

## Joint Schedule 2 (Variation Form)

This form is to be used in order to change a contract in accordance with Clause 24 (Changing the Contract)

Contract Details	
This variation is between:	Climate Change Committee (" <b>the Buyer</b> ") And IPSOS (Market Research) Limited (" <b>the Supplier</b> ")
Contract name:	Citizens Panel (" <b>the Contract</b> ")
Contract reference number:	BE23236
Details of Proposed Variation	
Variation initiated by:	Buyer
Variation number:	003
Date variation is raised:	31/03/2025
Proposed variation	To complete Phase 2 of the Contract.
Reason for the variation:	This extension has been raised for additional recruitment to be included within the adaption panel to continue Phase 2.  The new Contract end date of 28 <sup>th</sup> February 2026 has been included to enable integration of newly developed analysis on adaptation measures and trade-offs.
An Impact Assessment shall be provided within:	N/A
Impact of Variation	
Likely impact of the proposed variation:	Low
Outcome of Variation	
Contract variation:	<p>This Contract detailed above is varied as follows:</p> <p>The Contract extension shall run from March 2025 to February 2026 and will include the following:</p> <ul style="list-style-type: none"> <li>• Delivery of the workshop sessions anticipated between September 2025 and October 2025</li> <li>• Project management:               <ul style="list-style-type: none"> <li>◦ Attendance of weekly meetings and any ad-hoc meetings where necessary</li> <li>◦ Attendance of at least 3 oversight group meetings</li> <li>◦ The supplier shall keep and update an action and decision log as well as a risk register</li> <li>◦ Organisation of a co-design workshop</li> <li>◦ Design of discussion guides and stimulus material</li> </ul> </li> <li>• Panel specifications:               <ul style="list-style-type: none"> <li>◦ Between 26 and 30 participants (determined in discussion with contractor), with 9 participants from devolved administrations (3 from Wales, 3 from Scotland, 3 from Northern Ireland) plus 'back-up recruitment'.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ 24 hours of engagement (excluding lunch breaks on full days), 4x3 hours online, 2x6 hours (these will have one additional hour lunch break) face to face. Engagement hours may vary slightly from this.</li> <li>○ Online platform to provide information and answer participant questions in between workshops</li> <li>• Production of a short 5-minute film</li> <li>• Data analysis</li> <li>• Reporting               <ul style="list-style-type: none"> <li>○ A final report, with two full rounds of feedback</li> <li>○ A summary for policy maker, with two full rounds of feedback</li> <li>○ A slide deck for presentations</li> </ul> </li> </ul> <p><b>The New Contract end date:</b> Saturday 28<sup>th</sup> February 2026.</p> <p>A second draft of the full report and summary for policy makers is to be delivered by the 31<sup>st</sup> of December 2025, with a 2-month contingency to allow small amendments to the final reports.</p> <ul style="list-style-type: none"> <li>• Phase 2:               <ul style="list-style-type: none"> <li>○ Original Contract Value for Phase 2 was £133,000.00 excluding VAT.</li> <li>○ The New Contract Value for Phase 2 is £143,000.00 excluding VAT.</li> <li>○ This extension has been raised to cover the additional cost of £10,000 excluding VAT to include devolved administration representation and the associated requirement for an online platform to answer questions throughout the process.</li> </ul> </li> </ul> <p>The New Contract Value shall not exceed £294,047.12 excluding VAT.</p>						
Financial variation:	<table border="1"> <tr> <td data-bbox="439 954 730 987">Original Contract Value:</td><td data-bbox="730 954 1027 987">£284,047.12 ex VAT.</td></tr> <tr> <td data-bbox="439 987 730 1043">Additional Cost due to Variation:</td><td data-bbox="730 987 1027 1043">£10,000.00 ex VAT.</td></tr> <tr> <td data-bbox="439 1043 730 1081">New Contract Value:</td><td data-bbox="730 1043 1027 1081">£294,047.12 ex VAT.</td></tr> </table>	Original Contract Value:	£284,047.12 ex VAT.	Additional Cost due to Variation:	£10,000.00 ex VAT.	New Contract Value:	£294,047.12 ex VAT.
Original Contract Value:	£284,047.12 ex VAT.						
Additional Cost due to Variation:	£10,000.00 ex VAT.						
New Contract Value:	£294,047.12 ex VAT.						

1. This Variation must be agreed and signed by both Parties to the Contract and shall only be effective from the date it is signed by the Buyer.
2. Words and expressions in this Variation shall have the meanings given to them in the Contract.
3. The Contract, including any previous Variations, shall remain effective and unaltered except as amended by this Variation.

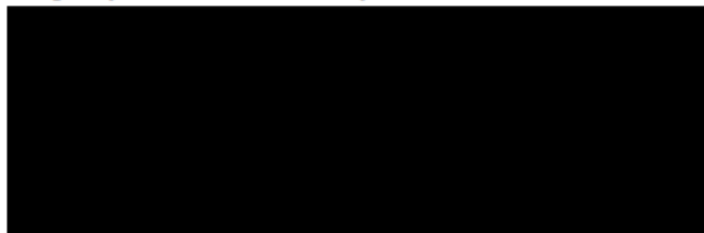
Signed by an authorised signatory for and on behalf of the Buyer

Signature

Date

Name (in Capitals)

Address

A large black rectangular box redacting the signature, date, name, and address of the Buyer.

---

Signed by an authorised signatory to sign for and on behalf of the Supplier

Signature

Date

Name (in Capitals)

Address

A large black rectangular box redacting the signature, date, name, and address of the Supplier.