

## Schedule 18 (Key Supplier Staff)

- 1.1 The Annex 1 to this Schedule lists the key roles (“**Key Roles**”) and names of the persons who the Supplier shall appoint to fill those Key Roles at the Start Date (“**Key Staff**”).
- 1.2 The Supplier shall ensure that the Key Staff fulfil the Key Roles at all times during the Contract Period.
- 1.3 The Buyer may identify any further roles as being Key Roles and, following agreement to the same by the Supplier, the relevant person selected to fill those Key Roles shall be included on the list of Key Staff.
- 1.4 The Supplier shall not and shall procure that any Subcontractor shall not remove or replace any Key Staff unless:
  - 1.4.1 requested to do so by the Buyer or the Buyer Approves such removal or replacement (not to be unreasonably withheld or delayed);
  - 1.4.2 the person concerned resigns, retires or dies or is on maternity or long-term sick leave; or
  - 1.4.3 the person’s employment or contractual arrangement with the Supplier or Subcontractor is terminated for material breach of contract by the employee.
- 1.5 The Supplier shall:
  - 1.5.1 notify the Buyer promptly of the absence of any Key Staff (other than for short-term sickness or holidays of two (2) weeks or less, in which case the Supplier shall ensure appropriate temporary cover for that Key Role);
  - 1.5.2 ensure that any Key Role is not vacant for any longer than ten (10) Working Days;
  - 1.5.3 give as much notice as is reasonably practicable of its intention to remove or replace any member of Key Staff and, except in the cases of death, unexpected ill health or a material breach of the Key Staff’s employment contract, this will mean at least three (3) Months’ notice;
  - 1.5.4 ensure that all arrangements for planned changes in Key Staff provide adequate periods during which incoming and outgoing staff work together to transfer responsibilities and ensure that such change does not have an adverse impact on the provision of the Deliverables; and

- 1.5.5 ensure that any replacement for a Key Role has a level of qualifications and experience appropriate to the relevant Key Role and is fully competent to carry out the tasks assigned to the Key Staff whom he or she has replaced.
- 1.6 The Buyer may require the Supplier to remove or procure that any Subcontractor shall remove any Key Staff that the Buyer considers in any respect unsatisfactory. The Buyer shall not be liable for the cost of replacing any Key Staff.

## Annex 1- Key Roles

Key Role	Key Staff	Contract Details
TSS Programme Manager	[REDACTED]	<p>Day-to-day communication with BEIS. attend meetings with BEIS</p> <p>Management and oversight of TSS and Work Package delivery</p> <p>Setup and maintain internal procedures and records</p> <p>Ensure all team members operating in line with internal/IETF quality plan</p> <p>Maintain records within relevant IETF/BEIS system and security plan</p> <p>Mobilise team members and provide work instructions to sub team</p> <p>Track and report progress of the work programme against BEIS KPIs</p> <p>Conduct collective learning sessions (internally and with BEIS)</p> <p>Coordinate wider ICF resources as required (HR, data security, Comms)</p>
Programme Director	[REDACTED]	<p>Overall senior management responsibility for leadership of work package delivery and customer satisfaction</p> <p>Review and improve quality plan established</p> <p>Deploy wider ICF resources to develop appropriate solution as required</p>
Head of Governance	[REDACTED]	Attend periodic review meetings with the BEIS SRO to provide executive

		oversight and issue resolution from ICF leadership
Quality Assurance and ad-hoc service Lead	[REDACTED]	<p>Develop and setup quality assurance plan to internal and IETF requirements (assessment, monitoring, data sharing and security, BEIS systems, training, lessons learned).</p> <p>Manage ad-hoc technical service as required by BEIS to support delivery of IETF.</p> <p>Coordinate technical experts and monitoring officers to quality plan or develop ad-hoc solutions.</p> <p>Develop ad-hoc solutions with wider ICF/SLR resources</p>
Application Assessment Team Lead	[REDACTED]	<p>Manage and oversight of application assessment process (assessment and moderation schedule, report, records, training, lessons learned)</p> <p>Conduct pre-screening and allocate assessments to the right sectoral experts, appointing Lead Assessors and coordination with BEIS assessor</p> <p>Ensure assessment records maintained to quality plan in BEIS system.</p>
Monitoring Team Lead	[REDACTED]	<p>Manage monitoring activities (pre, deliver, post) and allocation of monitoring duties to the relevant monitoring officers.</p> <p>Coordination with data analytics team to validate and present results.</p> <p>Ensure monitoring records are maintained to the quality plan and reporting back to BEIS Monitoring Officers.</p>