shall be deemed to be accepted by the Contractor on receipt by the Customer of the Contractor's notification of signed acceptance Atamis within 3 working days of the date of the Contract Inception Meeting.

Yours sincerely,

[Redacted]

Signed for and on behalf of the Supplier

[Redacted]

Signed for and on behalf of the Authority

[Redacted]

Annex A: Delivery Milestones

Deadline	Activity
w/c 15/12/2025	Inception Meeting to be held and Contact Lists to be provided.
30/01/2026 or before	All draft slides for events to have been submitted to CSF National Technical Team for review. Please allow 10 working days turnaround time for comments
30/01/2026 or before	Proposed dates, locations, and venues for 'Grassland and Livestock Systems' and 'Dairy Farming Systems' hybrid workshop/farm visit events shared with Natural England.
30/01/2026 or before	Dates, locations, and venues for 'Grassland and Livestock Systems' and 'Dairy Farming Systems' hybrid workshop/farm visit events confirmed with Natural England.
02/02/2026	Delivery of Group Events and Technical Notes commence.
At least 2 weeks before hybrid workshop/farm visits & webinars	Final agenda, plan, presentation slides, technical notes (workshops only) and risk assessment (farm visits only) shared with Natural England.
1 week before hybrid workshop/farm visits & webinars	Booking list shared by Natural England with contractor.
02/03/2026	Draft technical notes shared with Natural England for review and approval.
31/03//2026	Final technical notes delivered.
31/03/2026	All hybrid workshop/farm visits, webinars and final technical notes on 'Grassland and Livestock Grazing Systems' and 'Dairy Farming Systems' delivered.
28/04/2026	Final claim submitted to Natural England (with all associated claim supporting documentation as per the FMM).

Schedule 1: PROCESSING, PERSONAL DATA AND DATA SUBJECTS

1. This Schedule shall be completed by the Authority, who may take account of the view of the Contractor, however the final decision as to the content of this Schedule shall be with the Authority at its absolute discretion.
2. The contact details of the Authority Data Protection Officer are:
DGC.GDPR@defra.gsi.gov.uk
3. The contact details of the Contractor Data Protection Officer are:
██████████
4. The Contractor shall comply with any further written instructions with respect to processing by the Authority.
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 Authority is the Controller and the Contractor is the Processor in accordance with Clause E2.1.
Subject matter of the processing	The processing is needed in order to ensure that the Processor can effectively deliver the services required by the contract to provide.
Duration of the processing	Duration of the contract
Nature and purposes of the processing	The collection, recording, organisation and storage of information for the purpose of providing advice to named individuals.
Type of Personal Data	Name, address, date of birth, NI number, telephone number, email address.
Categories of Data Subject	Members of the public in the person of farmers who will be the recipients of advice.
Data Processing descriptor	Narrative