



Department for
International Trade

Commonwealth Enterprise & Investment Council
North Wing
Guildhall
Gresham Street
London
EC2V 7HH

Our ref: CR 1539
Date: 11th May 2022

Dear ***Redacted***

Redacted

Award of Agreement: Event Planning & Delivery Services for the Commonwealth Games 2022 Business Forum

This letter (Award Letter) and Agreement set out the terms of the Agreement between The Secretary of State for the Department for International Trade, the “Customer”, and the Commonwealth Enterprise & Investment Council (CWEIC), as the “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 the Agreement. In the event of any conflict between this Award Letter and the Agreement, this Award Letter shall prevail. Please do not attach any Contractor’s terms and conditions to this Award Letter as they will not be accepted by the Customer and may delay conclusion of the Agreement.

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

- 1) The charges for the Services shall be as set out in Appendix 2 of the Agreement
- 2) The Specification of the Services to be supplied as set out in Appendix 1 of the Agreement.
- 3) The Term shall have deemed to commence on 16 December 2021 and the Expiry Date shall be 31 October 2022
- 4) The address for notices of the Parties are:

Customer

Contractor



Department for
International Trade

Department for International Trade
Old Admiralty Building (OAB)
London
SW1A 2DY

CWEIC
North Wing, Guildhall
Gresham Street, London
EC2V 7HH

Attention: ***Redacted***

Attention: ***Redacted***

Email: ***Redacted***

Email: ***Redacted***

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

Name	Party	Role
Redacted	Customer	*Redacted*
Redacted	Customer	*Redacted*
Redacted	Contractor	CWEIC Primary Contact

- 6) 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 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.



Department for
International Trade

Payment

All invoices should be sent, quoting a valid purchase order number (PO Number), to:

Department for International Trade
c/o UK SBS, Queensway House
West Precinct
Billingham
TS23 2NF

Email : ***Redacted***

Telephone: ***Redacted***

Within ten (10) Working Days of receipt of your acceptance 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 ***Redacted*** TS23 2NF or by telephone ***Redacted*** between 08:30-17:00 Monday to Friday.

Liaison

For general liaison your contact will 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 remember to quote the reference number above in any future communications relating to this Agreement.



Department for
International Trade

Yours sincerely,

Redacted

Department for International Trade

E-mail: ***Redacted***

We accept the terms set out in this letter and Agreement



Department for
International Trade

Signed for and on behalf of the Commonwealth Enterprise and Investment Council

Name: ***Redacted***

Job Title: ***Redacted***

Signature: ***Redacted***

Date: ***Redacted***

**Signed for and on behalf of the Secretary of State for the Department for
International Trade**

Name: ***Redacted***

Job Title: ***Redacted***

Signature: ***Redacted***

Date: ***Redacted***



Department for
International Trade

Short Form Contract

Contract for Event Planning & Delivery Services for the Commonwealth Games 2022 Business Forum

Ref: CR_1539

January 2022



1. Interpretation

1.1 In these terms and conditions:

Term	Description
“Agreement”	means the contract between (i) the Customer acting as part of the Crown and (ii) the Contractor constituted by the Contractor’s acceptance of the Award Letter;
“Award Letter”	means the letter from the Customer to the Contractor printed above these terms and conditions;
“Central Government Body”	<p>means a body listed in one of the following sub-categories of the Central Government classification of the Public Sector Classification Guide, as published and amended from time to time by the Office for National Statistics:</p> <p>Government Department;</p> <p>Non-Departmental Public Body or Assembly Sponsored Public Body (advisory, executive, or tribunal);</p> <p>Non-Ministerial Department; or</p> <p>Executive Agency;</p>
“Charges”	means the charges for the Services as specified in the Award Letter;
“CGBF”	means the Commonwealth Games Business Forum 2022, the event which is the subject of the Contract
“Confidential Information”	means all information, whether written or oral (however recorded), provided by the disclosing Party to the receiving Party and which (i) is known by the receiving Party to be confidential; (ii) is marked



	as or stated to be confidential; or (iii) ought reasonably to be considered by the receiving Party to be confidential;
“Contractor”	means the person named as Contractor in the Award Letter;
“Controller”	take the meaning given in the GDPR
“Customer”	means the person identified in the letterhead of the Award Letter;
“Data Loss Event”	any event that results, or may result, in unauthorised access to Personal Data held by the Processor under this Agreement, and/or actual or potential loss and/or destruction of Personal Data in breach of this Agreement, including any Personal Data Breach;
“Data Protection Impact Assessment”	an assessment by the Controller of the impact of the envisaged processing on the protection of Personal Data;
“Data Protection Legislation”	i) the GDPR, the LED and any applicable national implementing Laws as amended from time to time (ii) the Data Protection Act (DPA) 2018 to the extent that it relates to processing of personal data and privacy; (iii) all applicable Law about the processing of personal data and privacy;
“Data Protection Officer”	take the meaning given in the GDPR;
“Data Subject”	take the meaning given in the GDPR;
“Data Subject Request”	a request made by, or on behalf of, a Data Subject in accordance with rights granted pursuant to the Data Protection Legislation to access their Personal Data;
“the Event”	refers to the CGBF as defined above
“FOIA”	means the Freedom of Information Act 2000;



“Force Majeure”	means any event outside the reasonable control of either Party affecting its performance of its obligations under this Agreement arising from acts, events, omissions, happenings or non-happenings beyond its reasonable control, including acts of God, riots, war or armed conflict, acts of terrorism, acts of government, local government or regulatory bodies, fire, flood, storm or earthquake, or disaster but excluding any industrial dispute relating to the Supplier or its Personnel or any other failure in the Supplier’s or a Sub-contractor’s supply chain;
“GDPR”	the General Data Protection Regulation (<i>Regulation (EU) 2016/679</i>);
“Information”	has the meaning given under section 84 of the FOIA;
“Joint Controllers”	where two or more Controllers jointly determine the purposes and means of processing;
“Law”	means any law, subordinate legislation within the meaning of Section 21(1) of the Interpretation Act 1978, bye-law, enforceable right within the meaning of Section 2 of the European Communities Act 1972, regulation, order, regulatory policy, mandatory guidance or code of practice, judgment of a relevant court of law, or directives or requirements with which the Processor is bound to comply;
“LED”	Law Enforcement Directive (<i>Directive (EU) 2016/680</i>);
“Party”	the Contractor or the Customer (as appropriate) and “Parties” shall mean both of them;
“Personal Data”	take the meaning given in the GDPR;
“Personal Data Breach”	take the meaning given in the GDPR;



“Processor”	take the meaning given in the GDPR;
“Processor Personnel”	means all directors, officers, employees, agents, consultants and contractors of the Processor and/or of any Sub-Processor engaged in the performance of its obligations under this Agreement;
“Protective Measures”	appropriate technical and organisational measures which may include: pseudonymising and encrypting Personal Data, ensuring confidentiality, integrity, availability and resilience of systems and services, ensuring that availability of and access to Personal Data can be restored in a timely manner after an incident, and regularly assessing and evaluating the effectiveness of the such measures adopted by it including those outlined in Appendix 3;
“Purchase Order Number”	means the Customer’s unique number relating to the order for Goods to be supplied by the Contractor to the Customer in accordance with the terms of the Agreement;
“Request for Information”	has the meaning set out in the FOIA or the Environmental Information Regulations 2004 as relevant (where the meaning set out for the term “request” shall apply);
“Services”	Means the services to be supplied by the Contractor to the Customer under the Agreement;
“Specification”	means the specification for the Services to be supplied by the Contractor to the Customer as specified in the Award Letter;
“Staff”	means all directors, officers, employees, agents, consultants and contractors of the Contractor and/or of any sub-contractor of the Contractor engaged in the performance of the Contractor’s obligations under the Agreement;



“Staff Vetting Procedures”	means vetting procedures that accord with good industry practice or, where applicable, the Customer’s procedures for the vetting of personnel as provided to the Contractor from time to time;
“Sub-processor”	any third Party appointed to process Personal Data on behalf of that Processor related to this Agreement;
“Term”	Means the period from the start date of the Agreement set out in the Award Letter to the Expiry Date as such period may be extended in accordance with clause 4.2 or terminated in accordance with the terms and conditions of the Agreement;
“VAT”	means value added tax in accordance with the provisions of the Value Added Tax Act 1994; and
“Working Day”	means a day (other than a Saturday or Sunday) on which banks are open for business in the City of London.

- 1.2 In these terms and conditions, unless the context otherwise requires:
- 1.3 references to numbered clauses are references to the relevant clause in these terms and conditions;
- 1.4 any obligation on any Party not to do or omit to do anything shall include an obligation not to allow that thing to be done or omitted to be done;
- 1.5 the headings to the clauses of these terms and conditions are for information only and do not affect the interpretation of the Agreement;
- 1.6 any reference to an enactment includes reference to that enactment as amended or replaced from time to time and to any subordinate legislation or byelaw made under that enactment; and
- 1.7 the word ‘including’ shall be understood as meaning ‘including without limitation’.



2. Basis of Agreement

- 2.1 The Award Letter constitutes an offer by the Customer to purchase the Services subject to and in accordance with the terms and conditions of the Agreement.
- 2.2 The offer comprised in the Award Letter shall be deemed to be accepted by the Contractor on receipt by the Customer of a copy of the Award Letter countersigned by the Contractor within seven (7) days of the date of the Award Letter.

3. Supply of Services

- 3.1 In consideration of the Customer's agreement to pay the Charges, the Contractor shall supply the Services to the Customer subject to and in accordance with the terms and conditions of the Agreement.
- 3.2 In supplying the Services, the Contractor shall co-operate with the Customer in all matters relating to the supply of the Services and comply with all the Customer's instructions.
- 3.3 The Contractor shall supply the Services in accordance with the Specification.
- 3.4 The Contractor shall perform the Services with all reasonable care, skill and diligence in accordance with good industry practice in the Contractor's industry, profession or trade; use Staff who are suitably skilled and experienced to perform tasks assigned to them, and in sufficient number to ensure that the Contractor's obligations are fulfilled in accordance with the Agreement; and provide all equipment, tools and vehicles and other items as are required to provide the Services.

4. Term

- 4.1 The Agreement shall take effect on the date specified in Award Letter and shall expire on the Expiry Date, unless it is otherwise extended in accordance with clause 4.2 or terminated in accordance with the terms and conditions of the Agreement.
- 4.2 The Customer may extend the Agreement for a period of up to six (6) months by giving not less than ten (10) Working Days' notice in writing to the Contractor prior to the Expiry Date. The Customer will issue the Contractor with notice of its intention



to extend the Agreement, and the Contractor and Customer will discuss and reach consensus on the particulars of such extension. The terms and conditions of the Agreement shall apply throughout any such extended period, save where amended as agreed between Customer and Contractor when agreeing the extension.

5. Charges, Payment and Recovery of Sums Due

- 5.1 The Charges for the Services shall be as set out in the Award Letter and shall be the full and exclusive remuneration of the Contractor in respect of the supply of the Services. Unless otherwise agreed in writing by the Customer, the Charges shall include every cost and expense of the Contractor directly or indirectly incurred in connection with the performance of the Services.
- 5.2 All amounts stated are exclusive of VAT which shall be charged at the prevailing rate. The Customer shall, following the receipt of a valid VAT invoice, pay to the Contractor a sum equal to the VAT chargeable in respect of the Services.
- 5.3 The Contractor shall invoice the Customer as specified in the Agreement. Each invoice shall include such supporting information required by the Customer to verify the accuracy of the invoice, including the relevant Purchase Order Number and a breakdown of the Services supplied in the invoice period.
- 5.4 In consideration of the supply of the Services by the Contractor, the Customer shall pay the Contractor the invoiced amounts no later than thirty (30) days after verifying that the invoice is valid and undisputed and includes a valid Purchase Order Number. The Customer may, without prejudice to any other rights and remedies under the Agreement, withhold or reduce payments in the event of unsatisfactory performance.
- 5.5 If the Customer fails to consider and verify an invoice in a timely fashion the invoice shall be regarded as valid and undisputed for the purpose of paragraph 5.4 after a reasonable time has passed.
- 5.6 If there is a dispute between the Parties as to the amount invoiced, the Customer shall pay the undisputed amount. The Contractor shall not suspend the supply of the Services unless the Contractor is entitled to terminate the Agreement for a failure to pay undisputed sums in accordance with clause 16.4. Any disputed amounts shall be resolved through the dispute resolution procedure detailed in clause 19.



- 5.7 If a payment of an undisputed amount is not made by the Customer by the due date, then the Customer shall pay the Contractor interest at the interest rate specified in the Late Payment of Commercial Debts (Interest) Act 1998.
- 5.8 Where the Contractor enters into a sub-contract, the Contractor shall include in that sub-contract:
- 5.9 provisions having the same effects as clauses 5.3 to 5.7 of this Agreement; and
- 5.10 a provision requiring the counterparty to that sub-contract to include in any sub-contract which it awards provisions having the same effect as 5.3 to 5.8 of this Agreement.
- 5.11 In this clause 5.8, “sub-contract” means a contract between two or more Contractors, at any stage of remoteness from the Authority in a subcontracting chain, made wholly or substantially for the purpose of performing (or contributing to the performance of) the whole or any part of this Agreement.
- 5.12 If any sum of money is recoverable from or payable by the Contractor under the Agreement (including any sum which the Contractor is liable to pay to the Customer in respect of any breach of the Agreement), that sum may be deducted unilaterally by the Customer from any sum then due, or which may come due, to the Contractor under the Agreement or under any other agreement or contract with the Customer. The Contractor shall not be entitled to assert any credit, set-off or counterclaim against the Customer in order to justify withholding payment of any such amount in whole or in part.

6. Premises and equipment

- 6.1 If necessary, the Customer shall provide the Contractor with reasonable access at reasonable times to its premises for the purpose of supplying the Services. All equipment, tools and vehicles brought onto the Customer’s premises by the Contractor or the Staff shall be at the Contractor’s risk.
- 6.2 If the Contractor supplies all or any of the Services at or from the Customer’s premises, on completion of the Services or termination or expiry of the Agreement (whichever is the earlier) the Contractor shall vacate the Customer’s premises, remove the Contractor’s plant, equipment and unused materials and all rubbish arising out of the provision of the Services and leave the Customer’s premises in a



clean, safe and tidy condition. The Contractor shall be solely responsible for making good any damage to the Customer's premises or any objects contained on the Customer's premises which is caused by the Contractor or any Staff, other than fair wear and tear.

- 6.3 If the Contractor supplies all or any of the Services at or from its premises or the premises of a third party, the Customer may, during normal business hours and on reasonable notice, inspect and examine the manner in which the relevant Services are supplied at or from the relevant premises.
- 6.4 The Customer shall be responsible for maintaining the security of its premises in accordance with its standard security requirements. While on the Customer's premises the Contractor shall, and shall procure that all Staff shall, comply with all the Customer's security requirements.
- 6.5 Where all or any of the Services are supplied from the Contractor's premises, the Contractor shall, at its own cost, comply with all security requirements specified by the Customer in writing.
- 6.6 Without prejudice, any equipment provided by the Customer for the purposes of the Agreement shall remain the property of the Customer and shall be used by the Contractor and the Staff only for the purpose of carrying out the Agreement. Such equipment shall be returned promptly to the Customer on expiry or termination of the Agreement.
- 6.7 The Contractor shall reimburse the Customer for any loss or damage to the equipment (other than deterioration resulting from normal and proper use) caused by the Contractor or any Staff. Equipment supplied by the Customer shall be deemed to be in a good condition when received by the Contractor or relevant Staff unless the Customer is notified otherwise in writing within five (5) Working Days.

7. Staff and Key Personnel

- 7.1 If the Customer reasonably believes that any of the Staff are unsuitable to undertake work in respect of the Agreement, it may, by giving written notice to the Contractor:
- a. refuse admission to the relevant person(s) to the Customer's premises;



- b. direct the Contractor to end the involvement in the provision of the Services of the relevant person(s); and/or
- c. require that the Contractor replace any person removed under this clause with another suitably qualified person and procure that any security pass issued by the Customer to the person removed is surrendered,
- d. and the Contractor shall comply with any such notice.

7.2 The Contractor shall:

- a. ensure that all Staff are vetted in accordance with the Staff Vetting Procedures;
- b. if requested, provide the Customer with a list of the names and addresses (and any other relevant information) of all persons who may require admission to the Customer's premises in connection with the Agreement; and
- c. procure that all Staff comply with any rules, regulations and requirements reasonably specified by the Customer.

7.3 Any Key Personnel shall not be released from supplying the Services without the agreement of the Customer, except by reason of long-term sickness, maternity leave, paternity leave, termination of employment or other extenuating circumstances.

7.4 Any replacements to the Key Personnel shall be subject to the prior written agreement of the Customer (not to be unreasonably withheld). Such replacements shall be of at least equal status or of equivalent experience and skills to the Key Personnel being replaced and be suitable for the responsibilities of that person in relation to the Services.

8. Assignment and sub-contracting

8.1 The Contractor shall not without the written consent of the Customer assign, sub-contract, novate or in any way dispose of the benefit and/ or the burden of the Agreement or any part of the Agreement. The Customer may, in the granting of such consent, provide for additional terms and conditions relating to such assignment, sub-contract, novation or disposal. The Contractor shall be responsible



for the acts and omissions of its sub-contractors as though those acts and omissions were its own.

- 8.2 Where the Customer has consented to the placing of sub-contracts, the Contractor shall, at the request of the Customer, send copies of each sub-contract, to the Customer as soon as is reasonably practicable.
- 8.3 The Customer may assign, novate, or otherwise dispose of its rights and obligations under the Agreement without the consent of the Contractor provided that such assignment, novation or disposal shall not increase the burden of the Contractor's obligations under the Agreement.

9. Intellectual Property Rights

- 9.1 The All intellectual property rights in any materials provided by the Customer to the Contractor for the purposes of this Agreement shall remain the property of the Customer but the Customer hereby grants the Contractor a royalty-free, non-exclusive and non-transferable licence to use such materials as required until termination or expiry of the Agreement for the sole purpose of enabling the Contractor to perform its obligations under the Agreement.
- 9.2 All intellectual property rights in any materials created or developed by the Contractor pursuant to the Agreement or arising as a result of the provision of the Services shall vest in the Contractor. If, and to the extent, that any intellectual property rights in such materials vest in the Customer by operation of law, the Customer hereby assigns to the Contractor by way of a present assignment of future rights that shall take place immediately on the coming into existence of any such intellectual property rights all its intellectual property rights in such materials (with full title guarantee and free from all third party rights).
- 9.3 The Contractor hereby grants the Customer:
- 9.4 a perpetual, royalty-free, irrevocable, non-exclusive licence (with a right to sub-license) to use all intellectual property rights in the materials created or developed pursuant to the Agreement and any intellectual property rights arising as a result of the provision of the Services; and
- 9.5 a perpetual, royalty-free, irrevocable and non-exclusive licence (with a right to sub-license) to use:



- 9.6 any intellectual property rights vested in or licensed to the Contractor on the date of the Agreement; and
- 9.7 any intellectual property rights created during the Term but which are neither created or developed pursuant to the Agreement nor arise as a result of the provision of the Services,
- 9.8 including any modifications to or derivative versions of any such intellectual property rights, which the Customer reasonably requires in order to exercise its rights and take the benefit of the Agreement including the Services provided.
- 9.9 The Contractor shall indemnify, and keep indemnified, the Customer in full against all costs, expenses, damages and losses (whether direct or indirect), including any interest, penalties, and reasonable legal and other professional fees awarded against or incurred or paid by the Customer as a result of or in connection with any claim made against the Customer for actual or alleged infringement of a third party's intellectual property arising out of, or in connection with, the supply or use of the Services, to the extent that the claim is attributable to the acts or omission of the Contractor or any Staff.

10. Governance and Records

- 10.1 The Contractor shall:
 - a. attend progress meetings with the Customer at the frequency and times specified by the Customer and shall ensure that its representatives are suitably qualified to attend such meetings; and
 - b. submit progress reports to the Customer at the times and in the format specified by the Customer.
- 10.2 The Contractor shall keep and maintain until six (6) years after the end of the Agreement, or as long a period as may be agreed between the Parties, full and accurate records of the Agreement including the Services supplied under it and all payments made by the Customer. The Contractor shall on request afford the Customer or the Customer's representatives such access to those records as may be reasonably requested by the Customer in connection with the Agreement.



11. Confidentiality, Transparency and Publicity

11.1 Subject to clause 11b, each Party shall:

- a. treat all Confidential Information it receives as confidential, safeguard it accordingly and not disclose it to any other person without the prior written permission of the disclosing Party; and
- b. not use or exploit the disclosing Party's Confidential Information in any way except for the purposes anticipated under the Agreement.

11.2 Notwithstanding clause 11.1, a Party may disclose Confidential Information which it receives from the other Party:

- a. where disclosure is required by applicable law or by a court of competent jurisdiction;
- b. to its auditors or for the purposes of regulatory requirements;
- c. on a confidential basis, to its professional advisers;
- d. to the Serious Fraud Office where the Party has reasonable grounds to believe that the other Party is involved in activity that may constitute a criminal offence under the Bribery Act 2010;
- e. where the receiving Party is the Contractor, to the Staff on a need to know basis to enable performance of the Contractor's obligations under the Agreement provided that the Contractor shall procure that any Staff to whom it discloses Confidential Information pursuant to this clause shall observe the Contractor's confidentiality obligations under the Agreement; and

11.3 where the receiving Party is the Customer:

- a. on a confidential basis to the employees, agents, consultants and contractors of the Customer;
- b. on a confidential basis to any other Central Government Body, any successor body to a Central Government Body or any company to which the Customer transfers or proposes to transfer all or any part of its business;



- c. to the extent that the Customer (acting reasonably) deems disclosure necessary or appropriate in the course of carrying out its public functions; or
- d. in accordance with clause 11.2.

and for the purposes of the foregoing, references to disclosure on a confidential basis shall mean disclosure subject to a confidentiality agreement or arrangement containing terms no less stringent than those placed on the Customer under this clause 11.

- 11.4 The Parties acknowledge that, except for any Information which is exempt from disclosure in accordance with the provisions of the FOIA, the content of the Agreement is not Confidential Information and the Contractor hereby gives its consent for the Customer to publish the Agreement in its entirety to the general public (but with any Information that is exempt from disclosure in accordance with the FOIA redacted) including any changes to the Agreement agreed from time to time. The Customer may consult with the Contractor to inform its decision regarding any redactions but shall have the final decision in its absolute discretion whether any of the content of the Agreement is exempt from disclosure in accordance with the provisions of the FOIA.
- 11.5 The Contractor shall not, and shall take reasonable steps to ensure that the Staff shall not, make any press announcement or publicise the Agreement or any part of the Agreement in any way, except with the prior written consent of the Customer.

12. Freedom of Information

- 12.1 The Contractor acknowledges that the Customer is subject to the requirements of the FOIA and the Environmental Information Regulations 2004 and shall:
 - 12.1.1 provide all necessary assistance and cooperation as reasonably requested by the Customer to enable the Customer to comply with its obligations under the FOIA and the Environmental Information Regulations 2004;
 - 12.1.2 transfer to the Customer all Requests for Information relating to the Agreement that it receives as soon as practicable and in any event within 2 Working Days of receipt;



12.1.3 provide the Customer with a copy of all Information belonging to the Customer requested in the Request for Information which is in its possession or control in the form that the Customer requires within 5 Working Days (or such other period as the Customer may reasonably specify) of the Customer's request for such Information; and

12.1.4 not respond directly to a Request for Information unless authorised in writing to do so by the Customer.

12.2 The Contractor acknowledges that the Customer may be required under the FOIA and the Environmental Information Regulations 2004 to disclose Information concerning the Contractor or the Goods (including commercially sensitive information) without consulting or obtaining consent from the Contractor. In these circumstances the Customer shall, in accordance with any relevant guidance issued under the FOIA, take reasonable steps, where appropriate, to give the Contractor advance notice, or failing that, to draw the disclosure to the Contractor's attention after any such disclosure

12.3 Notwithstanding any other provision in the Agreement, the Customer shall be responsible for determining in its absolute discretion whether any Information relating to the Contractor or the Goods is exempt from disclosure in accordance with the FOIA and/or the Environmental Information Regulations 2004.

13. Data Protection

13.1. The Parties acknowledge that for the purposes of the Data Protection Legislation, the Customer is the Controller and the Contractor is the Processor unless otherwise specified in Appendix 3. The only processing that the Processor is authorised to do is listed in Appendix 3 by the Controller and may not be determined by the Processor.

13.2 The Processor shall notify the Controller immediately if it considers that any of the Controller's instructions infringe the Data Protection Legislation.

13.3 The Processor shall provide all reasonable assistance to the Controller in the preparation of any Data Protection Impact Assessment prior to commencing any processing. Such assistance may, at the discretion of the Controller, include:

(a) a systematic description of the envisaged processing operations and the purpose of the processing;



- (b) an assessment of the necessity and proportionality of the processing operations in relation to the Services;
- (c) an assessment of the risks to the rights and freedoms of Data Subjects; and
- (d) the measures envisaged to address the risks, including safeguards, security measures and mechanisms to ensure the protection of Personal Data.

13.4 The Processor shall, in relation to any Personal Data processed in connection with its obligations under this Agreement:

(a) process that Personal Data only in accordance with Appendix 3, unless the Processor is required to do otherwise by Law. If it is so required the Processor shall promptly notify the Controller before processing the Personal Data unless prohibited by Law;

(b) ensure that it has in place Protective Measures, which are appropriate to protect against a Data Loss Event, which the Controller may reasonably reject (but failure to reject shall not amount to approval by the Controller of the adequacy of the Protective Measures), having taken account of the:

- (i) nature of the data to be protected;
- (ii) harm that might result from a Data Loss Event;
- (iii) state of technological development; and
- (iv) cost of implementing any measures;

(c) ensure that:

(i) the Processor Personnel do not process Personal Data except in accordance with this Agreement (and in particular Appendix 3;

(ii) it takes all reasonable steps to ensure the reliability and integrity of any Processor Personnel who have access to the Personal Data and ensure that they:

(A) are aware of and comply with the Processor's duties under this clause;



(B) are subject to appropriate confidentiality undertakings with the Processor or any Sub-processor;

(C) are informed of the confidential nature of the Personal Data and do not publish, disclose or divulge any of the Personal Data to any third Party unless directed in writing to do so by the Controller or as otherwise permitted by this Agreement; and

(D) have undergone adequate training in the use, care, protection and handling of Personal Data; and

(d) not transfer Personal Data outside of the EU unless the prior written consent of the Controller has been obtained and the following conditions are fulfilled:

(i) the Controller or the Processor has provided appropriate safeguards in relation to the transfer (whether in accordance with GDPR Article 46 or LED Article 37) as determined by the Controller;

(ii) the Data Subject has enforceable rights and effective legal remedies;

(iii) the Processor complies with its obligations under the Data Protection Legislation by providing an adequate level of protection to any Personal Data that is transferred (or, if it is not so bound, uses its best endeavours to assist the Controller in meeting its obligations); and

(iv) the Processor complies with any reasonable instructions notified to it in advance by the Controller with respect to the processing of the Personal Data;

(e) at the written direction of the Controller, delete or return Personal Data (and any copies of it) to the Controller on termination of the Agreement unless the Processor is required by Law to retain the Personal Data.

13.5 Subject to clause 13.6, the Processor shall notify the Controller immediately if it:

(a) receives a Data Subject Request (or purported Data Subject Request);

(b) receives a request to rectify, block or erase any Personal Data;

(c) receives any other request, complaint or communication relating to either Party's obligations under the Data Protection Legislation;



(d) receives any communication from the Information Commissioner or any other regulatory authority in connection with Personal Data processed under this Agreement;

(e) receives a request from any third Party for disclosure of Personal Data where compliance with such request is required or purported to be required by Law; or

(f) becomes aware of a Data Loss Event.

13.6 The Processor's obligation to notify under clause 13.5 shall include the provision of further information to the Controller in phases, as details become available.

13.7 Taking into account the nature of the processing, the Processor shall provide the Controller with full assistance in relation to either Party's obligations under Data Protection Legislation and any complaint, communication or request made under clause 1.5 (and insofar as possible within the timescales reasonably required by the Controller) including by promptly providing:

(a) the Controller with full details and copies of the complaint, communication or request;

(b) such assistance as is reasonably requested by the Controller to enable the Controller to comply with a Data Subject Request within the relevant timescales set out in the Data Protection Legislation;

(c) the Controller, at its request, with any Personal Data it holds in relation to a Data Subject;

(d) assistance as requested by the Controller following any Data Loss Event;

(e) assistance as requested by the Controller with respect to any request from the Information Commissioner's Office, or any consultation by the Controller with the Information Commissioner's Office.

13.8 The Processor shall maintain complete and accurate records and information to demonstrate its compliance with this clause. This requirement does not apply where the Processor employs fewer than 250 staff, unless:

(a) the Controller determines that the processing is not occasional;



(b) the Controller determines the processing includes special categories of data as referred to in Article 9(1) of the GDPR or Personal Data relating to criminal convictions and offences referred to in Article 10 of the GDPR; or

(d) the Controller determines that the processing is likely to result in a risk to the rights and freedoms of Data Subjects.

13.9 The Processor shall allow for audits of its Data Processing activity by the Controller or the Controller's designated auditor.

13.10 Each Party shall designate its own data protection officer if required by the Data Protection Legislation.

13.11 Before allowing any Sub-processor to process any Personal Data related to this Agreement, the Processor must:

(a) notify the Controller in writing of the intended Sub-processor and processing;

(b) obtain the written consent of the Controller;

(c) enter into a written agreement with the Sub-processor which give effect to the terms set out in this clause 13 such that they apply to the Sub-processor; and

(d) provide the Controller with such information regarding the Sub-processor as the Controller may reasonably require.

13.12 The Processor shall remain fully liable for all acts or omissions of any of its Sub-processors.

13.13 The Controller may, at any time on not less than 30 Working Days' notice, revise this clause by replacing it with any applicable controller to processor standard clauses or similar terms forming part of an applicable certification scheme (which shall apply when incorporated by attachment to this Agreement).

13.14 The Parties agree to take account of any guidance issued by the Information Commissioner's Office. The Controller may on not less than 30 Working Days' notice to the Processor amend this agreement to ensure that it complies with any guidance issued by the Information Commissioner's Office.

13.15 Where the Parties include two or more Joint Controllers as identified in Appendix 3 in accordance with GDPR Article 26, those Parties shall enter into a Joint Controller



Agreement based on the terms outlined in Schedule 2 in replacement of Clauses 13.1-13.14 for the Personal Data under Joint Control.

14. Liability

- 14.1 Neither party shall be responsible for any injury, loss, damage, cost or expense suffered by the other party if and to the extent that it is caused by the negligence or wilful misconduct of such party or by breach by such party of its obligations under the Agreement.
- 14.2 Subject always to clauses 14.3 and 14.4:
- 14.2.1 the aggregate liability of the Contractor in respect of all defaults, claims, losses or damages howsoever caused, whether arising from breach of the Agreement, the supply or failure to supply of the Services, misrepresentation (whether tortious or statutory), tort (including negligence), breach of statutory duty or otherwise shall in no event exceed a sum equal to 125% of the Charges paid or payable to the Contractor; and
- 14.2.2 the aggregate liability of the Contractor in respect of all defaults, claims, losses or damages howsoever caused, whether arising from breach of the Agreement, the supply or failure to supply of the Services, misrepresentation (whether tortious or statutory), tort (including negligence), breach of statutory duty or otherwise shall in no event exceed a sum equal to the Charges paid or payable to the Contractor; and except in the case of claims arising against the Contractor under clauses 9.4 and 18.3, in no event shall either party be liable to the other for any indirect, special or consequential loss or damage.
- 14.3 Nothing in the Agreement shall be construed to limit or exclude either Party's liability for:
- 14.3.1 death or personal injury caused by its negligence or that of its Staff;
- 14.3.2 fraud or fraudulent misrepresentation by it or that of its Staff; or
- 14.3.3 any other matter which, by law, may not be excluded or limited.
- 14.4 The Contractor's liability under the indemnity in clause 9.9 shall be unlimited



15. Force Majeure

The Neither Party shall have any liability under or be deemed to be in breach of the Agreement for any delays or failures in performance of the Agreement which result from circumstances beyond the reasonable control of the Party affected. Each Party shall promptly notify the other Party in writing when such circumstances cause a delay or failure in performance and when they cease to do so. If such circumstances continue for a continuous period of more than two months, either Party may terminate the Agreement by written notice to the other Party.

The Customer shall not accept that EU exit is either a force majeure event or a frustration event, as the likely consequences of this process have been widely aired in public for some time, all suppliers have had ample time to plan for continuation of service and performance of contracts will still be possible in most cases.

16. Termination

- 16.1 The Customer may terminate the Agreement at any time by notice in writing to the Contractor to take effect on any date falling at least 1 month (or, if the Agreement is less than three (3) months in duration, at least ten (10) Working Days) later than the date of service of the relevant notice.
- 16.2 Without prejudice to any other right or remedy it might have, the Customer may terminate the Agreement by written notice to the Contractor with immediate effect if the Contractor:
- 16.2.1 (without prejudice to clause 16.2.5), is in material breach of any obligation under the Agreement which is not capable of remedy;
 - 16.2.2 repeatedly breaches any of the terms and conditions of the Agreement in such a manner as to reasonably justify the opinion that its conduct is inconsistent with it having the intention or ability to give effect to the terms and conditions of the Agreement;
 - 16.2.3 is in material breach of any obligation which is capable of remedy, and that breach is not remedied within 30 days of the Contractor receiving notice specifying the breach and requiring it to be remedied;



16.2.4 undergoes a change of control within the meaning of section 416 of the Income and Corporation Taxes Act 1988;

16.2.5 breaches any of the provisions of clauses 7.2, 11, 12, 13 and 17;

16.2.6 becomes insolvent, or if an order is made or a resolution is passed for the winding up of the Contractor (other than voluntarily for the purpose of solvent amalgamation or reconstruction), or if an administrator or administrative receiver is appointed in respect of the whole or any part of the Contractor's assets or business, or if the Contractor makes any composition with its creditors or takes or suffers any similar or analogous action (to any of the actions detailed in this clause 16.2.6) in consequence of debt in any jurisdiction; or

16.2.7 fails to comply with legal obligations in the fields of environmental, social or labour law.

16.3 The Contractor shall notify the Customer as soon as practicable of any change of control as referred to in clause 16.2.4 or any potential such change of control.

16.4 The Contractor may terminate the Agreement by written notice to the Customer if the Customer has not paid any undisputed amounts within 90 days of them falling due.

16.5 Termination or expiry of the Agreement shall be without prejudice to the rights of either Party accrued prior to termination or expiry and shall not affect the continuing rights of the Parties under this clause and clauses 2, 3.2, 6.1, 6.2, 6.6, 6.7, 7, 9, 10.2, 11, 12, 13, 14, 16.6, 17.4, 18.3, 19 and 20.7 or any other provision of the Agreement that either expressly or by implication has effect after termination.

16.6 Upon termination or expiry of the Agreement, the Contractor shall:

16.6.1 give all reasonable assistance to the Customer and any incoming Contractor of the Services; and

16.6.2 return all requested documents, information and data to the Customer as soon as reasonably practicable.



17. Compliance

17.1 The Contractor shall promptly notify the Customer of any health and safety hazards which may arise in connection with the performance of its obligations under the Agreement. The Customer shall promptly notify the Contractor of any health and safety hazards which may exist or arise at the Customer's premises and which may affect the Contractor in the performance of its obligations under the Agreement.

17.2 The Contractor shall:

17.2.1 comply with all the Customer's health and safety measures while on the Customer's premises; and

17.2.2 notify the Customer immediately in the event of any incident occurring in the performance of its obligations under the Agreement on the Customer's premises where that incident causes any personal injury or damage to property which could give rise to personal injury.

17.3 The Contractor shall:

17.3.1 perform its obligations under the Agreement in accordance with all applicable equality Law and the Customer's equality and diversity policy as provided to the Contractor from time to time; and

17.3.2 take all reasonable steps to secure the observance of clause 17.3.1 by all Staff.

17.4 The Contractor shall supply the Services in accordance with the Customer's environmental policy as provided to the Contractor from time to time.

17.5 The Contractor shall comply with, and shall ensure that its Staff shall comply with, the provisions of:

17.6 the Official Secrets Acts 1911 to 1989; and

17.7 section 182 of the Finance Act 1989



18. Prevention of Fraud and Corruption

- 18.1 The Contractor shall not offer, give, or agree to give anything, to any person an inducement or reward for doing, refraining from doing, or for having done or refrained from doing, any act in relation to the obtaining or execution of the Agreement or for showing or refraining from showing favour or disfavour to any person in relation to the Agreement.
- 18.2 The Contractor shall take all reasonable steps, in accordance with good industry practice, to prevent fraud by the Staff and the Contractor (including its shareholders, members and directors) in connection with the Agreement and shall notify the Customer immediately if it has reason to suspect that any fraud has occurred or is occurring or is likely to occur.
- 18.3 If the Contractor or the Staff engages in conduct prohibited by clause 18.1 or commits fraud in relation to the Agreement or any other contract with the Crown (including the Customer) the Customer may:
- 18.3.1 terminate the Agreement and recover from the Contractor the amount of any loss suffered by the Customer resulting from the termination, including the cost reasonably incurred by the Customer of making other arrangements for the supply of the Services and any additional expenditure incurred by the Customer throughout the remainder of the Agreement; or
 - 18.3.2 recover in full from the Contractor any other loss sustained by the Customer in consequence of any breach of this clause.



19. Dispute Resolution

- 19.1 The Parties shall attempt in good faith to negotiate a settlement to any dispute between them arising out of or in connection with the Agreement and such efforts shall involve the escalation of the dispute to an appropriately senior representative of each Party.
- 19.2 If the dispute cannot be resolved by the Parties within one month of being escalated as referred to in clause 19.1, the dispute may by agreement between the Parties be referred to a neutral adviser or mediator (the “Mediator”) chosen by agreement between the Parties. All negotiations connected with the dispute shall be conducted in confidence and without prejudice to the rights of the Parties in any further proceedings.
- 19.3 If the Parties fail to appoint a Mediator within one month, or fail to enter into a written agreement resolving the dispute within one month of the Mediator being appointed, either Party may exercise any remedy it has under applicable law.

20. General

- 20.1 Each of the Parties represents and warrants to the other that it has full capacity and authority, and all necessary consents, licences and permissions to enter into and perform its obligations under the Agreement, and that the Agreement is executed by its duly authorised representative.
- 20.2 A person who is not a party to the Agreement shall have no right to enforce any of its provisions which, expressly or by implication, confer a benefit on him, without the prior written agreement of the Parties.
- 20.3 The Agreement cannot be varied except in writing signed by a duly authorised representative of both the Parties.
- 20.4 The Agreement contains the whole agreement between the Parties and supersedes and replaces any prior written or oral agreements, representations or understandings between them. The Parties confirm that they have not entered into the Agreement on the basis of any representation that is not expressly incorporated into the Agreement. Nothing in this clause shall exclude liability for fraud or fraudulent misrepresentation.



- 20.5 Any waiver or relaxation either partly, or wholly of any of the terms and conditions of the Agreement shall be valid only if it is communicated to the other Party in writing and expressly stated to be a waiver. A waiver of any right or remedy arising from a breach of contract shall not constitute a waiver of any right or remedy arising from any other breach of the Agreement.
- 20.6 The Agreement shall not constitute or imply any partnership, joint venture, agency, fiduciary relationship or other relationship between the Parties other than the contractual relationship expressly provided for in the Agreement. Neither Party shall have, nor represent that it has, any authority to make any commitments on the other Party's behalf.
- 20.7 Except as otherwise expressly provided by the Agreement, all remedies available to either Party for breach of the Agreement (whether under the Agreement, statute or common law) are cumulative and may be exercised concurrently or separately, and the exercise of one remedy shall not be deemed an election of such remedy to the exclusion of other remedies.
- 20.8 If any provision of the Agreement is prohibited by law or judged by a court to be unlawful, void or unenforceable, the provision shall, to the extent required, be severed from the Agreement and rendered ineffective as far as possible without modifying the remaining provisions of the Agreement, and shall not in any way affect any other circumstances of or the validity or enforcement of the Agreement.

21. Notices

- 21.1 Any notice to be given under the Agreement shall be in writing and may be served by personal delivery, first class recorded or, subject to clause 21.3, e-mail to the address of the relevant Party set out in the Award Letter, or such other address as that Party may from time to time notify to the other Party in accordance with this clause.
- 21.2 Notices served as above shall be deemed served on the Working Day of delivery provided delivery is before 5.00pm on a Working Day. Otherwise delivery shall be deemed to occur on the next Working Day. An email shall be deemed delivered when sent unless an error message is received.
- 21.3 Notices under clauses 15 **Error! Reference source not found.** (Force Majeure) and 16 (Termination) may be served by email only if the original notice is then sent to the



recipient by personal delivery or recorded delivery in the manner set out in clause 21.1.

22. Governing Law and Jurisdiction

The validity, construction and performance of the Agreement, and all contractual and non contractual matters arising out of it, shall be governed by English law and shall be subject to the exclusive jurisdiction of the English courts to which the Parties submit.



Appendix 1: Specification of Requirement

1. About the Department for International Trade

- 1.1 The Department for International Trade (DIT) (the “Customer”) was created in July 2016 and is responsible for promoting British trade across the world and ensuring the UK takes advantage of the huge opportunities open to the UK.
- 1.2 The Customer’s responsibilities include those of the former UK Trade & Investment in helping UK based companies succeed in the global economy. The Department also helps overseas companies bring their high quality investment to the UK’s dynamic economy which is acknowledged as Europe’s best place from which to succeed in global business.
- 1.3 The Department offers expertise and contacts through its extensive network in the UK and diplomatic offices around the world. The organisation provides companies with the tools they require to be competitive on the world stage.

2. Background to the Requirement

- 2.1 Working with a group of delivery partners (West Midlands Growth Company (WMGC), Visit Britain (VB) and the Department for Culture, Media and Sport (DCMS), the Customer has part-responsibility for the delivery of the Business and Tourism Programme (BATP) under the Commonwealth Games 2022 (CWG22).
- 2.2 The BATP is focused on a series of activities based around and happening simultaneously to the CWG22 themselves that look to promote UK tourism, trade and investment interests.
- 2.3 As part of the BATP, DIT is tasked with the delivery of a Business Forum on the Opening Night of the CWG22, known as the Commonwealth Games Business Forum (CGBF). This will be akin to similar activity undertaken at previous Commonwealth events, such as the Commonwealth Games in 2014, and the Commonwealth Heads of Government Meetings (CHOGM).
- 2.4 The CGBF 2022 will be held on the day of the Opening Ceremony of the Games, taking advantage of both the media’s attention at that time, and potential presence of visiting Heads of Governments, Ministers and Senior Business Leaders.



- 2.5. The venue for the event will be split between the primary UK House venue (The Exchange on Centenary Square) and the International Convention Centre (ICC) in Birmingham.

3. The Requirement

- 3.1 The Contractor will work with the Customer and the Customer's Event's Agency, Bray Leino Events (BLE) to plan and co-design, as well as manage the delivery of certain aspects of the CGBF 2022. BLE have ultimate responsibility for delivery of the entire CGBF, and the Contractor will defer to BLE and the Customer on all decisions.
- 3.2. The CGBF 2022 will be a single overarching event, with series of plenary sessions on key thematic topics at the ICC, and a Reception held at the UK House in the evening for guests to watch the Opening Ceremony.
- 3.3. The Contractor must ensure that plenary sessions it designs provide opportunities for senior UK and regional politicians to address the Forum alongside visiting Commonwealth Government Leaders
- 3.4. The Contractor must ensure that plenary sessions it designs are supported by Breakout and Roundtable sessions that are sector specific or have more niche topics.
- 3.5. The Contractor must work with the Customer and BLE to develop the programme (including themes, sectors and topics) and must obtain the written approval of the Customer to proceed with any element of the CGBF 2022, and align it to BLE's delivery.
- 3.6. The Contractor must work with BLE for the delivery of the logistical delivery of the event, as well as the delivery of any elements within the UK House venue, for which Bray Leino Events is contracted by the Customer to deliver.
- 3.7. The Contractor must support the Customer and BLE to design the profile and scale of the event to attract participation of visiting Heads of Government (HoG) who may attend the Opening Ceremony of the Commonwealth Games.
- 3.8. The Contractor, working with BLE, must coordinate with visiting HoGs and delegations to develop sector sessions, dedicated investment sessions and one-to-one meeting programmes to enhance their participation in the event.



- 3.9. The Contractor, working with the Customer and BLE, must ensure the CGBF's audience is between 300-500 delegates, with a 50:50 split between UK and Commonwealth Business Leaders. The Contractor will have responsibility to recruit circa. 150 delegates.
- 3.10. The Contractor must ensure there is a strong focus on ensuring local and regional participation.
- 3.11. The Contractor must ensure significant participation of Small-to-Medium Enterprises (SMEs).
- 3.12. The Contractor will work with BLE to design the CGBF to have a one-to-one networking system with a dedicated networking space. The Contractor will work to identify exciting, innovative and eclectic products, services and stories to display in this space.
- 3.13. Where possible, the Contractor will work with delegates and visiting delegations to profile their participation and pre-arrange business meetings.
- 3.14. The Contractor will develop a Networking Directory of visiting delegates, that will form a browsable, searchable index of participating businesses.
- 3.15. The Networking Directory as mentioned in 3.14 will be available pre, during and post the CGBF.
- 3.16. Appendix 4 to this Contract fully details the Contractor's Proposal. The Contractor will work to support the delivery of the CGBF according to this Specification in Appendix 1 (which takes precedence), and then the Contractor's Proposal in Appendix 4 where not specified.
- 3.17. The Contractor will seek written agreement from the Customer before implementing any planned services, ensuring that it aligns with BLE's delivery plans, and the Contractor must obtain written approval for the final agreed plan for the CGBF no less by the deadline agreed with the Customer's Representative.
- 3.18. Should any aspect of the Services require changing during the Contract Term, the Contractor will discuss and obtain written approval from the Customer. Where such a change materially alters the Contract, or results in an amendment to the pricing in Appendix 2 of this Contract, the Customer and Contractor will agree the change via the Contract Change Note (CCN) template in Appendix 5 of this Contract.



- 3.19. In reference to 3.18, only when the CCN is signed by both Parties shall the change be implemented. Signed CCNs shall form part of and be incorporated into the Contract upon signature by both Parties.
- 3.20 The Contractor may have the words “Commonwealth Enterprise and Investment Council” and/or “CWEIC” at the Business Forum (CGBF) in order to show the Contractor’s involvement. No logo or branding has been guaranteed, however the Authority is actively exploring further options with its business partners the other delivery partners (as mentioned in 2.1). If further branding rights can be obtained this will be agreed via a Contract Change Notice (as per the template in Appendix 5).

4. Roles & Responsibilities

- 4.1. The Contractor will be responsible for supporting BLE and the Customer in:
- 4.1.1. Co-authoring the programme for the CGBF with BLE, liaising with DIT and other BATP partners;
 - 4.1.2. Supporting the development of an agenda that serves the interest of the Host City, Region and Country will ensuring the deliver of an event that represents the true diversity of the Commonwealth;
 - 4.1.3. Ensuring the programme represents the priorities of DIT and the BATP;
 - 4.1.4. The design and development of sessions that highlight the core strengths of Birmingham and the Region, engaging international businesses in doing so;
 - 4.1.5. Inviting, confirming, profiling and briefing speakers and panellists, and managing their participation on the day of the CGBF. DIT will not be liable for any costs of speakers or panellists attending the event (e.g. their travel, accommodation and subsistence);
 - 4.1.6. Coordinating and engaging with relevant UK authorities, with visiting HoGs or Ministers, and facilitating their involvement in any proposed programme, as well as providing the required briefings;
 - 4.1.7. Inviting and confirming 150 international, Board-level, Commonwealth delegates to the CGBF as well as space for potentially 100+ CWEIC Strategic Partners. DIT will not be liable for any costs of delegates attending the event (e.g. their travel, accommodation and subsistence);



- 4.1.8. Produce, in conjunction with DIT and other BATP Partners, a matrix that identifies the types of companies that should be invited to the CGBF;
- 4.1.9. Lead, in coordination with DIT and other Partners, on one-to-one networking, developing the networking directory, profiling and pre-arranging meetings to ensure best impact of the CGBF for participants;
- 4.1.10. Lead on the deployment of the networking space;
- 4.1.11. Provide DIT with specifications, briefing and documentation as well as in-person consultation as needed across all operations and logistics, including where necessary, contributing to procurement of required services;
- 4.1.12. Provide appropriate staffing (as per Contractor's Proposal in Appendix 4) on the day to manage speakers, the programme and to deliver the networking experience;
- 4.1.13. Support DIT with any required security accreditation of participants;
- 4.1.14. Develop a media plan for the CGBF;
- 4.1.15. Coordinate with media teams on the day;
- 4.1.16. Collecting feedback from participants on the Event on the achievement of their aims of attending the CGBF;
- 4.1.17. Ensuring alignment with any sponsorship requirements by engaging the Customer's Global Sponsorship Team (GST) and ensuring any sponsor rights are incorporated into plans; and
- 4.1.18. Attend Contract Management Meetings and any required check-ins with the Customer, as is required by the Customer.

4.2. The Customer will be responsible for:

- 4.2.1. Supporting the Contractor and providing timely review and approval of any proposed programme, agenda and plans;
- 4.2.2. Confirming the participation of UK and Regional government leaders to address the CGBF, including but not limited to the UK Prime Minister and the Mayor of the West Midlands;
- 4.2.3. Recruiting UK-based audience members (along with other BATP Partners);
- 4.2.4. Procuring the venue, catering, event production and logistics;
- 4.2.5. Provide direction on matters pertaining to security;
- 4.2.6. Undertake all activity pertaining to Sponsorship (via the DIT GS Team), and inform the Contractor of any agreement and thus sponsor rights that must be incorporated into the delivery of the CGBF; and



- 4.2.7. Attend Contract Management Meetings and schedule check-ins as required with the Contractor.



5. Key Performance Framework

5.1. This Performance Management Framework (PMF) will be used to monitor and measure all aspects of the Contractor's performance of contract responsibilities. Its' purpose is to set out the obligations on the Contractor, and to outline how the Contractor's performance will be evaluated and to detail the sanctions for performance failure. The following Key Performance Indicators (KPIs) will apply to this Contract:

No	Description	Measure	Targets	Failure threshold
1	CGBF Programme & Agenda	The Contractor has supported BLE in producing a programme and agenda for the CGBF, and obtained Customer approval by the timescale stated in clause 3.17 of Appendix 1 of this Contract	100% delivered on time	Less than 100%
2	Target Audience	The Contractor has secured the required number (150) of audience members as stated in clause 3.9 of Appendix 1 of this Contract	150	Less than 150
3	CGBF Feedback Form – Completion	The Contractor has circulated and received completed feedback forms from CGBF participants	70% of participants have completed a feedback form	Less than 50% of participants have completed feedback forms
4	CGBF Feedback Form - Satisfaction	Participants that completed the feedback form stated that their primary aim/expectation of attending the CGBF has been fully met or exceeded	100% of participants that completed feedback said this	Less than 70% of participants that completed feedback said this



- 5.2. The Contractor will report on KPI 1 following approval of the Programme and Agenda by the Customer. The Contractor will report on KPIs 2, 3 and 4 following the conclusion of the CGBF event.
- 5.3. Where the Contractor falls below the failure threshold on any single KPI the Contractor will reduce the total contract price (as per Appendix 2) by 5%.
- 5.4. In respect of more than one KPI falling below the failure threshold, total reductions on contract price will be capped at 10%.

6. Governance and Contract Management

- 6.1 The Contractor and Customer will meet weekly. The Contractor will provide updates to the DIT Specialist Event Delivery Team at these weekly meetings and whenever is necessary and on request. The DIT Contract Manager will be copied into any written updates provided.
- 6.2. The Contractor will attend monthly contract management meetings with the DIT Head of Specialist Event Delivery, their team, and the DIT Contract Manager. The Contractor shall prepare and circulate an update on progress against the deliverables five (5) working days before the monthly contract management meetings. These reports will also detail progress against the PMF (where applicable at that stage).
- 6.3 Meetings may be held virtually, or at a location chosen by the Customer at the discretion of the DIT.
- 6.4 The Contractor shall be responsible for any travel and subsistence costs incurred as a result of attendance at any Review or ad-hoc meeting.



Appendix 2 – Payment Profile & Cost Breakdown

Payments will be made on a staged basis as indicated in Table 1 below in this Appendix 2. When a payment is due, payment shall only be made upon continued satisfactory performance of the service and by agreement of the DIT Head of Specialist Event Delivery and the DIT Contract Manager. The Contractor will not be able to apply any additional charges such as administrative or travel and subsistence charges (outside of the Travel & Subsistence Line included in Table 1 for attendance and accommodation during the CBGF).

The total contract value is £99,925 (excluding VAT). The payment stages (Payment Profile) are as per Table 1 and broken down in Table 2 in this Appendix 2.

Table 1- Payment Profile

Requirement	Total Charges (£) (exclusive of VAT)
Stage 1 *Redacted* of overall costs to be paid upfront to the Contractor to facilitate the planning and delivery of the Programme & Agenda Due: As soon as possible following contract signature and Purchase Order (PO) issue.	*Redacted*
Stage 2 *Redacted* of overall costs to be paid following formal Customer approval of the proposed Delivery Plan, Programme, and Agenda Due: Upon confirmation from Customer this has been completed.	*Redacted*
Stage 3 *Redacted* of total costs to be made one (1) calendar month after the conclusion of the CGBF and confirmation of satisfaction from the Customer.	*Redacted*



<p>The Contractor will provide receipts and invoices as evidence of expenditure of the Travel and Accommodation in Birmingham budget line in this staged payment. If the Contractor cannot evidence expenditure of these costs, then the Contractor will revise the Stage 3 payment figure downwards accordingly up to a maximum of £5,000</p> <p>Due: 31st August 2022, no more than one (1) calendar month after the conclusion of the Event to the satisfaction of the Customer.</p>	
<p>Stage 4</p> <p>Final payment of remaining *Redacted* of total costs upon confirmation of the report against all KPIs and satisfaction of the Customer.</p> <p>Should a single KPI have fallen below the failure threshold, the invoice for this stage will be reduced by 5% (as per clause 5.4 of Appendix 1). Should more than one (1) KPI fall below the failure threshold, the Contractor will not invoice for this final stage and the total contract price will be reduced by £9,992.50 and no further payments will be made.</p> <p>Due: 30th September 2022</p>	<p>*Redacted*</p>
Total (exclusive of VAT):	£99,925.00

[Table 2 – Cost Breakdown:](#)

Redacted*



Appendix 3 – Schedule of Processing, Personal Data and Data Subjects

This Appendix 3 shall be completed by the Controller, who may take account of the view of the Processors, however the final decision as to the content of this Appendix 3 shall be with the Controller at its absolute discretion.

- 1.The contact details of the Controller's Data Protection Officer are: **Data Protection Officer**, data.protection@trade.gov.uk
- 2.The contact details of the Processor's Data Protection Officer are: ***Redacted***
- 3.The Processor shall comply with any further written instructions with respect to processing by the Controller.
- 4.Any such further instructions shall be incorporated into this Appendix 3.

Description	Details
Identity of the Controller and Processor	The Parties acknowledge that for the purposes of the Data Protection Legislation, the Customer is the Controller and the Contractor is the Processor in accordance with the definition in Clause 1.1.
Subject matter of the processing	CWEIC will process general personal data to deliver the CGBF, this is required to engage and brief the participants. Permission will be sought to share contacts with 3 rd parties before doing so.
Duration of the processing	For the Contract duration.
Nature and purposes of the processing	Personal data will be collected to allow the participation in the event.



	<p>Personal data will be stored to allow the delivery of the event, and to allow for follow up following the event.</p> <p>Personal data will be shared with delivery partners, only with the express permission of the individual.</p>
Type of Personal Data being Processed	<p>Name Job Title Organisation Email</p>
Categories of Data Subject	<p>Event delegates, speakers, attendees.</p>
<p>Plan for return and destruction of the data once the processing is complete</p> <p>UNLESS requirement under union or member state law to preserve that type of data</p>	<p>Data will be anonymised and retained 1 year after completion of the event.</p>



Appendix 4 – Contractor’s Proposal

Annex A to Appendix 4 contains the Contractor’s proposal and is attached to the Contract:

Redacted



Appendix 5 – Contract Change Note (CCN)

The following template shall be used to document and agree any required change to the Contract as defined in clauses 3.18 and 3.19 in Appendix 1 of this Contract.

Contract Change Note (“CCN”)

CCN Number	[00x]
Contract Reference Number & Title	CR_1539 – Provision of Event Planning & Delivery Services for the CWG22 Business Forum
Variation Title	[Insert variation title]
Number of Pages	[x]

WHEREAS the Contractor, The Commonwealth Enterprise and Investment Council, and the Customer, The Secretary of State for the Department for International Trade, entered into a Contract for the Provision of Event Planning & Delivery Services for the CWG22 Business Forum, dated 28 January 2022 (the "Original Contract") and now wish to amend the Original Contract.

IT IS AGREED as follows

1. The Original Contract shall be amended as set out in this Change Control Notice (CCN):

Change Requestor / Originator	State the name of the Requestor	
Summary of Change	Provide details of the Change required	
Reason for Change	Provide reason(s) for the Change required (this should be detailed)	
Revised Contract Price	Original Contract Value	£insert original value
	Previous Contract Changes	£insert any previous change value(s) (if more than one, include all the CCN's values)
	Contract Change Note 00x	£add total value of this change
	New Contract Value	£xx add new total



Department for
International Trade

Revised Payment Schedule	Update as appropriate
Revised Specification (See Appendix 1 for Details)	Update as appropriate
Revised Contract Period (if applicable)	Update as appropriate
Change in Contract Representative(s)	Update as appropriate
Other Changes	Update as appropriate

2. Save as amended all other terms of the Original Contract shall remain effective.
3. This CCN takes effect from the date on which both Parties sign for acceptance of its terms.

Parties:

Contractor: The Commonwealth Enterprise & Investment Council

Signed by:

Title:

Date;

Signature:

Customer: The Secretary of State for the Department for International Trade

Signed by:

Title:

Date:

Signature: