



MOD Terms and Conditions for Less Complex Requirements

1 Definitions - In the Contract:

Articles means, in relation to Clause 9 and Schedule 3 only, an object which during production is given a special shape, surface or design which determines its function to a greater degree than does its chemical composition;

The Authority means the Secretary of State for Defence of the United Kingdom of Great Britain and Northern Ireland, (referred to in this document as "the Authority"), acting as part of the Crown;

Business Day means 09:00 to 17:00 Monday to Friday, excluding public and statutory holidays;

Contract means the agreement concluded between the Authority and the Contractor, including all terms and conditions, , specifications, plans, drawings, schedules and other documentation, expressly made part of the agreement in accordance with Clause 2.c;

Contractor means the person, firm or company specified as such in the Contract. Where the Contractor is an individual or a partnership, the expression shall include the personal representatives of the individual or of the partners, as the case may be;

Contractor Deliverables means the goods and / or services including packaging (and supplied in accordance with any QA requirements if specified) which the Contractor is required to provide under the Contract in accordance with the schedule of requirements.

Effective Date of Contract means the date stated on the Contract or, if there is no such date stated, the date upon which both Parties have signed the Contract;

Firm Price means a price excluding Value Added Tax (VAT) which is not subject to variation;

Government Furnished Assets (GFA) is a generic term for any MOD asset such as equipment, information or resources issued or made available to the Contractor in connection with the Contract by or on behalf of the Authority;

Hazardous Contractor Deliverable means a Contractor Deliverable or a component of a Contractor Deliverable that is itself a hazardous material or substance or that may in the course of its use, maintenance, disposal, or in the event of an accident, release one or more hazardous materials or substances and each material or substance that may be so released;

Issued Property means any item of Government Furnished Assets (GFA), including any materiel issued or otherwise furnished to the

Contractor in connection with the Contract by or on behalf of the Authority;

Legislation means in relation to the United Kingdom any Act of Parliament, any subordinate legislation within the meaning of section 21 of the Interpretation Act 1978, any exercise of Royal Prerogative or any enforceable community right within the meaning of Section 2 of the European Communities Act 1972.

Mixture means a mixture or solution composed of two or more substances;

Notices means all notices, orders, or other forms of communication required to be given in writing under or in connection with the Contract;

Parties means the Contractor and the Authority, and Party shall be construed accordingly;

PPT means a tax called "plastic packaging tax" charged in accordance with Part 2 of the Finance Act 2021;

PPT Legislation means the legislative provisions set out in Part 2 and Schedules 9-15 of the Finance Act 2021 together with any secondary legislation made under powers contained in Part 2 of the Finance Act 2021. This includes, but is not limited to, The Plastic

Packaging Tax (Descriptions of Products) Regulations 2021 and The Plastic Packaging Tax (General) Regulations 2022;

Plastic Packaging Component(s) shall have the same meaning as set out in Part 2 of the Finance Act 2021 together with any associated secondary legislation;

Sensitive Information means the information listed as such in Schedule 4, being information notified by the Contractor to the Authority, which is acknowledged by the Authority as being sensitive, at the point at which the Contract is entered into or amended (as relevant) and remains sensitive information at the time of publication;

Substance means a chemical element and its compounds in the natural state or obtained by any manufacturing process, including any additive necessary to preserve its stability and any impurity deriving from the process used, but excluding any solvent which may be separated without affecting the stability of the substance or changing its composition;

Transparency Information means the content of this Contract in its entirety, including from time to time agreed changes to this Contract, except for (i) any information which is exempt from disclosure in accordance with the provisions of the Freedom of Information Act 2000 (FOIA) or the Environmental Information Regulations Act 2004 (EIR), which shall be determined by the Authority, and (ii) any Sensitive Information.

2 General

- a. The Contractor shall comply with all applicable Legislation, whether specifically referenced in this Contract or not.
- b. Any variation to the Contract shall have no effect unless expressly agreed in writing and signed by both Parties.
- c. If there is any inconsistency between these terms and conditions and the associated documents expressly referred to therein, the conflict shall be resolved according to the following descending order of priority:
 - (1) the terms and conditions;
 - (2) the schedules; and
 - (3) the documents expressly referred to in the agreement.
- d. Neither Party shall be entitled to assign the Contract (or any part thereof) without the prior written consent of the other Party.
- e. Failure or delay by either Party in enforcing or partially enforcing any provision of the Contract shall not be construed as a waiver of its rights or remedies. No waiver in respect of any right or remedy shall operate as a waiver in respect of any other right or remedy.

- f. The Parties to the Contract do not intend that any term of the Contract shall be enforceable by virtue of the Contracts (Rights of Third Parties) Act 1999 by any person that is not a Party to it.
- g. The Contract and any non-contractual obligations arising out of or in connection with it shall be governed by and construed in accordance with English Law, and subject to Clause 15 and without prejudice to the dispute resolution procedure set out therein, the Parties submit to the exclusive jurisdiction of the English courts. Other jurisdictions may apply solely for the purpose of giving effect to this Clause 2.g and for enforcement of any judgement, order or award given under English jurisdiction.

3 Application of Conditions

- a. These terms and conditions, schedules and the specification govern the Contract to the entire exclusion of all other terms and conditions. No other terms or conditions are implied.
- b. The Contract constitutes the entire agreement and understanding and supersedes any previous agreement between the Parties relating to the subject matter of the Contract.

4 Disclosure of Information

Information received or in connection with the Contract shall be managed in accordance with DEFCON 531 (SC1) and Clause 5.

5 Transparency

- a. Notwithstanding an other condition of this Contract, including 531 (SC1), the Contractor understands that the Authority may publish the Transparency Information to the general public. . b. Subject to Clause 5.c, the Authority shall publish and maintain an up-to-date version of the Transparency Information in a format readily accessible and reusable by the general public under an open licence where applicable. c. If, in the Authority's reasonable opinion, publication of any element of the Transparency Information would be contrary to the public interest, the Authority shall be entitled to exclude such information from publication. The Authority acknowledges that it would expect the public interest by default to be best served by publication of the Transparency Information in its entirety. Accordingly, the Authority acknowledges that it shall only exclude Transparency Information from publication in exceptional circumstances and agrees that where it decides to exclude information from publication on that basis, it will provide a clear statement to the general public explaining the categories of information that have been excluded from publication and reasons for withholding that information.
- c. The Contractor shall assist and co-operate with the Authority as reasonably required to enable the Authority to publish the Transparency Information, in accordance with the principles set out above. Where the Authority publishes Transparency Information, it shall:
 - (1) before publishing redact any information that would be exempt from disclosure if it was the subject of a request for information under the FOIA and/or the EIR , for the avoidance of doubt, including the Sensitive Information.
 - (2) taking into account the Sensitive Information set out in Schedule 4, consult with the Contractor where the Authority intends to publish information which has been identified as Sensitive Information. For the avoidance of doubt the Authority, acting reasonably, shall have absolute discretion to decide what information shall be published or be exempt from disclosure in accordance with the FOIA and/or the EIR; and
 - (3) present information in a format that assists the general public in understanding the relevance and completeness of the information being published to ensure the public obtain a fair view on how this Contract is being performed.

6 Notices

- a. A Notice served under the Contract shall be:
 - (1) in writing in the English language;
 - (2) authenticated by signature or such other method as may be agreed between the Parties;
 - (3) sent for the attention of the other Party's representative, and to the address set out in the Contract;
 - (4) marked with the number of the Contract; and
 - (5) delivered by hand, prepaid post (or airmail), facsimile transmission or, if agreed in the Contract, by electronic mail.
- b. Notices shall be deemed to have been received:
 - (1) if delivered by hand, on the day of delivery if it is the recipient's Business Day and otherwise on the first Business Day of the recipient immediately following the day of delivery;
 - (2) if sent by prepaid post, on the fourth Business Day (or the tenth Business Day in the case of airmail) after the day of posting;
 - (3) if sent by facsimile or electronic means:
 - (a) if transmitted between 09:00 and 17:00 hours on a Business Day (recipient's time) on completion of receipt by the sender of verification of the transmission from the receiving instrument; or
 - (b) if transmitted at any other time, at 09:00 on the first Business Day (recipient's time) following the completion of receipt by the sender of verification of transmission from the receiving instrument.

7 Intellectual Property

- a. The Contractor shall as its sole liability keep the Authority fully indemnified against an infringement or alleged infringement of any intellectual property rights or a claim for Crown use of a UK patent or registered design caused by the use, manufacture or supply of the Contractor Deliverables.
- b. The Authority shall promptly notify the Contractor of any infringement claim made against it relating to any Contractor Deliverable and, subject to any statutory obligation requiring the Authority to respond, shall permit the Contractor to have the right, at its sole discretion to assume, defend, settle or otherwise dispose of such claim. The Authority shall give the Contractor such assistance as it may reasonably require to dispose of the claim and will not make any statement which might be prejudicial to the settlement or defence of the claim. c. Notwithstanding any other provisions of the Contract and for the avoidance of doubt, award of the Contract by the Authority and placement of any

contract task under it does not constitute an authorisation by the Crown under Sections 55 and 56 of the Patents Act 1977 or Section 12 of the Registered Designs Act 1949. The Contractor acknowledges that any such authorisation by the Authority under its statutory powers must be expressly provided in writing, with reference to the acts authorised and the specific intellectual property involved.

Notification of Intellectual Property Rights (IPR) Restrictions

- d. Where any of the Conditions listed below (1 to 3) have been added to these Conditions of the Contract as Project Specific DEFCONs at Clause 21, the Contractor warrants and confirms that all Intellectual Property Rights restrictions and associated export restrictions relating to the use or disclosure of the Contractor Deliverables that are notifiable under those Conditions, or of which the Contractor is or should reasonably be aware as at Effective Date of Contract, are disclosed in Schedule 5 (Notification of Intellectual Property Rights (IPR) Restrictions):
 - (1) DEFCON 15 - including notification of any self-standing background Intellectual Property;
 - (2) DEFCON 90 - including copyright material supplied under clause 5;
 - (3) DEFCON 91 - limitations of Deliverable Software under clause 3b;
- e. The Contractor shall promptly notify the Authority in writing if they become aware during the performance of the Contract of any required additions, inaccuracies or omissions in Schedule 5.
- f. Any amendment to Schedule 5 shall be made in accordance with DEFCON 503 (SC1).

8 Supply of Contractor Deliverables and Quality Assurance

- a. This Contract comes into effect on the Effective Date of Contract.
- b. The Contractor shall supply the Contractor Deliverables to the Authority at the Firm Price stated in the Contract. c. The Contractor shall ensure that the Contractor Deliverables:
 - (1) correspond with the specification;
 - (2) are of satisfactory quality (within the meaning of the Sale of Goods Act 1979, as amended) except that fitness for purpose shall be limited to the goods being fit for the particular purpose held out expressly by or made known expressly to the Contractor and in this respect the Authority relies on the Contractor's skill and judgement; and
 - (3) comply with any applicable Quality Assurance Requirements specified in the Contract.
- d. The Contractor shall apply for and obtain any licences required to import any material required for the performance of the Contract in the UK. The Authority shall provide to the Contractor reasonable assistance with regard to any relevant defence or security matter arising in the application for any such licence.

9 Supply of Data for Hazardous Substances, Mixtures and Articles in Contractor Deliverables

- a. Nothing in this Clause 9 shall reduce or limit any statutory duty or legal obligation of the Authority or the Contractor.
- b. As soon as possible and in any event within the period specified in the Contract (or if no such period is specified no later than one month prior to the delivery date), the Contractor shall provide to the Authority's representatives in the manner and format prescribed in the Contract:
 - (1) confirmation as to whether or not to the best of its knowledge any of the Contractor Deliverables contain hazardous Substances, Mixtures or Articles; and
 - (2) for each Substance, Mixture or Article supplied in meeting the criteria of classification as hazardous in accordance with the GB Classification, Labelling and Packaging (GB CLP) a UK REACH compliant Safety Data Sheet (SDS);
 - (3) where Mixtures supplied do not meet the criteria for classification as hazardous according to GB CLP but contain a hazardous Substance an SDS is to be made available on request; and
 - (4) for each Article whether supplied on its own or part of an assembly that contains a Substance on the UK REACH Authorisation List, Restriction List and / or the Candidate List of Substances of Very High Concern (SVHC) in a proportion greater than 0.1% w/w of the Article, sufficient information, available to the supplier, to allow safe use of the Article including, as a minimum, the name of that Substance.
- c. For substances, Mixtures or Articles that meet the criteria list in clause 9.b above:
 - (1) if the Contractor becomes aware of new information which may affect the risk management measures or new information on the hazard, the Contractor shall update the SDS/safety Information and forward it to the Authority and to the address listed in Schedule 3; and
 - (2) if the Authority becomes aware of new information that might call into question the appropriateness of the risk management measures identified in the safety information supplied, shall report this information in writing to the Contractor.
- d. If the Substances, Mixtures or Articles in Contractor Deliverables are Ordnance, Munitions or Explosives (OME), in addition to the requirements of the GB CLP and UK REACH the Contractor shall comply with hazard reporting requirements of DEF STAN 07-085 Design Requirements for Weapons and Associated Systems.
- e. If the Substances, Mixtures or Articles in Contractor Deliverables, are or contain or embody a radioactive substance as defined in the Ionising Radiation Regulations SI 2017/1075, the Contractor shall additionally provide details on DEFFORM 68 of:
 - (1) activity; and
 - (2) the substance and form (including any isotope).
- f. If the Substances, Mixtures and Articles in Contractor Deliverables have magnetic properties which emit a magnetic field, the Contractor shall additionally provide details on DEFFORM 68 of the magnetic flux density at a defined distance, for the condition in which it is packed.
- g. Failure by the Contractor to comply with the requirements of this Condition shall be grounds for rejecting the affected Substances, Mixtures and Articles in Contractor Deliverables. Any withholding of information concerning hazardous Substance, Mixtures or Articles in Contractor Deliverables shall be regarded as a material breach of Contract under Condition 18 (Material Breach) for which the Authority reserves the right to require the Contractor to rectify the

breach immediately at no additional cost to the Authority or to terminate the Contract in accordance with Condition 18.

h. Where delivery is made to the Defence Fulfilment Centre (DFC) and / or other Team Leidos location / building, the Contractor must comply with the Logistic Commodities and Services Transformation (LCST) Supplier Manual.

10 Delivery / Collection

a. The Contract shall specify whether the Contractor Deliverables are to be delivered to the consignee by the Contractor or collected from the consignor by the Authority.

b. Title and risk in the Contractor Deliverables shall pass from the Contractor to the Authority on delivery or on collection in accordance with Clause 10.a.

c. The Authority shall be deemed to have accepted the Contractor Deliverables within a reasonable time after title and risk has passed to the Authority unless it has rejected the Contractor Deliverables within the same period.

11 Marking of Contractor Deliverables

a. Each Contractor Deliverable shall be marked in accordance with the requirements specified in Contract, or if no such requirement is specified, the Contractor shall mark each Contractor Deliverable clearly and indelibly in accordance with the requirements of the relevant DEF-STAN 05-132 as specified in the contract or specification. In the absence of such requirements, the Contractor Deliverables shall be marked with the MOD stock reference, NATO Stock Number (NSN) or alternative reference number specified in the schedule of requirements.

b. Any marking method used shall not have a detrimental effect on the strength, serviceability or corrosion resistance of the Contractor Deliverables.

c. The marking shall include any serial numbers allocated to the Contractor Deliverable.

d. Where because of its size or nature it is not possible to mark a Contractor Deliverable with the required particulars, the required information should be included on the package or carton in which the Contractor Deliverable is packed, in accordance with condition 12 (Packaging and Labelling (excluding Contractor Deliverables containing Ammunition or Explosives)).

12 Packaging and Labelling of Contractor Deliverables (Excluding Contractor Deliverables Containing Ammunition or Explosives)

a. The Contractor shall pack or have packed the Contractor Deliverables in accordance with any requirements specified in the Contract and Def Stan 81-041 (Part 1 and Part 6).

b. The Contractor shall establish if the Contractor Deliverables are, or contain, Dangerous Goods as defined in the Regulations set out in this Clause 12. Any that do shall be packaged for UK or worldwide shipment by all modes of transport in accordance with the following unless otherwise specified in the Contract.:

(1) the Technical Instructions for the Safe Transport of Dangerous Goods by Air (ICAO), IATA Dangerous Goods Regulations;

(2) the International Maritime Dangerous Goods (IMDG) Code;

(3) the Regulations Concerning the International Carriage of Dangerous Goods by Rail (RID); and

(4) the European Agreement Concerning the International Carriage of Dangerous Goods by Road (ADR).

c. Certification markings, incorporating the UN logo, the package code and other prescribed information indicating that the package corresponds to the successfully designed type shall be marked on the packaging in accordance with the relevant regulation.

13 Plastic Packaging Tax

a. The Contractor shall ensure that any PPT due in relation to this Contract is paid in accordance with the PPT Legislation.

b. The Contract Price includes any PPT that may be payable by the Contractor in relation to the Contract.

c. On reasonable notice being provided by the Authority, the Contractor shall provide and make available to the Authority details of any PPT they have paid that relates to the Contract.

d. The Contractor shall notify the Authority, in writing, in the event that there is any adjustment required to the Contract Price in accordance with section 70 of the Finance Act 2021 and, on reasonable notice being provided by the Authority, the Contractor shall provide any such information that the Authority requires in relation to any such adjustment.

e. In accordance with DEFCON 609 (SC1) the Contractor (and their sub-contractors) shall maintain all records relating to PPT and make them available to the Authority when requested on reasonable notice for reasons related to the Contract.

f. Where the Contractor manufactures, purchases or imports into the UK any Plastic Packaging Component in relation to the Contract the Contractor shall, on reasonable notice being given, provide the Authority with such information and documentation that it requires to enable the Authority to carry out due diligence checks and satisfy itself that the Contractor has complied with the requirements of the PPT Legislation. This shall include, but is not limited to the Contractor providing:

(1) confirmation of the tax status of any Plastic Packaging Component;

(2) documents to confirm that PPT has been properly accounted for;

(3) product specifications for the packaging components, including, but not limited to, the weight and composition of the products and any other product specifications that may be required; and

(4) copies of any certifications or audits that have been obtained or conducted in relation to the provision of Plastic Packaging Components.

g. The Authority shall have the right, on providing reasonable notice, to physically inspect or conduct an audit on the Contractor, to ensure any information that has been provided in accordance with clause 13.f above is accurate.

- h. In the event the Contractor is not required to register for PPT they (and to the extent applicable, their sub-contractors) shall provide the Authority with a statement to this effect and, to the extent reasonably required by the Authority on reasonable notice, supporting evidence for that statement.
- i. The Contractor shall provide, on the Authority providing reasonable notice, any information that the Authority may require from the Contractor for the Authority to comply with any obligations it may have under the PPT Legislation.

14 Progress Monitoring, Meetings and Reports

The Contractor shall attend progress meetings and deliver reports at the frequency or times (if any) specified in the Contract and shall ensure that its Contractor's representatives are suitably qualified to attend such meetings. Any additional meetings reasonably required shall be at no cost to the Authority.

15 Payment

- a. Payment for Contractor Deliverables will be made by electronic transfer and prior to submitting any claims for payment under clause 15b the Contractor will be required to register their details (Supplier on-boarding) on the Contracting, Purchasing and Finance (CP&F) electronic procurement tool.
- b. Where the Contractor submits an invoice to the Authority in accordance with clause 15a, the Authority will consider and verify that invoice in a timely fashion.
- c. The Authority shall pay the Contractor any sums due under such an invoice no later than a period of 30 days from the date on which the Authority has determined that the invoice is valid and undisputed.
- d. Where the Authority fails to comply with clause 15b and there is undue delay in considering and verifying the invoice, the invoice shall be regarded as valid and undisputed for the purpose of clause 15c after a reasonable time has passed.
- e. The approval for payment of a valid and undisputed invoice by the Authority shall not be construed as acceptance by the Authority of the performance of the Contractor's obligations nor as a waiver of its rights and remedies under this Contract.
- f. Without prejudice to any other right or remedy, the Authority reserves the right to set off any amount owing at any time from the Contractor to the Authority against any amount payable by the Authority to the Contractor under the Contract or under any other contract with the Authority, or with any other Government Department.

16 Dispute Resolution

- a. The Parties will attempt in good faith to resolve any dispute or claim arising out of or relating to the Contract through negotiations between the respective representatives of the Parties having authority to settle the matter, which attempts may include the use of any alternative dispute resolution procedure on which the Parties may agree.
- b. In the event that the dispute or claim is not resolved pursuant to Clause 16.a the dispute shall be referred to arbitration and shall be governed by the Arbitration Act 1996. For the purposes of the arbitration, the arbitrator shall have the power to make provisional awards pursuant to Section 39 of the Arbitration Act 1996.
- c. For the avoidance of doubt it is agreed between the Parties that the arbitration process and anything said, done or produced in or in relation to the arbitration process (including any awards) shall be confidential as between the Parties, except as may be lawfully required in judicial proceedings relating to the arbitration or otherwise. No report relating to anything said, done or produced in or in relation to the arbitration process may be made beyond the tribunal, the Parties, their legal representatives and any person necessary to the conduct of the proceedings, without the concurrence of all the Parties to the arbitration.

17 Termination for Corrupt Gifts

The Authority may terminate the Contract with immediate effect, without compensation, by giving written notice to the Contractor at any time after any of the following events:

- a. where the Authority becomes aware that the Contractor, its employees, agents or any sub-contractor (or anyone acting on its behalf or any of its or their employees):
 - (1) has offered, promised or given to any Crown servant any gift or financial or other advantage of any kind as an inducement or reward;
 - (2) commits or has committed any prohibited act or any offence under the Bribery Act 2010 with or without the knowledge or authority of the Contractor in relation to this Contract or any other contract with the Crown;
 - (3) has entered into this or any other contract with the Crown in connection with which commission has been paid or has been agreed to be paid by it or on its behalf, or to its knowledge, unless before the contract is made particulars of any such commission and of the terms and conditions of any such agreement for the payment thereof have been disclosed in writing to the Authority.
- b. In exercising its rights or remedies to terminate the Contract under Clause 17.a. the Authority shall:
 - (1) act in a reasonable and proportionate manner having regard to such matters as the gravity of, and the identity of the person committing the prohibited act;
 - (2) give due consideration, where appropriate, to action other than termination of the Contract, including (without being limited to):
 - (a) requiring the Contractor to procure the termination of a subcontract where the prohibited act is that of a Subcontractor or anyone acting on its or their behalf;
 - (b) requiring the Contractor to procure the dismissal of an employee (whether its own or that of a Subcontractor or anyone acting on its behalf) where the prohibited act is that of such employee.
- c. Where the Contract has been terminated under Clause 17.a. the Authority shall be entitled to purchase substitute Contractor

Deliverables from elsewhere and recover from the Contractor any costs and expenses incurred by the Authority in obtaining the Contractor Deliverables in substitution from another supplier.

18 Material Breach

In addition to any other rights and remedies, the Authority shall have the right to terminate the Contract (in whole or in part) with immediate effect by giving written notice to the Contractor where the Contractor is in material breach of their obligations under the Contract. Where the Authority has terminated the Contract under Clause 18 the Authority shall have the right to claim such damages as may have been sustained as a result of the Contractor's material breach of the Contract.

19 Insolvency

The Authority shall have the right to terminate the contract if the Contractor is declared bankrupt or goes into liquidation or administration. This is without prejudice to any other rights or remedies under this Contract.

20 Limitation of Contractor's Liability

- a. Subject to Clause 20.b the Contractor's liability to the Authority in connection with this Contract shall be limited to £5m (five million pounds).
- b. Nothing in this Contract shall operate to limit or exclude the Contractor's liability:
 - (1) for:
 - (a) any liquidated damages (to the extent expressly provided for under this Contract);
 - (b) any amount(s) which the Authority is entitled to claim, retain or withhold in relation to the Contractor's failure to perform or under-perform its obligations under this Contract, including service credits or other deductions (to the extent expressly provided for under this Contract);
 - (c) any interest payable in relation to the late payment of any sum due and payable by the Contractor to the Authority under this Contract;
 - (d) any amount payable by the Contractor to the Authority in relation to TUPE or pensions to the extent expressly provided for under this Contract;
 - (2) under Condition 7 of the Contract (Intellectual Property), and DEFCONs 91 or 638 (SC1) where specified in the contract;
 - (3) for death or personal injury caused by the Contractor's negligence or the negligence of any of its personnel, agents, consultants or sub-contractors;
 - (4) For fraud, fraudulent misrepresentation, wilful misconduct or negligence;
 - (5) in relation to the termination of this Contract on the basis of abandonment by the Contractor;
 - (6) for breach of the terms implied by Section 2 of the Supply of Goods and Services Act 1982; or
 - (7) for any other liability which cannot be limited or excluded under general (including statute and common) law.
- c. The rights of the Authority under this Contract are in addition to, and not exclusive of, any rights or remedies provided by general (including statute and common) law.

21 The project specific DEFCONs and DEFCON SC variants that apply to this Contract are:

DEFCON 76 (SC1) 11/22 Contractor's Personnel At Government Establishments
DEFCON 503 (SC1) 06/22 Formal Amendments to Contract
DEFCON 531 (SC1) 09/21 Disclosure of Information
DEFCON 532A (SC1) 05/22 Protection of Personal Data (Where Personal Data is not being processed on behalf of the Authority)
DEFCON 534 06/21 Subcontracting and Prompt Payment
DEFCON 538 06/02 Severability
DEFCON 566 10/20 Change of Control of Contractor
DEFCON 658 (SC1) 10/22 Cyber
DEFCON 658 – Cyber Risk Profile – Very Low
DEFCON 705 06/21 Intellectual Property Rights - Research And Technology

22 The special conditions that apply to this Contract are:

a. Russian and Belarusian Exclusion Condition for Inclusion in Contracts

1. The Contractor shall, and shall procure that their Sub-contractors shall, notify the Authority in writing as soon as they become aware that:
 - a. the Contract Deliverables and/or Services contain any Russian/Belarusian products and/or services; or
 - b. that the Contractor or any part of the Contractor's supply chain is linked to entities who are constituted or organised under the law of Russia or Belarus, or under the control (full or partial) of a Russian/Belarusian person or entity. Please note that this does not include companies:
 - (1) registered in the UK or in a country with which the UK has a relevant international agreement providing reciprocal rights of access in the relevant field of public procurement; and/or
 - (2) which have significant business operations in the UK or in a country with which the UK has a relevant international agreement providing reciprocal rights of access in the relevant field of public procurement.
2. The Contractor shall, and shall procure that their Sub-contractors shall, include in such notification (or as soon as reasonably practicable following the notification) full details of the Russian products, services and/or entities and shall provide all reasonable assistance to the Authority to understand the nature, scope and impact of any such products, services and/or entities on the provision of the Contract Deliverables and/or Services.
3. The Authority shall consider the notification and information provided by the Contractor and advise the Contractor in writing of any concerns the Authority may have and/or any action which the Authority will require the Contractor to take. The Contractor shall be required to submit a response to the concerns raised by the Authority, including any

plans to mitigate those concerns, within 14 business days of receipt of the Authority's written concerns, for the Authority's consideration.

4. The Contractor shall include provisions equivalent to those set out in this clause in all relevant Sub-contracts.

- b. The Contractor shall supply the Deliverables to the satisfaction of the Authority based on conformity with the requirements set out in the Statement of Requirements at Annex 1 to the Contract.
- c. The Contractor shall be able to claim payment for the Deliverables it has supplied under this Contract on acceptance of the final Deliverable by the Authority.
- d. The Authority does not give any warranty or undertaking as to the completeness, accuracy, or fitness for any purpose of any of the Authority provided information. Neither the Authority nor its agents or employees shall be liable to the contractor in contract (save as expressly provided elsewhere in the Contract), tort, statute nor otherwise, as a result of any inaccuracy, omission, unfitness for any purpose, or inadequacy of any kind, in the Authority provided information.

23 The processes that apply to this Contract are:

N/A

Contract 709990461 for the Provision of Hydrogen from Wastewater

This Contract shall come into effect on the date of signature by both parties.

For and on behalf of the Company Name Wastewater Fuels Limited:

Name, Title and Company Position	(REDACTED FOR SECURITY PUPROSES - OFFICIAL SENSITIVE) Chief Engineer (Director)
Signature	(REDACTED FOR SECURITY PUPROSES - OFFICIAL SENSITIVE)
Date	12/01/2024

For and on behalf of the Secretary of State for Defence

Name and Title	(REDACTED FOR SECURITY PUPROSES - OFFICIAL SENSITIVE) Commercial Manager
Signature	(REDACTED FOR SECURITY PUPROSES - OFFICIAL SENSITIVE)
Date	12/01/2024

Schedule 1 – Additional Definitions of Contract

N/A

Schedule 2 – Schedule of Requirements for Contract No: 709990461

Contractor Deliverables									
Item Number	MOD Stock Reference No.	Part No. (where applicable)	Specification	Consignee Address Code (full address is detailed in DEFFORM 96)	Packaging Requirements inc. PPQ and DofQ (as detailed in DEFFORM 96)	Delivery Date	Total Qty	Firm Price (£) Ex VAT	
								Per Item	Total inc. packaging (and delivery if specified in Schedule 3 (Contract Data Sheet))
1	N/A		Work Package 1. The establishment of a fully resourced laboratory site at a suitable wastewater treatment plant within the UK.		N/A	19/01/2024	1	(REDACTED FOR SECURITY PURPOSES - OFFICIAL SENSITIVE)	(REDACTED FOR SECURITY PURPOSES - OFFICIAL SENSITIVE)
2	N/A		Work Package 2. Deployment and initiation of a new control MEC to process crude sewage.		N/A	25/01/2024	1	(REDACTED FOR SECURITY PURPOSES - OFFICIAL SENSITIVE)	(REDACTED FOR SECURITY PURPOSES - OFFICIAL SENSITIVE)
3	N/A		Work Package 3. Deployment of enhanced MEC for processing crude sewage.		N/A	20/02/2024	1	(REDACTED FOR SECURITY PURPOSES - OFFICIAL SENSITIVE)	(REDACTED FOR SECURITY PURPOSES - OFFICIAL SENSITIVE)
4	N/A		Work Package 4. Deployment of enhanced asset to process sludge liquor.		N/A	20/03/2024	1	(REDACTED FOR SECURITY PURPOSES - OFFICIAL SENSITIVE)	(REDACTED FOR SECURITY PURPOSES - OFFICIAL SENSITIVE)

5	N/A		Work Package 5. Wastewater Fuels will produce a report on the upgrades and summarise learnings and key performance data for future exploitation by Def Sp futures and wider Defence		N/A	20/03/2024	1	(REDACTED FOR SECURITY PURPOSES - OFFICIAL SENSITIVE)	(REDACTED FOR SECURITY PURPOSES - OFFICIAL SENSITIVE)
Total Firm Price (ex VAT)									£329,497.74

Schedule 3 - Contract Data Sheet for Contract No: 709990461

Contract Period	<p>Effective date of Contract: 12 January 2024</p> <p>The Contract expiry date shall be: 29 March 2024</p>
Clause 6 - Notices	<p>Notices served under the Contract can be transmitted by electronic mail</p> <p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Notices served under the Contract shall be sent to the following address:</p> <p>Authority:</p> <p>(REDACTED FOR SECURITY PUPROSES - OFFICIAL SENSITIVE)</p> <p>Contractor:</p> <p>(REDACTED FOR SECURITY PUPROSES - OFFICIAL SENSITIVE)</p>
Clause 8 – Supply of Contractor Deliverables and Quality Assurance	<p>Is a Deliverable Quality Plan required for this Contract? (delete as appropriate)</p> <p>Yes <input type="checkbox"/></p> <p>No <input checked="" type="checkbox"/></p> <p>If yes: (delete as appropriate)</p> <p>A Deliverable Quality Plan is required in accordance with DEFCON 602A (SC1)</p> <p>Or</p> <p>A Deliverable Quality Plan with additional Quality Assurance Information is required in accordance with DEFCON 602C (SC1)</p> <p>If required, the Deliverable Quality Plan and/or Deliverable Quality Plan with Assurance Information must be delivered to the Authority (Quality) within X Business Days of Contract Award.</p> <p>Other Quality Requirements:</p> <p>(Enter other quality requirements here)</p>

<p>Clause 9 – Supply of Data for Hazardous Substance, Articles and Materials in Contractor Materials</p>	<p>A completed DEFFORM 68 (Hazardous and Non-Hazardous Substances, Mixtures or Articles Statement), and if applicable, UK REACH Article 31 compliant Safety Data Sheet(s) (SDS) including any related information to be supplied in compliance with the Contractor’s statutory duties under Clauses 9.b, and any information arising from the provisions of Clause 9 are to be provided by e-mail with attachments in Adobe PDF or MS WORD format to:</p> <p>The Authority’s Representative (Commercial)</p> <p>by the following date:</p> <p>So that the safety information can reach users without delay, the Authority shall send a copy preferably as an email with attachment(s) in Adobe PDF or MS WORD format.</p> <p>(1) Hard copies to be sent to:</p> <p>Hazardous Stores Information System (HSIS)</p> <p>Spruce 2C, #1260</p> <p>MOD Abbey Wood (South)</p> <p>Bristol, BS34 8JH</p> <p>(2) Emails to be sent to:</p> <p>DESEngSfty-QSEPSEP-HSISMulti@mod.gov.uk</p> <p>SDS which are classified above OFFICIAL including Explosive Hazard Data Sheets (EHDS) for Ordnance, Munitions or Explosives (OME) are not to be sent to HSIS and must be held by the respective Authority Delivery Team.:</p>
<p>Clause 10 – Delivery/Collection</p>	<p>Contract Deliverables are to be:</p> <p>Delivered by the Contractor <input checked="" type="checkbox"/></p> <p>Special Instructions: The report shall be delivered electronically via email to the Authorities Project Manger (REDACTED FOR SECURITY PUPROSES - OFFICIAL SENSITIVE)</p> <p>Collected by the Authority <input checked="" type="checkbox"/></p> <p>Special Instructions (including consignor address if different from Contractor’s registered address):</p>
<p>Clause 12 – Packaging and Labelling of Contractor Deliverables</p>	<p>Additional packaging requirements:</p> <p>Not Applicable</p>

<p>Clause 14 – Progress Meetings</p>	<p>The Contractor shall be required to attend the following meetings:</p> <p>Type: Fortnightly Progress Review Meetings</p> <p>Frequency: Fortnightly</p> <p>Location: Online</p>
<p>Clause 14 – Progress Reports</p>	<p>The Contractor is required to submit the following Reports:</p> <p>Type: Monthly Progress Review Report (MPRR)</p> <p>Frequency: Monthly - 5th Business Day of the month</p> <p>Method of Delivery: MS Office 365 via email</p> <p>Delivery Address:</p> <p>(REDACTED FOR SECURITY PUPROSES - OFFICIAL SENSITIVE)</p>

Appendix - Addresses and Other Information

1. Commercial Officer

Name: (REDACTED FOR SECURITY PUPROSES - OFFICIAL SENSITIVE)

Address: (REDACTED FOR SECURITY PUPROSES - OFFICIAL SENSITIVE)

Email: (REDACTED FOR SECURITY PUPROSES - OFFICIAL SENSITIVE)

☎ (REDACTED FOR SECURITY PUPROSES - OFFICIAL SENSITIVE)

8. Public Accounting Authority

1. Returns under DEFCON 694 (or SC equivalent) should be sent to DBS Finance ADMT – Assets In Industry 1, Level 4 Piccadilly Gate, Store Street, Manchester, M1 2WD
☎ 44 (0) 161 233 5397

2. For all other enquiries contact DES Fin FA-AMET Policy, Level 4 Piccadilly Gate, Store Street, Manchester, M1 2WD
☎ 44 (0) 161 233 5394

2. Project Manager, Equipment Support Manager or PT Leader (from whom technical information is available)

Name: (REDACTED FOR SECURITY PUPROSES - OFFICIAL SENSITIVE)

Address (REDACTED FOR SECURITY PUPROSES - OFFICIAL SENSITIVE)

Email: (REDACTED FOR SECURITY PUPROSES - OFFICIAL SENSITIVE)

☎ (REDACTED FOR SECURITY PUPROSES - OFFICIAL SENSITIVE)

9. Consignment Instructions

The items are to be consigned as follows:
As detailed in Schedule of Requirements

3. Packaging Design Authority

Organisation & point of contact:

(Where no address is shown please contact the Project Team in Box 2)



10. Transport. The appropriate Ministry of Defence Transport Offices are:

A. DSCOM, DE&S, DSCOM, MoD Abbey Wood, Cedar 3c, Mail Point 3351, BRISTOL BS34 8JH

Air Freight Centre

IMPORTS ☎ 030 679 81113 / 81114 Fax 0117 913 8943

EXPORTS ☎ 030 679 81113 / 81114 Fax 0117 913 8943

Surface Freight Centre

IMPORTS ☎ 030 679 81129 / 81133 / 81138 Fax 0117 913 8946

EXPORTS ☎ 030 679 81129 / 81133 / 81138 Fax 0117 913 8946

**4. (a) Supply / Support Management Branch or Order Manager:
Branch/Name:**



(b) U.I.N.

B. JSCS

JSCS Helpdesk No. 01869 256052 (select option 2, then option 3)
JSCS Fax No. 01869 256837
Users requiring an account to use the MOD Freight Collection Service should contact UKStratCom-DefSp-RAMP@mod.gov.uk in the first instance.

5. Drawings/Specifications are available from

11. The Invoice Paying Authority

Ministry of Defence 0151-242-2000
DBS Finance
Walker House, Exchange Flags Fax: 0151-242-2809
Liverpool, L2 3YL **Website is:**
<https://www.gov.uk/government/organisations/ministry-of-defence/about/procurement>

6. Intentionally Blank

12. Forms and Documentation are available through *:

Ministry of Defence, Forms and Pubs Commodity Management
PO Box 2, Building C16, C Site
Lower Arncott
Bicester, OX25 1LP (Tel. 01869 256197 Fax: 01869 256824)
Applications via fax or email:
Leidos-FormsPublications@teamleidos.mod.uk

7. Quality Assurance Representative:

Commercial staff are reminded that all Quality Assurance requirements should be listed under the General Contract Conditions.

AQAPS and **DEF STANs** are available from UK Defence Standardization, for access to the documents and details of the helpdesk visit <http://dstan.gateway.isg-r.r.mil.uk/index.html> [intranet] or <https://www.dstan.mod.uk/> [extranet, registration needed].

*** NOTE**

1. Many DEFCONs and DEFFORMs can be obtained from the MOD Internet Site:
<https://www.kid.mod.uk/maincontent/business/commercial/index.htm>

2. If the required forms or documentation are not available on the MOD Internet site requests should be submitted through the Commercial Officer named in Section 1.

Schedule 4 - Contractor's Sensitive Information (i.a.w. Clause 5) for Contract No: 709990461

This list shall be agreed in consultation with the Authority and the Contractor and may be reviewed and amended by agreement. The Authority shall review the list before publication of any information.

Contract No: 709990461
Description of Contractor's Sensitive Information: We do not have any at present.
Cross reference to location of Sensitive Information: N/A
Explanation of Sensitivity: N/A
Details of potential harm resulting from disclosure: N/A
Period of Confidence (if Applicable): N/A
Contact Details for Transparency / Freedom of Information matters: Name: (REDACTED FOR SECURITY PUPROSES - OFFICIAL SENSITIVE) Position: CEO Address: (REDACTED FOR SECURITY PUPROSES - OFFICIAL SENSITIVE) Telephone Number: (REDACTED FOR SECURITY PUPROSES - OFFICIAL SENSITIVE) E-mail Address: (REDACTED FOR SECURITY PUPROSES - OFFICIAL SENSITIVE)

Schedule 5 – Notification of Intellectual Property Rights (IPR) Restrictions (i.a.w. Clause 7) for Contract No. 709990461

PART A – Notification of IPR Restrictions

1. <u>ITT / Contract Number</u>		709990461		
2. <u>ID #</u>	3. <u>Unique Technical Data Reference Number / Label</u>	4. <u>Unique Article(s)* Identification Number / Label</u>	5. <u>Statement Describing IPR Restriction</u>	6. <u>Ownership of the Intellectual Property Rights</u>
1	WF_DES_1	WF_001	The overall design and architecture of the Microbial Electrolysis Cells (MECs) used by Wastewater Fuels at Sernal. This is all owned by Wastewater Fuels.	Wastewater Fuels Ltd
2	WF_MAT_1	WF_002	Wastewater Fuels uses a mixture of different materials to construct it's microbial electrolysis cells. These materials can be used for anodes, cathodes, current collectors and membranes. The combination of these different materials is also unique and forms part of our IP.	Wastewater Fuels Ltd
3	WF_OP_1	WF_003	The way in which we operate our microbial electrolysis cells can have a key impact on how well our systems behave from a hydrogen production and wastewater treatment perspective. The method of operation can be affected by voltage application, feed rates and mixing.	Wastewater Fuels Ltd
4	WF_KH_01	WF_004	All general know-how produced by Wastewater Fuels is owned by Wastewater Fuels Ltd. This could be in the behaviour of the systems to different conditions, assembly, material selection, operation, architecture and design.	Wastewater Fuels Ltd
5	WF_IP_01	WF_005	All IP generated by Wastewater Fuels has been through the funds from the company, which was sourced from private investment.	Wastewater Fuels Ltd
6	WF_A_01	WF_006	There are no allegations against Wastewater Fuels where claims have been made on our IP.	Wastewater Fuels Ltd

Please continue on additional sheets where necessary.

* Article(s), for the purpose of this form only, means part or the whole of any item, component or process which the Contractor is required under the Contract to supply or in connection with which it is required under the Contract to carry out any service and any other article or part thereof to the same design as that article.

PART B – System / Product Breakdown Structure (PBS)

The Contractor should insert their PBS here. For software, please provide a Modular Breakdown Structure.

(Please see the DEFFORM 711 Completion Notes for guidance on completing Schedule 2)

Statement of Requirement

TREATING WASTEWATER – PRODUCING GREEN HYDROGEN AT FORWARD OPERATING BASES FIELD TRIALS: STATEMENT OF REQUIREMENT**Background**

1. Defence is already being impacted by climate change. We must face the reality of operating in a harsher climate and adapt accordingly, enhancing both our capabilities and our operational advantage. Defence is also committed to playing its part in meeting the Government's ambitions for greater sustainability and resilience, including targets for Net Zero. These two objectives – contributing to achieving Net Zero and being more effective – are not mutually exclusive. To that end, Defence is moving **from a model of sustaining at reach, to one which is designed for self-sustainment**. In this way, environmental technologies will give us the means for a revolution in how we operate and fight. In designing for self-sustainment, we are currently examining alternative means to meet the energy demands of deployed operations beyond fossil fuels.

2. Currently deployed Operating Bases utilise traditional diesel generators by which to provide energy to power the various equipment and platforms associated with the Operating Base. Whilst there has been a move to utilising more sustainable energy sources (solar and wind) these are prone to outside influences and are potentially less resilient. The use of Microgrid technologies¹ has also been explored to even out the loads placed on diesel generators, however, this technology is a network and efficiency solution and does not address the initial power generation question.

- 3. (REDACTED FOR SECURITY PUPROSES - OFFICIAL SENSITIVE)

4. Achieving the areas detailed above will contribute to a more mobile, smaller, more efficient, expeditionary Operating Base, better configured to be more self-sufficient whilst achieving the secondary consideration which is reducing the negative impact on the environment.

5. (REDACTED FOR SECURITY PUPROSES - OFFICIAL SENSITIVE)

6. Throughout FY's 22/23 and 23/24 the Def Sp Futures Research and Experimentation programme has been working with Wastewater Fuels Ltd to develop a capability that extracts hydrogen from wastewater. This programme has demonstrated in the laboratory that the nascent capability is able to extract chemical energy from wastewater to produce a greater amount of energy than is used to carry out the process. Utilising Microbial Electrolysis Cell (MEC) technology, the green hydrogen produced in this method is zero-emission and fuel cell pure which has the potential to be harnessed and used as an energy source. The water released as a by-product from this process has the potential to be of discharge quality. The current funded research, (carried out in concert with DASA during FY23/24) is being used to develop the efficiency of the process but stops short of demonstrating this capability in field conditions i.e., outside of the laboratory.

Requirement

7. Building upon previous developmental work carried out in FY's 22/23 and 23/24, Def Sp Defence Support (Def Sp) wishes to expand the research and experimentation and demonstrate the utility of the technology within field conditions, moving the capability from the laboratory setting into a live environment. The research aim is to demonstrate how the Wastewater Fuels technology can be operationalised to produce a treatment technology capable of demonstrating that wastewater can be treated safely, with a minimum of maintenance and at no energy cost (i.e., energy neutral).

8. These trials must be conducted in a low-risk environment where experimentation activity cannot negatively impact the wider environment in which it operates. The aspiration is to develop the technology to Technology Readiness Level (TRL) 6². If successful and subsequent funding is available, these trials could enable the scaling-up of the MECs and production of a TRL 7³ deployable prototype that will be trialled within UK military infrastructure, demonstrating its utility both to an expeditionary force on operations and more broadly within non-deployable static Defence Infrastructure.

9. The asset, once established and operating in field conditions, will need to demonstrate that it is capable of being fuelled by human wastewater (solids/COD and ammonia) and/or leftover food to produce sufficient Hydrogen to demonstrate its ability to be, at worst case, energy neutral in operation. Trials in the laboratory have so far achieved 188% efficiency and these trials will seek to assess how environmental factors in a field environment will impact on the efficiency in terms of producing energy through green Hydrogen as the technological development continues to mature. The technology deploying into the field should be modular in design, easily scalable to ensure that as a deployed footprint increases and decreases over time, the output can be altered to meet the requirement.

10. The Wastewater capability, once deployed into a suitable field trial centre should be able to operate within the areas defined by DefStan 00-035 Environmental Handbook for Defence⁴. The capability should preferably utilise Non-

¹ DASA ACC2016840 - Military Microgrid (Swanbarton project 2793)

² The MODs Knowledge in Defence Technology Management reference document definition of TRL 6 is a technology model or prototype demonstration in a relevant environment.

³ The MODs Knowledge in Defence Technology Management reference document definition of TRL 7 is a Technology prototype demonstration in an operational environment.

⁴ DEFENCE STANDARD 00-035 ENVIRONMENTAL HANDBOOK FOR DEFENCE MATERIEL Part 4 Natural Environments. This Defence Standard contains environmental data and a range of tests representing conditions which may be encountered during the life of defence materiel.

Hazardous, inert material which is safe for all modes of transport. If this is not possible, then the materials used should be sealed in accordance with current Health and Safety and transport regulations. Whilst currently static in nature, these trials should set the conditions for subsequent ease of transportability if they are to realise their full utility in the deployed space. The solution should not (at worst case) add to any existing hazardous waste disposal and should not require additional, specialised maintenance support or Specialist Tools and Test Equipment.

11. Working in collaboration with Wastewater Fuels Staff, the energy efficiency and other relevant performance data obtained from field trials is to be shared with Def Sp Futures for subsequent exploitation. Data is required by Def Sp relating to inputs into the system and also outputs in order to assess not only efficiency but also the likely supportability of the system at reach. The performance data over a temporal and differing environmental conditions will be used to inform the wider Towards-Self Sufficiency Concept. The harvested data will assist in demonstrating the wider utility of the system in terms of future energy production and provide an evidential base to better inform future Cap Dev investment decisions across Defence.

Work Packages Proposal

12. It is proposed that the research is conducted specifically in the form of a field trial and focuses on demonstrating how the Wastewater Fuels technology can be operationalised to produce an energy neutral or positive treatment technology able to treat wastewater safely, with a minimum of maintenance. Once a suitable water treatment site is found to conduct the trials, it is suggested that the trials are split into the following work packages:

- a. **Work Package 1.** The establishment of a fully resourced laboratory site at a suitable wastewater treatment plant within the UK.
- b. **Work Package 2.** Deployment and initiation of a new control MEC to process crude sewage.
- c. **Work Package 3.** Deployment of enhanced MEC for processing crude sewage.
- d. **Work Package 4.** Deployment of enhanced asset to process sludge liquor.
- e. **Work Package 5.** Wastewater Fuels will produce a report on the upgrades and summarise learnings and key performance data for future exploitation by Def Sp futures and wider Defence. The report must be delivered as a full rights version in accordance with DEFCON 705. The report shall be delivered electronically via email to the Authorities Project Manger (REDACTED FOR SECURITY PUPROSES - OFFICIAL SENSITIVE)
- f. [REDACTED]

Field Trials Time Frame

13. The field trials and report promulgation are to be completed no later than Mar 24 in order to qualify for FY 23/24 in-year funding.

Governance

14. **Monthly Progress Review Report (MPRR)** - The Contractor shall submit a MPRR to be received by the Authority's Programme Lead(s) and Commercial Officer no later than the 5th business day of the month and in Office 0365. The MPRR report shall contain but not limited to:

- Record of Decisions / Actions report
- Progress/performance against the requirement
- Key Risk and mitigation summary report
- Key Issues and mitigation summary report

15. **Fortnightly Progress Review Meetings** - The Supplier shall host, chair and issue minutes of a fortnightly progress review within five business days immediately following the meeting. These meetings can be virtual or in person depending on prior agreement between the Authority and the Supplier. The date for the initial meeting will be agreed at the project kick off meeting and the dates for subsequent meetings agreed during each MPRM

The fortnightly progress review meetings as a minimum shall discuss:

- An update on the Supplier's progress/performance against the requirement milestones and deliverables.
- Identification of any risks to the delivery of the requirement and outline mitigation activity.
- Answer any questions the Authority may have on regarding the requirement and contents of the Monthly Progress Report.