



Department
for Environment
Food & Rural Affairs



The European Agricultural
Fund for Rural Development:
Europe investing in rural areas



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25 February 2020

COMMERCIAL IN CONFIDENCE
Farm and Land Management Advice Framework (contract ecm_57364)

Farm and Land Management Advice Framework Theme:	Theme 3: Support for current & future Environmental Management Schemes
Mini-Contract Title:	Lot 4 - Countryside Stewardship Mid Tier Advice Programme 2020
Mini-Contract Reference:	FaLMA/AE/WM001

IT IS AGREED as follows:

As per the mini-tender Request for Quotation, the delivery of Countryside Stewardship Mid Tier Advice in the Lot 4 for the West Midlands will commence on 25 February 2020. Activities and payment details are summarised below.

Table 1

Activity Type	Delivery Deadline	Funding Source (RDPE or GiA)	No. of Units	Unit Cost (£s exc VAT)	Total Cost (£s exc VAT)
EM1: Countryside Stewardship Mid Tier Advice Session	[REDACTED]	RDPE	[REDACTED]	[REDACTED]	[REDACTED]
EM1a: Recommendation of CS Mid tier options requiring approval	[REDACTED]	RDPE	[REDACTED]	[REDACTED]	[REDACTED]
2a: Workshop/Meeting: Countryside Stewardship Mid Tier Event (10 capacity)	[REDACTED]	RDPE	[REDACTED]	[REDACTED]	[REDACTED]
2a: Workshop/Meeting: Countryside Stewardship Mid Tier Event (15 capacity)	[REDACTED]	RDPE	[REDACTED]	[REDACTED]	[REDACTED]

Annex A

Deadline	Activity
██████████	Contract start date.
██████████	All dates and venues booked for the events with follow on one-to-one advice sessions booked in the same locality to follow the events.
██████████	Delivery of the events to commence.
██████████	Tranche 1 Advice sessions to commence. Commencement of the Recommendation of CS Mid Tier Options Requiring Approval on-farm visits.
██████████	1 CS Mid Tier event delivered.
██████████	Tranche 2 advice sessions, venues and dates to be confirmed.
██████████	All the events delivered. 15% of One-to-one advice sessions delivered.
██████████	30% of One-to-one advice sessions delivered.
██████████	75% of One-to-one advice sessions delivered 50% of the Recommendation of CS Mid Tier Options Requiring Approval on-farm visits completed and Recommendation forms forwarded to NE.
██████████	100% of the Recommendation of CS Mid Tier Options Requiring Approval on-farm visits completed and Recommendation forms forwarded to NE. 90% of One-to-one advice sessions delivered.
██████████	100% of One-to-one advice sessions delivered.
██████████	Evaluation of the feedback forms completed.
██████████	Final claim submitted to NE.

Schedule 1: 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:

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

████████████████████
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	Example: The processing is needed in order to ensure that the Processor can effectively deliver the services required by the contract to provide.
Duration of the processing	25 February 2020 – 12 October 2020
Nature and purposes of the processing	The collection, recording, organisation and storage of information for the purpose of providing advice to named individuals.

Type of Personal Data	Name, address, date of birth, NI number, telephone number, email address.
Categories of Data Subject	Members of the public in the person of farmers who will be the recipients of advice.
Data Processing descriptor	Narrative

In the event that personal data is identified, the Authority requires that a Fair Processing Notice (or equivalent) is completed and forwarded to the Authority for its records. Example notice is attached.