**Framework Schedule 5 (Management Information)**

How to provide management information to UKEF

The Supplier shall, at no charge, provide timely, full, accurate and complete MI Reports to UKEF which incorporate the data, in the correct format, required by the MI Reporting Template and such guidance that UKEF may issue from time to time.

The initial **MI Reporting Template** is set out in the Annex to this Schedule and UKEF may change it from time to time (including the data required and/or format) and issue a replacement version. UKEF shall give at least thirty (30) days' notice in writing of any such change and shall specify the date from which it must be used. The Supplier may not make any amendment to the current MI Reporting Template without the prior Approval of UKEF.

2 Reporting period

2.1 MI Reports must be completed and returned to UKEF by the fifth working day following the date which falls six (6) Months after the Framework Start Date and every six (6) Months thereafter during the framework period and thereafter until all transactions relating to call-off contracts have permanently ceased. If at any point there is a period of six (6) Months where no reportable transactions occur, then a declaration must be made confirming no business has been conducted, in place of data submission.

2.2 In an MI Report, the Supplier should report contract data that is one Month in arrears. For example, if an invoice is raised for October but the work was actually completed in September, the Supplier must report the invoice in October's MI Report and not September's. Each Order received by the Supplier must be reported only once, i.e. when the Order is received.

1. Submitting the information

MI Reports shall be completed electronically and sent to UKEF by email.

UKEF may reasonably require that MI Reports be submitted by an alternative means such as email.

Where requested by UKEF, the Supplier shall provide Management Information to DIT as specified by UKEF.

The Supplier shall:

3.4.1promptly after the Framework Start Date provide at least one contact name and contact details for the purposes of queries relating to Management Information; and

3.4.2 immediately notify UKEF of any changes to the details previously provided to UKEF under this Paragraph 3.4.

How UKEF can use the Management Information

The Supplier grants UKEF a non-exclusive, transferable, perpetual, irrevocable, royalty free licence to:

* + 1. use and to share with DIT; and/or
		2. publish (subject to any information that is exempt from disclosure in accordance with the provisions of FOIA, being redacted),

any Management Information supplied to UKEF for UKEF’s normal operational activities including administering this Contract and/or all Call-Off Contracts, monitoring public sector expenditure, identifying savings or potential savings and planning future procurement activity.

UKEF may consult with the Supplier to inform its decision to publish information. However, UKEF shall retain absolute discretion regarding the extent, content and format of any disclosure.

What happens if the Management Information is wrong?

If the Supplier or UKEF identify error(s) and/or omission(s) in historic MI Report(s), the Supplier must provide corrected MI report(s) to UKEF on or before the date when the next MI Report is due. Corrections may be either in the form of an addendum to the next MI submission, or a resubmission of existing historic returns, at the discretion of UKEF.

Following an **MI Failure,** UKEF may issue reminders to the Supplier and require the Supplier to correctly complete the MI Report. The Supplier shall rectify any deficient or incomplete MI Report as soon as possible and not more than five (5) Working Days following receipt of any such reminder.

Meetings

The Supplier agrees to attend meetings between the Parties in person to discuss the circumstances of any MI Failure(s) at the request of UKEF. If UKEF requests such a meeting the Supplier shall propose and document measures as part of a Rectification Plan to ensure that the MI Failure(s) are corrected and do not occur in the future.

What happens if Management Information Reports are not provided?

If two (2) MI Reports are not provided in any rolling twelve (12) Month period then an **MI Default** shall be deemed to have occurred and UKEF shall be entitled to:

* + 1. suspend the Supplier from the agreement until such time that deficient MI reports(s) are rectified; and/or
		2. terminate this Contract.

**Annex: MI Reporting Template**

