



Department
for Environment
Food & Rural Affairs

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Appendix 2 – Call-Off Procedure

for The Research, Development and Evidence Framework 1

Tender Reference C17096

Contract Reference C20555

RDE303 - Equine anthelmintics: a qualitative investigation into attitudes, beliefs, and practices on the use of equine anthelmintics in the United Kingdom.

August 2023

Research, Development and Evidence Framework				
REQUEST FOR PROPOSAL				
Project title:		Equine anthelmintics: a qualitative investigation into attitudes, beliefs, and practices on the use of equine anthelmintics in the United Kingdom.		
Call off Reference:		C17096		
Atamis project ref (if applicable):		C17096		
Cost Centre Code (for admin purposes only)		10030001 (VMD)		
Date:		13/06/23		
Contracting Authority (Defra and its arms-length bodies etc)	Veterinary Medicines Directorate Woodham Lane New Haw Addlestone Surrey KT15 3LS United Kingdom			
Project Manager:	To be completed at contract award stage	Phone number:		
Authorized by:		Email:		
Commercial Contact (if applicable):	<div style="background-color: black; height: 15px; width: 100%;"></div> <div style="background-color: black; height: 15px; width: 100%;"></div>			
Project Start Date		September 2023		
Project Completion Date		No later than October 2027		
For any projects over the direct award threshold, full competition is required (i.e. all contractors on the		Direct Award	No	Mini-comp
			Yes	

Sub-Lot are invited to quote).				
Call off from Sub-Lot number	8 (8.2)			
Proposal return date:	12 th July 2023 @12:00 Hours			

Evaluation criteria:		
Contractors: Failure to meet any minimum score threshold stated in the criteria below will result in the bid being removed from the process with no further evaluation regardless of other quality or price scores.		
Quality	Weighting	40%
Price	Weighting	60%
Quality Sub-Criteria and Weightings:		
Approach & Methodology: (Minimum score threshold of 50 out of 100 applies)	<p>Set out in detail the approach and methodology proposed to deliver the investigative study detailed in the 'Specification' section below.</p> <p>As part of your answer please provide the following:</p> <p>Your proposed approach and methodology for incorporating the three interlinking stages identified below.</p> <p>Prior to anthelmintic purchase: Equine anthelmintics: a qualitative investigation of UK based horse owner attitudes, beliefs, and practices.</p> <p>Point of sale interaction with prescribers: Understanding anthelmintic use and prescribing behaviors by equine vets, suitably qualified persons (SQP) permitted to prescribe and supply anthelmintics, veterinary pharmacists and horse owners; a qualitative study.</p>	30%

	<p>Post-sale/use of anthelmintics and consequent impact on future decision-making processes: Evaluating measures of sustainability in equine anthelmintic usage from the perspective of the horse owners and anthelmintic prescriber groups, including attitudes towards testing for resistance.</p> <p>Specify your intended approach to reporting findings and any envisaged publications.</p> <p>In support of your proposed methodology please provide examples of previous peer reviewed publications to demonstrate high quality reporting of qualitative research in the veterinary / animal sciences sphere.</p> <p>As part of your answer please explain how you will ensure a broad range of participants views are captured from the equine sector.</p> <p>Your response must be no more than 4 sides of A4 minimum font size 10.</p>	
<p>Proposed Staff (including CV's) and Contractor's experience/accreditations: (Minimum score threshold of 50 out of 100 applies)</p>	<p>Provide details of your organisation's proposed team, including the approach to recruiting an appropriate researcher. Additionally, include any sub-contractors and/or associates that may support the delivery of this project.</p> <p>Include CVs for staff in post or role description for those yet to be recruited (note that this is additional to the page allowance for the proposal, and names can be anonymised if necessary). Include anticipated staff time spent on the project. This information shall be included in the cost proposal. Include a description of management structure and interdependencies with any proposed sub-contractors, plus indicate who will be the day-to-day contact on the project.</p> <p>Your response must be no more than 4 sides of A4 minimum font size 10. CVs are in addition to the stated page limit but must not exceed more than half a side of A4 per individual.</p>	30%

<p>Project Management (including project plan):</p> <p>(Minimum score threshold of 50 out of 100 applies)</p>	<p>Detail your organisation's project management approach including:</p> <p>Project management arrangements</p> <p>Proposed timeline</p> <p>Milestones</p> <p>Deliverables</p> <p>Inter-dependencies</p> <p>GANTT chart including proposed payment milestones</p> <p>Your response must be no more than 4 sides of A4 minimum font size 10. GANTT chart is in addition to the stated page limit but must not exceed 1 A4 page.</p>	<p>10%</p>
<p>Risk:</p> <p>(Minimum score threshold of 50 out of 100 applies)</p>	<p>Explain how you will produce and maintain a log identifying risks and issues with mitigation measures. The risk log must be supplied to VMD in a clear format at each point of milestone completion, at project review points or on request. As part of your response please provide a draft risk log.</p> <p>In section 4 risk, some initial project risks have been identified however this list is not considered to be conclusive. Please include these risks and your proposed mitigations along with any other risks you have identified within your draft risk log.</p> <p>Your response must be no more than 2 sides of A4 minimum font size 10.</p>	<p>5%</p>
<p>Social Value</p>	<p>The Authority has set itself challenging commitments and targets to improve the environmental economic and social impacts of its estate management, operation, and procurement. These support the Government's green commitments. The policies are included in the</p>	<p>25%</p>

	<p>Authority's sustainable procurement policy statement published at:</p> <p>https://www.gov.uk/government/publications/defra-s-sustainable-procurement-policy-statement</p> <p>Within this context, please briefly explain your approach to delivering the services and how you intend to reduce negative sustainability impacts. Please discuss the methods that you will employ to demonstrate and monitor the effectiveness of your organization's approach for this requirement.</p> <p>On completion, the Contractor will engage with the veterinary and equine sector to effectively disseminate project findings and recommendations. It is anticipated that would be achieved via a range of communication techniques including written and webinar-based events.</p> <p>Your response must be no more than 2 sides of A4 minimum font size 10.</p>	
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Specification
<p>1. Description of work required – overall purpose & scope (including reporting requirements)</p> <p>Project Background Information: Understanding patterns of animal owner/keeper behaviour is recognised in the UK livestock farming sectors as essential to understanding decision making processes. Farmer engagement is considered a fundamental tool to driving behaviour change towards good practice in veterinary medicine usage and improved animal health and welfare. Despite the legal classification of horses as food producing species in the UK, there is a lack of horse owner focused research analogous to that in the livestock sector. Correspondingly, there is a wide knowledge gap in our understanding of horse owner attitudes, understanding, behaviour and actions when considering anthelmintic usage which compromises the Authority's ability to target messaging around responsible use of anthelmintics and improved</p>

equine health and welfare.

Prior quantitative survey-based investigations on horse owner anthelmintic practices went some way to appreciate horse owner behaviours, and interactions with prescribers¹. However, by the adoption of qualitative techniques as indicated within this project the Contractor will provide greater insight into attitudinal and complex behavioural themes associated with horse owners' usage of anthelmintics. Comprehending the drivers to animal owner behaviour is fundamental to eliciting change; change which is essential given the current critical problem of anthelmintic resistance in equine internal parasites.

Project aims and objectives are also aligned with knowledge gaps identified and prioritised by the research sub-group of the recently formed pan-industry body, CANTER (Controlling ANTiparasitic resistance in Equines Responsibly). Where appropriate, CANTER may contribute their expertise to the study; this would be achieved through engagement with the research sub-group of CANTER.

Requirement:

The VMD wishes to commission an investigative study to augment the current limited understanding of horse owner attitudes and behaviours when considering equine anthelmintic usage (Easton et al.², 2016; Tzelos et al.³, 2019; McTigue et al.⁴ 2022)

Anthelmintics are drugs used to paralyse or kill parasitic worms in their mammalian hosts. Resistance to anthelmintics has critical health, welfare, and husbandry consequences. Therefore, there is a critical need for action to maintain the efficacy of our current anthelmintics by slowing the development and spread of anthelmintic resistance.

In delivering this investigative study, the following three interlinking anthelmintic usage stages must be incorporated:

- 1) Prior to anthelmintic purchase: Equine anthelmintics: a qualitative investigation of UK based horse owner attitudes, beliefs, and practices.
- 2) Point of sale interaction with prescribers: Understanding anthelmintic use and

¹ Easton, S., Pinchbeck, G.L., Tzelos, T., Bartley, D.J., Hotchkiss, E., Hodgkinson, J.E. and Matthews, J.B., 2016. Investigating interactions between UK horse owners and prescribers of anthelmintics. *Preventive veterinary medicine*, 135, pp.17-27.

² Easton, S., Pinchbeck, G.L., Tzelos, T., Bartley, D.J., Hotchkiss, E., Hodgkinson, J.E. and Matthews, J.B., 2016. Investigating interactions between UK horse owners and prescribers of anthelmintics. *Preventive veterinary medicine*, 135, pp.17-27.

³ Tzelos, T., Morgan, E.R., Easton, S., Hodgkinson, J.E. and Matthews, J.B., 2019. A survey of the level of horse owner uptake of evidence-based anthelmintic treatment protocols for equine helminth control in the UK. *Veterinary parasitology*, 274, p.108926.

⁴ McTigue, F.E.; Mansbridge, S.C.; Pyatt, A.Z. Equine Anthelmintic Resistance: Horse Owner and Yard Manager Perception of the Barriers Affecting Strategic Control Measures in England. *Vet. Sci.* **2022**, 9, 560. <https://doi.org/10.3390/vetsci9100560>

prescribing behaviours by equine vets, suitably qualified persons (SQP) permitted to prescribe and supply anthelmintics, veterinary pharmacists and horse owners; a qualitative study.

3) Post-sale/use of anthelmintics and consequent impact on future decision-making processes: Evaluating measures of sustainability in equine anthelmintic usage from the perspective of the horse owners and anthelmintic prescriber groups, including attitudes towards testing for resistance.

The proposed indicative content for qualitative investigation within this project is outlined below:

- Sampling will include horse owner's representative of the wider equestrian sector and organisations (leisure, sport, and race)
- Study inquiry will include (as a minimum) the following topics: horse owner experience of keeping equids, understanding of anthelmintic resistance in horses, current practice and deworming programmes undertaken, horse owner decision making processes, beliefs, and attitudes towards endoparasite control in horse under their care. Also, to be included: where horse owners gain advice on endo-parasite control, point-of and post-sale experience and matter of sustainability (horse health, anthelmintic efficacy, and environmental).

This indicative content is not exhaustive, and it is expected that a review of the current literature and veterinary science knowledge will underpin and shape questioning within the qualitative research. Work proposed must comply with the Data Protection Act 2018 (GDPR).

KPIs

KPIs are to be agreed with the successful Contractor before contract award. It is anticipated that KPIs will be linked to report delivery dates and the number of provisions required in order to achieve expected quality.

2. Required skills / experience from the contractor and staff. Include any essential qualifications or accreditations required to undertake the work.

Applicants need to demonstrate substantive subject (veterinary/ animal science) knowledge and qualitative research expertise, hold appropriate level of academic qualifications (minimum 2:1 undergraduate degree) or equivalent professional work experience.

Whilst welcoming applications from all interested organisations', the Authority considers that this project would be especially suitable for an early-stage researcher or PhD programme and such proposals are invited to apply.

3. Proposed program of work and payment table (Detailing specific tasks, key milestones, deliverables & completion date where appropriate)

Task no.	Task and deliverable	Completion date	Payment schedule
1	Interim Report 1	TBC	20%

2	Interim Report 2	TBC	20%
3	Interim Report 3	TBC	30%
4	Final Report	No later than October 2027	30%

VMD recognise there are multiple approaches available to the market to fulfil the requirement. Therefore, Contractors should suggest milestones and payments in line with their proposed approach, however a minimum of 3 interim reports and a final report must be included in the schedule for the bid to be considered. Also, under the terms of the RDE Framework, a minimum of 30% must be reserved for final payment at the end of the project.

For clarity, a post-tender programme of work, payments and additional requirements are detailed in Annex A below

4. Risk

Note: This section is to be used to detail any risks or key elements relevant to the project i.e., Programme deliverable dates, workshops or external requirements, data, consultees, stakeholders etc that could impact the success of the project if they are not managed.

Lack of respondents to qualitative data gathering.

Key Personnel leaving the Contractor's organisation.

Poor Quality Outputs.

2.0 Proposal

- 2.1 The following document is to be used as a Call-Off template to be sent to all Contractors on a sub-lot for completion and return in accordance with the Call-Off procedures detailed in the Form of Agreement.

Research, Development and Evidence Framework 2

PROPOSAL

Contractor's Name: [REDACTED]

Call off Reference: C17096

Sub-Lot Number: 8.2

Date: 12/07/2023

Note: Your responses to each criteria (to be entered below) must be in accordance with the Quality Sub-Criteria detailed above (including the page limit).

Do not make or append Caveats and Assumptions in your proposal – any points of uncertainty must be raised as a clarification point prior to submitting the proposal. Where assumptions are to be made, these will be stated by the Authority's Project Manager.

1. Approach & Methodology (Minimum score threshold of 50 out of 100 applies)

It is proposed that a three-year PhD studentship containing a minimum of three qualitative studies to address the areas of: prior to anthelmintic purchase, point of sale interaction with prescribers, and post-sale/use of anthelmintics and consequent impact on future decision-making processes would suitably address the project aims and objectives. All three areas would be interlinked as chapters to produce a comprehensive thesis on the subject. Specific reports and papers for dissemination would be produced from this body as required (including those agreed specifically with the funder). Conducting the research in this way additionally supports the training and development of an early career researcher.

Recently published work from our team on "Equine anthelmintic resistance: horse owner and yard manager perception of the barriers affecting strategic control measures in England" published in Veterinary Sciences (<https://doi.org/10.3390/vet9100560>) will be built on for this project. In study one, semi-structured interviews or focus groups will be used to permit the exploration of the stakeholders' beliefs, opinions, experiences, attitudes, and behaviours associated with their prior purchase of equine anthelmintics. This will use purposive sampling to allow inclusion of information-rich participants, with exact methodology being developed by the student as part of the PhD. Transcribed data will be analysed using standard qualitative methodology such as thematic analysis facilitated through NVivo software (or similar).

Following the first study, the second study will use a questionnaire survey to provide mostly quantitative data on prescribing behaviors by registered qualified persons (RQP) including suitably qualified persons (SQP), vets and pharmacists. It is envisaged that these will be followed up with semi-structured interviews or focus groups in a mixed-methods approach to addressing this second area of investigation.

In the third study, focus groups using purposive sampling with separate key stakeholder, groups to ensure a broad range of participants views are captured, including horse owners and RQPs, will be used to evaluate measures of sustainability in equine anthelmintic usage. The methodology will be similar to that already described and published by McTigue *et al.* (2023) <https://doi.org/10.3390/vet9100560>. As a minimum the following topic areas will be included: horse owner experience of keeping equids, understanding of anthelmintic resistance in horses, current practice and deworming programmes undertaken, horse owner decision making processes, beliefs, and attitudes towards endoparasite control in horse under their care. The study will also cover: where horse owners gain advice on endoparasite control, point-of and post-sale experience and matter of sustainability (horse health, anthelmintic efficacy, and environmental).

All studies will be supplemented with a thorough literature review and discussion chapters

as part of the completed thesis. The literature review will be adapted for publication as a separate review article submitted for peer review. The three studies will be adapted for publication as peer reviewed articles and in report format as requested by the funder. The final thesis will be published online as per Harper Adams University requirements.

2. Proposed Staff (including CV's) and Contractor's experience/accreditations. (Minimum score threshold of 50 out of 100 applies)

Operating in the proposed PhD studentship framework, the proposed supervisory team (subject to approval by the Harper Adams University Research Degrees Awarding Board) will consist of the following members:

Director of Studies (DoS):

[REDACTED]

Second Supervisors:

[REDACTED]

[REDACTED]

Research student:

Recruitment of a suitable student will be conducted by a competitive process advertised through a role description and managed through the Harper Adams University online recruitment system. As a minimum they will require a 2:1 Honours degree in a related subject. The recruitment strategy will include discussion with recent graduates in the subject area to ensure they are aware of this opportunity. [REDACTED]

The recruitment advert will include the following text: "The expected start date for the studentship will be the beginning of October 2023. The student will be registered for a PhD at Harper Adams University and based at Harper Adams University, Edgmond, Shropshire, UK. The studentship will cover the current Home tuition fee rate plus a yearly stipend set at the UKRI figure – (2023/24 academic year) with an expected small increase each academic year. International applicants would need to be able to fund the difference between Home and Overseas fees which will the 2023/24 academic year with the first year's fee's being paid in full before Visa documentation can be issued."

3. Project Management (including project plan) (Minimum score threshold of 50 out of 100 applies)

Operating in the proposed PhD studentship framework, a supervisory team will be responsible for management of the project and the student. The student will be required to submit an initial "Application to Register for a Research Degree including Gantt chart (ARRD)" within six weeks of starting. This is evaluated by the Research Degrees Awarding Board (RDAB) to ensure the project is of a suitable standard and content to have the potential of leading to a PhD award. Following approval of the ARRD, the student must submit a first-year report within 12 months of starting which includes the literature review and an element of results. It is proposed the **first interim project report** will be released shortly after this milestone, following feedback from the HAU internal examiners. On successfully passing the first year report and viva, the student is required to submit a second year report in the format of a peer reviewed journal article by the end of the second year. It is proposed this second milestone will be the **second interim report** and released shortly after feedback and amendments have been made following the second year viva. At the end of the final year (normally within 3 years but may be into the fourth year) the student is required to submit a thesis for final examination. Following completion of the viva and thesis examination, feedback from the examination team will be used to revise the **third interim report**, prior to release. A **final report** will be released with the thesis no later than October 2027. The milestones, deliverables, proposed timeline and inter-dependencies are summarized in the GANTT table below:

Milestone	Deliverable	Timeline
Student recruitment	Online advert	August/September 2023
Student recruitment	Interview and appointment	September 2023
Student registration	Application to Register for a Research Degree including Gantt chart (ARRD)	6 weeks after starting – mid November 2023

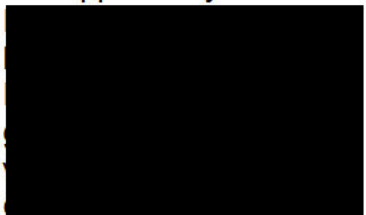
Continued registration	First year report and examination	October 2024
Study one complete	Interim report 1 and payment	13 months post project start
Continued registration	Second year report and examination	October 2025
Study two complete	Interim report 2 and payment	25 months post project start
Completion of PhD	Thesis. Interim report 3 and payment	36 months post project start
Project completion	Final report	No later than October 2027

The student will be supported by a minimum of monthly supervisory meetings.

4. Risk: (Minimum score threshold of 50 out of 100 applies)

A log will be produced in a Microsoft Excel file (the risk register) that will identify risks/issues and their appropriate mitigation.

An example (draft) risk log is given below for initial project risks identified:

Milestone	Risk	Likelihood	Severity of Impact	Mitigation Strategy
Student recruitment	No suitable candidate is recruited	Medium	High	In addition to the normal online advertising and recruitment process, the DoS will hold discussion with recent graduates in the subject area to ensure they are aware of this opportunity. 
Student registration	Application to Register for a Research Degree including Gantt chart (ARRD) not considered suitable by the board.	Low	Medium	Strong supervisory team with experience of these studies. The DoS is a board member with experience of evaluating ARRD forms. Suitable revisions would be made

				following RDAB recommendations to correct the application.
5. Social Value				
<p>In line with the DEFRA Sustainable Procurement Policy Statement (2011), this project aims to aid in the reform of government sustainable delivery by developing new tools and solutions to equine anthelmintic resistance, including responsible prescribing practices and horse stakeholder awareness of the issues. By supplying the required reports through a PhD studentships, synergistic support for developing early career researchers is realised, providing long-term expertise in the sector. On completion of the project, these expertise will be available to the sector for further dissemination and knowledge exchange activities such as webinars.</p>				

6. Cost Proposal

<p>The rates below have been inserted from the Contractor's response to the Request for Proposal, submitted in the Commercial Envelope on Atamis [REDACTED] on 12/07/2023:</p>					
Task No.	Name	Framework grade	Day rate	No. of Days or part thereof	Cost
1	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
2	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
3	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
4	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
5	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Total Staff Costs				[REDACTED]	

Expenses (please detail type i.e., travel, accommodation etc.)	Travel & Consumables	■ ■■■■■■
Overall Costs		■ ■■■■■■
By signing this form (<i>Insert Contractors Name</i>) agree to provide the services stated above for the cost set out in your Cost Proposal and in accordance with the Research, Development & Evidence Framework 1 Conditions of Contract.		
Contractor Project Manager:		■■■■■■■
Signature:		■■■■■■■
Date:		12/07/2023

3.0 Order Form

- 3.1 The following document is to be completed by the Contracting Authority and sent to the Contractor for counter signature to form a Call-Off contract.

Research, Development and Evidence Framework 2 ORDER FORM
<p>Project title: Equine anthelmintics: a qualitative investigation into attitudes, beliefs, and practices on the use of equine anthelmintics in the United Kingdom.</p> <p>Call off Reference: RDE303</p> <p>Atamis Project Reference: C17096</p> <p>Atamis Contract Reference: C20555</p> <p>Date: 31/08/23</p>

THE CONTRACTING AUTHORITY: Veterinary Medicines Directorate
 Woodham Lane
 New Haw, Addlestone
 Surrey
 KT15 3LS
 United Kingdom

THE CONTRACTOR: Harper Adams University
 Edgmond
 Newport
 Shropshire
 TF10 8NB

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 31st August 2023. It is issued under the Research Development & Evidence Framework Agreement reference 30210 for the provision of Equine anthelmintics: a qualitative investigation into attitudes, beliefs, and practices on the use of equine anthelmintics in the United Kingdom.

CALL-OFF SUB-LOT: 8.2

CALL-OFF INCORPORATED TERMS: The following documents are incorporated into this Call-Off Contract. Where numbers are missing, we are not using those schedules. If the documents conflict, the following order of precedence applies:

1. Defra Framework Terms and Conditions;
2. Processing, Personal Data and Data Subjects (Annex B to this Call-Off Contract);
3. Request for Proposal (Annex A to this Call-Off Contract);
4. Proposal.

No other Contractor terms are part of the Call-Off Contract. That includes any terms written on the back of, added to this Order Form, or presented at the time of delivery.

CALL-OFF CONTRACT START DATE: 1st September 2023

CALL-OFF CONTRACT EXPIRY DATE: 31st October 2027

CALL-OFF PERIOD: Four (4) years

Authority Signature:

Contractor Signature:

Annex A – Programme of Work, Payments and Additional Requirements

1. The programme of work and payments are detailed in the table below:

Milestone	Deliverable	Timeline
Student recruitment	Online advert	August/September 2023
Student recruitment	Interview and appointment	September 2023
Student registration	Application to Register for a Research Degree including Gantt chart (ARRD)	6 weeks after starting – mid November 2023
6-monthly updates for VMD	Detail and format to be discussed (e.g., verbal update for interim 6-month reports)	March 2024
6-monthly updates for VMD	Annual report submitted to VMD (EVID3)	September/October 2024
Continued registration	First year report and examination	October 2024
Study one complete	Interim report 1 and payment	13 months post project start
6-monthly updates for VMD	Detail and format to be discussed (e.g., verbal update for interim 6-month reports)	March 2025
6-monthly updates for VMD	Annual report submitted to VMD (EVID3)	September/October 2025
Continued registration	Second year report and examination	October 2025
Study two complete	Interim report 2 and payment	25 months post project start
6-monthly updates for VMD	Detail and format to be discussed (e.g., verbal update for interim 6-month reports)	March 2026
6-monthly updates for VMD	Annual report submitted to VMD (EVID3)	September/October 2026
Completion of PhD	Thesis. Interim report 3 and payment	36 months post project start (September/ October 2026)
6-monthly updates for VMD	Detail and format to be discussed (e.g., verbal	March 2027

	update for interim 6-month reports)	
Project completion	Final annual report submitted to VMD (EVID4) Final payment	No later than October 2027

2. Additional requirements are detailed below:

- Relevant updates on the project at R&D Steering Group meetings;
- Present at future VMD research symposiums;
- Minimum publications in peer-review journals (literature review and 2x research papers);
- Engagement with CANTER, where appropriate.

Annex B – (SCHEDULE 5 of the Framework) - 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:

[REDACTED]

3. The contact details of the Contractor Data Protection Officer are:

[REDACTED]

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 contract to provide a service to members of the public relating to peoples' attitudes, beliefs, and practices on the use of equine anthelmintics in the United Kingdom.
Duration of the processing	The project will run from 01/09/2023 until 31/10/2027
Nature and purposes of the processing	Processes include collecting data as part of qualitative research methods (including personal information) using written, audio and visual recording equipment; organisation, structuring and editing of collected data using written and electronic processes (adaptation or alteration); storage and retrieval of data in physical and electronic means; analysis of data (including thematical analysis), interpretation and presentation of results; dissemination or otherwise making available; erasure or destruction of data

	The purpose of data processing is outlined in the Request for Proposal (Schedule 1) and as detailed in the Contractor's application in response to the Request for Proposal.
Type of Personal Data	Names, addresses, date of birth, telephone number, images, audio, video recordings.
Categories of Data Subject	Members of the public, members of stakeholders linked to the research subject including: Government Agencies, Non-Government Organisations, Professional Bodies, Educational Establishments & charities
Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data	Personal Data may be retained for up to 1 year after the project end, whereupon it will be destroyed/erased.