

APPENDIX D - CALL OFF AGREEMENT FORM



CALL OFF AGREEMENT FORM		
<p>This Form is to be used by the Client when requesting that work be undertaken within the terms of the Call Off Contract. The Parties agree that each completed and approved Form will form part of and be interpreted in accordance with the terms and conditions of that Call Off Contract.</p>		
Project Title: FS430641 – Diversity and Inclusion Internal Qualitative Research	Reference:	Social Research Call Off FS107010
	Date:	
Client – Project Representative: <div style="background-color: black; width: 100px; height: 15px;"></div>	Tel:	
	E-mail:	<div style="background-color: black; width: 150px; height: 15px;"></div>
Supplier – Project Representative: <div style="background-color: black; width: 100px; height: 15px;"></div>	Tel:	
	E-mail:	<div style="background-color: black; width: 150px; height: 15px;"></div>
Project Start Date:	9 th November 2020	
Project Completion Date:	30 th April 2021	
<p>Specification/ Scope of Work: <i>To include Background, Scope of Work, Parties Inputs, Approach and Method, Skills required, Timetable:</i></p>		
<p>The FSA would like to commission interviews to explore the career and workplace experiences of employees with protected characteristics and in minority groups.</p>		

This work is being sponsored by Policy and People and Organisational Change; with interest from senior leaders who are championing diversity and inclusion.

We are looking to commission 15 x qualitative depth interviews via video calls for each group as follows:

- Women in operational roles
- People with disabilities
- Parents/carers
- LGBTQ+ people
- White people of non-British nationality

The research will explore employees' experiences in their careers including perceptions of:

- Career progression
- Development opportunities
- Rewards and recognition bonuses
- Experience of discrimination in the workplace
- Experience of team dynamics and management
- How they feel this identity/characteristic has influenced their working lives

This will contribute to a series of reports which draw together the quantitative data from the People Survey and HR data (which we will provide), and qualitative data from your research to gain a deeper understanding of the experiences of these groups.

This research will be used to inform the diversity and inclusion strategy, and enable us to work towards becoming a more equal organisation with more active allyship of minority groups, hopefully improving workplace experiences and career progression of those who are currently underrepresented at senior levels.

There will be a break clause after conducting the first 30 interviews. After reviewing the findings and outputs, the subsequent 45 interviews will be completed. The break clause will enable us to review our approach to ensure that the emerging findings are useful for policy, and allow us to amend our approach if necessary, and allows some leeway to review the number of subsequent interviews needed if timelines slip.

Background – please include

- details of any previous research commissioned in this area by FSA or other organisations

The FSA has recently conducted research into the experiences of colleagues from BAME backgrounds which found that people from ethnic minorities feel less well supported in their careers, less supported by management and less able to challenge. There is a disproportionate lack of people of colour in the most senior grades, and people of colour receive less frequent and lower recognition bonuses. This research is being used to support changes in the organisation to ensure BAME colleagues are better supported in their careers, and to support better inclusivity and allyship within the organisation.

The FSA would like to mirror the research for other groups, to explore the experiences of these groups and the intersections between them. We are looking for qualitative research support to complete this

Objectives – please include

- why you wish to commission this work
- how the outputs from this work will be used
- what difference / impact you anticipate the research will make
- how does this align to FSA strategic priorities?

The main objective of the research is to gain a coherent and evidenced understanding of the workplace and career experiences of protected or under-represented groups within the FSA in order to understand how best to support them and create an equal organisation.

While we are asking for separate reports, it will be essential to remember the intersectionality between characteristics. We would therefore also like one umbrella report summarising findings for all groups and containing the comparative statistics

Key research question/s:

1. Are there any differences between the protected groups and the FSA average in terms of career progression and development?
2. Are there any differences between the protected groups and the FSA average in terms of day-to-day experience in the workplace, including discrimination?
3. Are any of the groups of interest (or a combination of protected factors) experiencing notably different career progression, or experience in the workplace, to the other groups?
4. What support do employees in protected groups need?

Methodology – please include (if available)

- **sampling considerations**
- **recruiting considerations** (identifying and recruiting your cohort)
- **ethical considerations**

The People Survey collects data annually, with questions which relate to work and resource, experience with managers, inclusion and fair treatment, organisational culture, and more. We also possess HR data on joiners, leavers and promotions; performance ratings; and rewards bonuses. This data is being analysed internally, and will be shared with the contractor.

Some data will be available by gender, sexual orientation, disability, though not all staff members will declare these factors. Other information may only be available qualitatively.

The FSA has staff networks (such as the Parent Support Network, Disability Network etc.) which can be used to access samples for the qualitative phase of the research.

Research process

- would it be useful to observe any of the data collection?
- how will the questionnaire or topic guide be developed?

The BAME research report will be shared with the successful contractor. This will give a blueprint for the research reports we require.

Quantitative data will be provided by FSA Analytics team. The contractor will develop a topic guide (with input from FSA social science team and internal stakeholders) to further explore the areas of interest for the different groups.

Recruitment will be done in-house through staff networks, and details passed to the research contractor, who will arrange and conduct in-depth interviews with employees, via Microsoft teams, Zoom, or over the phone if necessary. The contractor will conduct the qualitative analysis of the interview data and create a report which combines the quantitative and qualitative elements of the research.

The research must adhere to the GSR ethics code, and contractors are advised to include in their response a detailed description of the ethical considerations, and mitigations for this research. Please include a detailed plan for transferring personal information from FSA to Ipsos Mori (i.e. gatekeepers contact details).

Analysis and review

- please set out any preferences or requirements on how you want data to be analysed

Thematic analysis of the qualitative interviews will be conducted by the contractor, in line with the analysis conducted for the BAME project, and focusing on answering the specific research questions for each group. The contractor will lead the analysis process, with FSA colleagues regularly debriefed and consulted about the shape of the analysis and reporting.

Outputs – (NB. all outputs must be in line with FSA brand guidelines and meet FSA accessibility requirements)

The contractor will write separate report for each of the groups of interest, similar to the BAME report, using the FSA's accessible report template, to be shared internally with FSA stakeholders and key networks. The contractor will also draw together a summary report, detailing the findings from all groups, along with the BAME report findings, and drawing any overall conclusions that relate to the intersectionality between groups.

The contractor will provide a PowerPoint presentation of the key findings, to be presented at a staff meeting.

How will the outputs of this research be disseminated for effective/maximum impact?

-

The contractor will present the findings at a staff meeting.

Timescale milestones – please include any hard deadlines

please consider all above stages

First 30 interviews conducted by Christmas, when there will be a break clause. Draft reports for two of the protected groups will also be expected by this point.

Delivery of all outputs by 1 March 2021.

Presentation of findings in April 2021.

Special Terms:

To include any terms or conditions not covered in the overarching contract or any terms amended for the purposes of this Call Off Agreement

Sub-Contractors	FSA approves the use of a sub-contractor to organise the interviews on behalf of Ipsos Mori.
Deliverables:	See Annex A – Suppliers Response
Foreground IPR – Ownership	See Clause 15 – Intellectual Property Rights in overarching Contract

Personal Data (GDPR)	See Annex A – Suppliers Response
Price	See Annex B – Suppliers Financial Template
Payments & Invoicing	<p>Please submit invoices to [REDACTED] for work with FSA.</p> <p>Please include the referring FSA purchase order number in the email title and within the invoice to allow Invoice/Purchase Order matching. Note that invoices that do not include reference to FSA Purchase Order number will be returned unpaid with a request for valid purchase order through email.</p> <p>Further details can be found at Schedule 5 'Invoicing Procedure & No PO/ No Pay' in the Call Off Contract.</p>
<p>We confirm receipt of this Form seeking approval for the above project to proceed. We agree to provide the goods and/or services requested according to the terms and conditions set out in the Call Off Contract between the FSA and Ipsos MORI</p>	
<p>Signed on behalf of the FSA:</p> <p>Name: [REDACTED]</p> <p>[REDACTED]</p> <p>Signature: [REDACTED]</p> <p>Position: Commercial Category Manager</p> <p>Date: 10th November 2020</p> <p>Signed on behalf of Ipsos Mori:</p> <p>Name: [REDACTED]</p> <p>[REDACTED]</p> <p>Signature: [REDACTED]</p> <p>Position: Research Director</p>	

Date: 10th November 2020

Annex A – Suppliers Proposal

Supplier response – please provide a brief overview of your approach including a detailed methodology of how you will deliver the requirements

[illegible]

[REDACTED]
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- | Category | Percentage |
|----------------|------------|
| Very important | 45% |
| Important | 35% |
| Not important | 15% |
| Don't know | 5% |
| Other | 0% |

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Quality management – please set out you will embed quality management

As with all Ipsos MORI projects for the FSA, quality management and assurance are crucially important. We will work collaboratively with the FSA on the study design, delivery and outputs. Our starting point will be to ensure we have a common understanding of how the study should run, drawing on your previous experience conducting research with BAME colleagues.

At the inception meeting we will discuss and finalise the finer points of the design, approach to materials development, project and risk management arrangements, deliverables and timings. We will also discuss the ethical issues arising from the research and how data sharing will work in practice. After the meeting, a revised timetable will be produced which will clearly identify where the FSA's input will be required, and the nature and extent of involvement.

The Project Director, Isabella Pereira, will oversee the work and will be accountable for ensuring the quality of all outputs, and delivery to agreed timelines. Isabella is a Research Director in our Qualitative Social Research Unit, in addition to a founding member of the REACH staff network. She also sits on Ipsos MORI's Diversity and Inclusion research programme advisory group and our Research Ethics group, bringing extensive experience of working on sensitive qualitative research projects.

The project manager will act as a single point of contact, to ensure the right level of co-ordination and control across fieldwork, analysis and reporting on each of the five groups. They will also ensure that the relevant member of staff at Ipsos MORI fulfils their sign-off obligations for key milestones. This includes arranging for fieldwork and all outputs to be delivered on time and to a high standard. The team will collaborate with colleagues across Ipsos MORI including Daniel Cameron, Sophie Wilson and Ruth Townend. Specific individuals (to be agreed at the set up stage depending on the sequencing of groups) will have responsibility for overseeing each of the sub-groups with support and guidance from Isabella, enabling activities to run in parallel.

We will agree a schedule for regular (at least weekly) contact with the FSA by telephone and email throughout the project to provide clear updates on progress, address emerging issues quickly and provide feedback to inform operational needs. This will include sharing a weekly fieldwork update spreadsheet, detailing our progress scheduling and completing interviews. We will also be available to discuss any emerging issues and join video-call meetings at key milestones.

Ipsos MORI's focus on quality and continuous improvement means we have embedded a 'right first time' approach throughout our organisation. Good research requires exhaustive quality procedures which are put into practice. We will also involve Ipsos MORI's Employee Relation Management team, who are experienced in conducting staff surveys with employees at a variety of organisations. The Employee Relation Management team will act as consultants on this study and advise on good practice.

We work to very strict quality management processes and standards, many of which exceed that required for the industry. These include:

- **ISO 9001:2008**, international general company quality standard with a focus on continual improvement through quality management systems.
- **ISO 20252:2006**, International market research specific standard that supersedes MRQSA (BS 7911) & incorporates IQCS (Interviewer Quality Control Scheme); it covers the 5 stages of a Market Research project.
- **ISO 27001:2005**, International standard for information security designed to ensure adequate and proportionate security controls are in place
- **MRS Company Partnership;**
- **Fair Data** - In order to demonstrate our commitment to ensure personal data is processed fairly, ethically and in compliance with all relevant Data Protection &

Privacy laws, including the Data Protection Act, we have signed up to the “Fair Data” accreditation scheme.



We have an integrated quality, compliance and information security management system, our ‘Business Excellence System’ (BES). Its objectives are:

- To provide assurance to Ipsos MORI’s clients that we will deliver reliable and robust research findings by, among other measures, meeting the requirements of the international quality standard for market research (ISO 20252); and
- To minimise risk to the business by focussing on quality and continuous improvement.

Delivery timescales – Please provide a detailed plan of when you will deliver the specified outcomes

A draft timetable with key milestones is set out below. This is based on the assumptions included in the rest of our response – specifically agreed sign-off and finalisation deadlines being met. We will produce a more detailed timetable with agreed dates once the project design is finalised. Critically, we would recommend hosting an initial set up meeting as soon as possible (ideally this week w/c 2nd November) to provide sufficient time for set up, fieldwork, analysis and reporting before the end of the year. We would also value early indications of whether the project will continue after the break clause before January 2021. This will allow us to start recruitment for the interviews with the remaining three groups, enabling fieldwork to take place in January.

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Project-specific risks and proposed mitigation measures

Every project has associated risks and challenges. The key lies in identifying these at the outset, assessing them, and putting countermeasures and contingencies in place so that the project is not adversely affected. Responsibility for the identification, communication and management of risk rests with the Project Director. Project risks are considered at two distinct levels:

1. The likelihood of different 'risk events' occurring (disregarding our proposed counter-measures).
2. The impact of a 'risk event' if it does occur.

The table below identifies some of the key risks associated with this project, and the main mitigation measures. We would look to refine and expand this risk register at the set-up meeting.

Risk	Assessment	Mitigation measures
Risk of participants being upset by sensitivity of discussions	<p>Likelihood: Medium</p> <p>Impact: Medium</p>	<p>Discrimination in the workplace is a sensitive topic and one that may be discussed. Participants will be asked to disclose personal information and experiences to interviewers.</p> <p>To mitigate the risk of distress:</p>

		<ul style="list-style-type: none"> • The purpose of the research and confidentiality around responses will be made clear to participants at every stage of the research. • Participants will be reassured that there are no right or wrong answers at the outset of their interviews. • Participants will be able to withdraw from the study at any point, and the voluntary nature of participation will be reiterated throughout data collection. <p>Participants will also be provided with an information sheet which includes links to relevant sources of information and advice.</p>
Reluctance of participants to share openly	<p>Likelihood: Medium</p> <p>Impact: High</p>	<p>Some participants may be reluctant to share their experiences and views openly, out of fear that their colleagues will have access to their responses. Others may feel pressured into trying to find the 'right answer'. As well as losing valuable data, this could mean that the data collected does not accurately reflect views of employees. To mitigate this risk:</p> <ul style="list-style-type: none"> • At all stages of the research we will be honest and transparent about the role of the FSA social research team in the study. • We will provide an opportunity for participants to look over their verbatim quotes which have been included in the reports, before these are circulated. We will make clear to participants that they can withdraw their quotes at any stage of the study before the final presentation.
Lack of engagement from protected groups within the FSA	<p>Likelihood: Medium</p> <p>Impact: High</p>	<p>It will be important for FSA and Ipsos MORI to work collaboratively to recruit 15 FSA employees who belong to the above groups. Once Ipsos MORI has received the contact details of employees, we are confident that regular notifications and requests for interview will ensure that employees agree to participate (although we will also stress the voluntary nature of the interviews).</p> <p>Ipsos MORI will remind participants of the importance of the interviews in shaping the FSA's diversity and inclusion strategy and improving workplace experiences and career progression of underrepresented groups. This should encourage participation.</p>
Project delays resulting from the time taken	<p>Likelihood: High</p> <p>Impact: High</p>	<p>The suggested timetable is tight, particularly to recruit and conduct 30 interviews in November, followed by 45 interviews in January. While we</p>

for recruitment, materials development, analysis and sign off		<p>believe this is feasible, we will need to keep to quite tight turnaround times for sign-offs. We would also appreciate a steer on whether the project is likely to continue before the break clause in January, to allow for recruitment to take place in advance. This will enable interviews to be conducted in January, providing sufficient time for reporting ahead of the 1st March deadline.</p> <p>Additional mitigations include:</p> <ul style="list-style-type: none"> • A large fieldwork team to provide flexibility on scheduling interviews and enable parallel activities (incl. fieldwork, analysis and reporting) across the groups. • Developing a reporting template to use across all five sub-group reports signed off by the FSA in advance. This will help to provide efficiencies in our analysis and reporting.
Risk of GDPR or data breaches	<p>Likelihood: Low</p> <p>Impact: High</p>	<p>As with all Ipsos MORI projects, careful attention is given to ensure any personal data is handled with respect to GDPR requirements and regulations. Due to the particular sensitivities with this study we will set up a secure folder on the Ipsos MORI server which will only be accessible to the immediate project team. All personal information will be transferred using Ipsos MORI's secure data transfer system: Ipsos Transfer.</p> <p>All personal information will be securely destroyed using digital shredding software at the end of the project.</p> <p>Prior to the commencement of the study, Ipsos MORI will ensure a data flow is created that details when, how and why the data will be collected, used, and shared.</p> <p>More information is included in the ethical considerations section of this work package.</p>
Escalation of COVID-19 in the UK	<p>Likelihood: High</p> <p>Impact: Low</p>	<p>COVID-19 may pose a risk to the health of participants, as well as members of the FSA and Ipsos MORI teams. This could result in cancellations from participants or attrition during recruitment and fieldwork.</p> <p>All fieldwork will take place remotely meaning participants can interview from home. The Ipsos MORI fieldwork team will remain flexible when scheduling interviews.</p> <p>We will be reliant on FSA to find replacement interviews if participants become permanently unavailable. If there are any problems with Ipsos MORI interviewer availability due to illness, we</p>

		have a wider research team we can draw on who would be adequately briefed to conduct interviews.
Ethical considerations		
<p>Ensuring ethical research is a key priority at Ipsos MORI and core to our professional practice. Careful consideration has gone into the ethical implications of this project due to the sensitive nature of the interviews. To address these, our team will be supported by our in-house Ethics Group, which comprises researchers experienced in working on complex ethical issues including Isabella Pereira the Project Director on this study. We have also consulted with our Employee Relation Management team, who are experienced in conducting research with employees, to ensure that adequate measures are in place.</p> <p>Below is an outline of our ethical approach to this study, in line with the GSR Ethics Code:</p> <p>1. Sound application and conduct of social research methods and appropriate dissemination and utilisation of the findings</p> <p>Our methodology, including our data management and analysis approach, will ensure that the views of participants are accurately represented in the research outputs, producing a separate report for each of the five protected groups. Any quotes included in the reports will be kept anonymous. We will also caveat any quantitative data used from the People Survey or other HR data so that any limitations are clear, including how representative findings are likely to be.</p> <p>2. Participation based on valid informed consent</p> <p>Gaining fully informed consent underpins this study. We will provide information via information sheets, recruitment emails, our privacy policy and at the beginning of each interview to ensure participants are clear why their contact information was shared with us and what it will be used for by the FSA in future.</p> <p>Employee research is normally covered by legitimate interest, such that improving the employee experience is considered justifiable grounds for collecting and processing employee data. However, it remains important to be clear about how the different data types will be used and how participants can enforce their rights.</p> <p>We will provide participants with an easy to read information leaflet, which will explain the study, how participant data will be used, what the research will cover, detail on confidentiality and anonymity (including the involvement of the FSA research team) and contact details for the research team to help answer any further questions. The leaflet will also clarify that their decision to participate or not is entirely voluntary. Depending on the agreed recruitment approach, this information leaflet will be shared with participants either directly by the FSA through the staff networks, or directly by Ipsos MORI when we mail-out invitations.</p> <p>We will need to discuss with you the process of gaining consent to share employees' HR records. If necessary, we will develop a data processing agreement for the study.</p> <p>At the point of the interview, the researcher will use the introductory section of the interview (before recording starts) to reiterate the key points about the research. Researchers will confirm consent to record and participate in the interview at the beginning, capturing this on the audio recording. Our researchers have been trained to</p>		

recognise if informed consent has been provided and will terminate the interview if they judge that consent has not been gained. Participants will then be presented with a consent form in simple language at the end of the interview, providing an opportunity to redact or raise any concerns about parts of the interview and confirming their consent for the research team to store and use their data for the purposes of the research study.

3. Enabling participation

At all stages of the research, we will aim to identify and remove barriers to participation including barriers for specific groups. We will take the following steps to make this research accessible for participants:

- Sharing information sheets in advance of interviews.
- Providing reassurance that insights will be reported fully anonymously.
- Interviewers will explain at the start of each interview what will be covered, and check participants are comfortable discussing these topics.
- Providing participants with the option of speaking to a male or female researcher and making an effort to match this expectation where possible.
- Being flexible with timings and work around the availability of participants.
- Being flexible around communication platforms. We will give the option to conduct an interview over telephone or Microsoft Teams.

4. Avoidance of personal and social harm

It is essential that our research avoids any personal or social harm to both participants and the research team. In this study, interviews may cover sensitive and/or emotional information as participants describe their experiences in the workplace. This could cause anxiety and stress. We have a number of measures to avoid the risk of harm:

- The information sheet shared with participants will include links to relevant information and support. This will be given to all participants ahead of the interview to avoid giving the impression that the leaflet has been provided in response to what a participant has said. Participants will also be reminded of the leaflet at the end of the interview.
- Research materials will be designed sensitively to avoid causing harm. Materials will include prompts for interviewers to reassure participants of the voluntary nature of the research in the introduction, before any sensitive topics are discussed.
- Interviewers will be alert to any signs that participants are becoming anxious or are having difficulties following and/or responding to questions. If there is any concern that participants are becoming distressed and/or confused, then interviews will be terminated at an appropriate point.
- Interviewers will ensure that participants' personal experiences are treated with extreme care and sensitivity. They will ensure that participants are able to make decisions on what to reveal based on full appreciation of what the research is about and what is expected of them.
- Ahead of fieldwork the interview team will attend a briefing on the study by the Research Director in which the team can ask questions, raise concerns about risks and flag and other issues. This will also cover the disclosure procedure and safety policy for the study, so they are aware of how to escalate any disclosure issues including those related to discrimination.

Steps will be taken to avoid any harm to researchers involved in the study. In addition to the briefing described above, debrief meetings led by the Research Director provide an opportunity for researchers to discuss any concerns raised from the fieldwork. All Ipsos MORI employees have access to an Employee Assistance Scheme - an independent helpline which researchers can use to access support confidentially. Details for the scheme will be signposted to the team through the safety policy and during debrief meetings.

5. Non-disclosure of identity and personal information.

As outlined in the methodology, we have suggested a number of approaches to recruitment. It is vital that anonymity of participants is protected, especially given the sensitive nature of the topics and the implications of participants' identities being disclosed to their employers.

As part of our protocols we will ensure all personal data and responses are anonymised. This will be done from the outset by assigning each participant a unique ID number in place of any identifying or personal information, and we will use these in anonymised datasets for analysis and reporting. Any personal information will be stored on Ipsos MORI's secure servers in a pass-phrase encryption protected file, to which only core members of the project team will have access. Any electronic transfer of personal data will be carried out using our secure 'Ipsos transfer' system. All personal data (including audio recordings) will be deleted within two months of project completion (unless there is a research reason to retain it, agreed with you, and with the express consent of participants).

We know that effective information security is critical to ensuring that the personal data of participants are protected. Information and data security are an integral part of our Business Excellence System, upon which all staff are trained and audited. As such, our organisation is compliant with the Data Protection Act 2018, the GDPR, the MRS and the international standards for information security (ISO 27001), quality (ISO 9001), and market research processes (ISO 20252). We have appropriate policies, procedures and processes in place based on the requirements of the international standard for information security (ISO 27001). We have stringent processes in place to meet the obligations set out in these accreditations.

Ensuring opportunities for redress if required is a vital component of conducting social research with integrity. Potential and actual participants will be given the name, telephone number and email address of the Research Director to whom any complaints can be addressed in the first instance through the information leaflet described above and a privacy policy. The privacy policy will include further information about how participant data is collected, processed, stored and destroyed as well as how participants can ask for their data to be removed and how they can seek redress. We will notify FSA of any complaints, preserving the anonymity of the participant, and provide details of our complaints resolution procedure. This commits us to providing an initial response within three days and seeking to resolve the complaint within 10 days. Should the participant wish to raise issues with FSA directly, we would ask you to provide details for a nominated person within FSA for us to give to participants.

In addition, we will provide participants with an opportunity to amend any quotes they have provided. To do this we will share quotes which we have featured from participants before the reports are shared with the FSA. This will give participants confidence that it will not be possible to identify them from the quotes.

Subcontractors please specify on the need for, and selection/appointment of sub-contractors

[REDACTED]

Sustainability – pls set out measures to maximise sustainability

The research will be taking place remotely and will not involve any travel or consumables. As such, the recommended design is the most sustainable way to achieve the objectives.

[REDACTED]

GDPR – Please complete the below table detailing personal data that will be processed as part of this work package

Description	Details
Subject matter of the processing	<i>The data is needed in order to ensure that the effective comparisons can be made between the experience of the protected groups and the experience of the average FSA employee. This will help to inform the FSA's diversity and inclusion strategy and improve workplace experiences within the FSA.</i>
Duration of the processing	<i>November 2020-March 2021</i>
Nature and purposes of the processing	<i>The data will be collected and stored on Ipsos MORI's secure system. The data will then be anonymised before being included in a report which will be shared internally at the FSA.</i> <i>The data is being processed to inform the FSA's diversity and inclusion strategy and improve workplace experiences within the FSA.</i>

Type of Personal Data	<i>Name, email address/ contact details, age, pay, promotion information, performance ratings and reward bonuses. Additional protected characteristics including gender, disability, family status, nation of origin, sexual orientation.</i>
Categories of Data Subject	<i>Employees of the FSA.</i>
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	<i>Data will be destroyed within 2 months of the end of the project – by June 2021 (unless otherwise agreed with FSA during project set up).</i>
Total Cost – Please provide the total cost for this work package. Please provide a detailed breakdown of costs in the financial template which is to be submitted alongside this Project Proposal Document. This should include payment milestones (where applicable)	
Total cost (excl. VAT): £83,000	
Have you attached the financial template?: Yes	
Completed by: Sophie Wilson, Toby Piachaud, Daniel Cameron	
Date: 2 nd November 2020	

Annex B – Suppliers Financial Template

Tender Reference	FS107010
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Tender Title	FS430641 Workpackage 9: Diversity and Inclusion Internal Qualitative Research
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Full legal organisation name	Ipsos MORI
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Main contact title		
Main contact forname		
Main contact surname		
Main contact position		
Main contact email		
Main contact phone		

Will you charge the Agency VAT on this proposal?
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Yes

Please state your VAT registration number:
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***Please provide your VAT Registration number below**

443 932 121

Project Costs Summary Breakdown by Participating Organisations

Please include only the cost to the FSA.

Organisation	VAT Code*	Total (£)
Ipsos MORI	STD	£ 83,000.00
	Please select	£ -
	Please select	£ -
	Please select	£ -
	Please select	£ -
		£ -
		£ -
		£ -

Total Project Costs (excluding VAT) **	£ 83,000.00
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Project Costs Summary (Automatically calculated)

Staff Costs	
Overhead Costs	
Consumables and Other Costs	
Travel and Subsistence Costs	
Other Costs - Part 1	
Other Costs - Part 2	£ -
Other Costs - Part 3	£ -
Other Costs - Part 4	£ -
Other Costs - Part 5	£ -
Total Project Costs	£ 83,000.00

Consumable/Equipment Costs

Please provide a breakdown of the consumables/equipment items you expect to consume during the project

[illegible]

Total Material Costs

Total	£ 83,000.00
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Totals Agree

Summary of Payments

Year 1	Year 2	Year 3	Year 4		
2019-20	2020-21	2021-22	2022-23	Retention	Total
					£ 83,000.00