



# Media Production (Content Versioning & Distribution) Services Call-Off Contract Letter of Appointment

Dated: 12/12/2022

Framework Reference: Campaign Solution 2 - Lot 3 - RM6125

**Export Credit Guarantee (Trading as UK Export Finance)**

and

**Tag Europe Limited**

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## Letter of Appointment

The Agency is one of a number of agencies appointed by the Crown Commercial Service (CCS) to the Framework Agreement and is therefore able to enter into this Call-Off Contract.

This Letter of Appointment is issued in accordance with the provisions of the Framework Contract RM6125 between CCS and the Agency, dated 6<sup>th</sup> January 2023.

Capitalised terms and expressions used in this letter have the same meanings as in the Call-Off Incorporated Terms unless the context otherwise requires.

CALL-OFF LOT(S): LOT 3

|                      |  |
|----------------------|--|
| <b>Order Number:</b> | Project_2210/ CR_2258 – Purchase Order (PO) will be raised as and when required during the term of the contract. |
| <b>From:</b>         | Export Credit Guarantee (Trading as UK Export Finance)   |
| <b>To:</b>           | Tag Europe Limited (trading as Tag)  |

|  |                     |
|--|---------------------|
| <b>Call-Off Start Date:</b>                | 06/01/2023          |
| <b>Call-Off Expiry Date:</b>               | 31 March 2024       |
| <b>Call-Off Initial Period:</b>            | Fifteen (15) months |
| <b>Call-Off Optional Extension Period:</b> | Not Applicable      |

|                               |   |
|-------------------------------|---|
| <b>Deliverables required:</b> | <p>Deliverables required are set out in Framework Schedule 1 of the Framework Agreement (in so far as this relates to Lot 3 but excluding the requirement to provide a DAM platform) and the Brief are to be delivered in line with this Letter of Appointment.</p> <p>Any subsequent calls for Deliverables shall be set out using the relevant “TAG Briefing Templates for Various Tasks” as per Call-Off Schedule 20 (Call-Off Specification) and priced and agreed using the Statement of Works form as per Annex A of this Letter of Appointment.</p> <p>In the event of a conflict between a “TAG Briefing Templates for Various Tasks” and a Statement of Works, the Statement of Works shall take precedence.</p> <p>All final output files (including open/ editable assets) for each project are to be sent to UKEF using the relevant naming convention.</p> |
|-------------------------------|---|

|              |  |
|--------------|--|
| Key Staff:   | <b>For the Client:</b><br>Export Credit Guarantee (Trading as UK Export Finance)<br><div style="background-color: black; color: red; text-align: center; padding: 10px; font-size: 2em; font-weight: bold;">Text Redacted</div> <b>For the Agency:</b><br>Tag<br><div style="background-color: black; color: red; text-align: center; padding: 10px; font-size: 2em; font-weight: bold;">Text Redacted</div> |
| Guarantor(s) | Not Applicable   |

|  |   |
|--|---|
| Call-Off Contract Charges (including any applicable discount(s), but excluding VAT): | <div style="background-color: black; color: red; text-align: center; padding: 10px; font-size: 2em; font-weight: bold;">Text Redacted</div> Refer to Call-Off Schedule 5 (Pricing Details) for further detail of charges.   |
| Liability  | See Clause 11 of the Core Terms<br>Estimated Year 1 Charges: <div style="background-color: black; color: red; text-align: center; padding: 2px 5px;">Text Redacted</div><br><div style="background-color: black; color: red; text-align: center; padding: 2px 5px;">Text Redacted</div> |
| Additional Insurance Requirements  | Not Applicable  |
| Client billing address for invoicing:  | UK Export Finance, 1 Horse Guards Road, London SW1A 2HQ   |

|               |  |
|---------------|--|
| Special Terms | The Agency shall grant the Client the rights to use its proprietary technology platform Digital Interact pursuant to its separate Software as a Service licence, incorporated into Framework RM6125. To the extent of any conflict with Section 6 (ICT Services) and the Agency's SaaS licence terms, the Agency's SaaS licence terms shall prevail. |
|---------------|--|

## PROGRESS REPORT FREQUENCY

On the first Working Day of each calendar month

## PROGRESS MEETING FREQUENCY

Quarterly on the first Working Day of each quarter

#### KEY SUBCONTRACTOR(S)

Not Applicable

#### COMMERCIALLY SENSITIVE INFORMATION

Agency's Commercially Sensitive Information - Please refer to Joint-Schedule 4

#### SOCIAL VALUE COMMITMENT

The Agency agrees, in providing the Deliverables and performing its obligations under the Call-Off Contract, that it will comply with the social value commitments in Call-Off Schedule 4 (Call-Off Proposal)

#### CALL-OFF INCORPORATED TERMS

The following documents are incorporated into this Call-Off Contract. Where numbers are missing we are not using those schedules. If the documents conflict, the following order of precedence applies:

1. This Letter of Appointment including the Call-Off Special Terms and Call-Off Special Schedules.
2. *Joint Schedule 1 (Definitions and Interpretation) RM6125*
3. *The following Schedules in equal order of precedence:*
  - *Joint Schedules for RM6125*
    - *Joint Schedule 2 (Variation Form)*
    - *Joint Schedule 3 (Insurance Requirements)*
    - *Joint Schedule 4 (Commercially Sensitive Information)*
    - *Joint Schedule 7 (Financial Difficulties)*
    - *Joint Schedule 10 (Rectification Plan)*
    - *Joint Schedule 11 (Processing Data)*
  - *Call-Off Schedules for RM6125*
    - *Call-Off Schedule 1 (Transparency Reports)*
    - *Call-Off Schedule 2 (Staff Transfer)*
    - *Call-Off Schedule 3 (Continuous Improvement)*
    - *Call-Off Schedule 5 (Pricing Details)*
    - *Call Off Schedule 6 (ICT Services)*
    - *Call-Off Schedule 7 (Key Agency Staff)*
    - *Call-Off Schedule 8 (Business Continuity and Disaster Recovery)*
    - *Call-Off Schedule 9 (Security)*
    - *Call-Off Schedule 10 (Exit Management)*
    - *Call-Off Schedule 14 (Service Levels)*
    - *Call-Off Schedule 15 (Call-Off Contract Management)*
    - *Call-Off Schedule 20 (Call-Off Specification)*
4. CCS Core Terms
5. *Joint Schedule 5 (Corporate Social Responsibility) RM6125*
6. Call-Off Schedule 4 (Proposal) as long as any parts of the Call-Off Proposal that offer a better commercial position for the Client (as decided by the Client) take precedence over the documents above.

No other Agency terms are part of the Call-Off Contract. That includes any terms written on the back of, or added to this Order Form, or presented at the time of delivery. For the avoidance of doubt, the relationship between the Parties is non-exclusive. The Client is entitled to appoint any other agency

to perform services and produce goods which are the same or similar to the Deliverables.

#### FORMATION OF CALL-OFF CONTRACT

BY SIGNING AND RETURNING THIS LETTER OF APPOINTMENT (which may be done by electronic means) the Agency agrees to enter into a Call-Off Contract with the Client to provide the Deliverables in accordance with the terms of this letter and the Call-Off Incorporated Terms.

The Parties hereby acknowledge and agree that they have read this letter and the Call-Off Incorporated Terms. The Parties hereby acknowledge and agree that this Call-Off Contract shall be formed when the Client acknowledges (which may be done by electronic means) the receipt of the signed copy of this letter from the Agency within two (2) Working Days from such receipt.

| For and on behalf of the Agency: |               | For and on behalf of the Client: |               |
|----------------------------------|---------------|----------------------------------|---------------|
| Signature:                       | Text Redacted | Signature:                       | Text Redacted |
| Name:                            |               | Name:                            |               |
| Role:                            |               | Role:                            |               |
| Date:                            | 7/1/2023      | Date:                            | 16/1/2023     |

## Annex A

### Statement of Work

**This Statement of Work is issued under and in accordance with the Call-Off Contract entered into between the parties dated [TBC]**

Any schedule attached to this Statement of Work will describe in detail the different types of Services to be provided under that Statement of Work. A schedule attached to this Statement of Work only applies to the relevant project to be delivered under that Statement of Work, and not to any other Statement of Work, or to the provision of the Services as a whole.

i) Where a Statement of Work would result in:

- a variation of the Services procured under this Call-Off Contract;
- an increase in the Charges agreed under this Call-Off Contract; or
- a change in the economic balance between the Parties to the detriment of the Client that is not provided for in this Call-Off Contract, the relevant term(s) will be dealt with as a proposed Variation to this Call-Off Contract in accordance with the Variation procedure set out in Clause 24.

|                                       |   |
|---------------------------------------|---|
| <b>Project:</b>                       | <i>Set out a short description of the Project.</i>  |
| <b>Project start Date</b>             | <i>Set out the start date for this Project and its duration and the likely</i>  |
| <b>Notice period for cancellation</b> | <i>date if known– state whether for a fixed term or an initial term and then rolling subject to</i>   |
| <b>[Project Notice Period:]</b>       | <i>Where the parties are agreeing a Project Notice Period for cancellation of Project, specify the notice</i>   |
| <b>Overarching Brand/Campaign</b>     | <i>If this campaign is part of a wider overarching campaign or uses specific Government owned brands (such as the GREAT Britain brand example) please state them and what the relationship of this will be to</i>   |
| <b>Deliverables</b>                   | <i>Set out a description of the Deliverables to be supplied by the Agency for this</i><br><br><i>State any specific activities agreed in the pitch that are to be delivered as part of this</i><br><br><i>Ensure you capture any work across distinct specialisms or channels, or example if you were working on an integrated campaign you may write:</i> <ul style="list-style-type: none"> <li>• <i>Creative for campaigns (service)</i></li> <li>• <i>Development and testing of creative propositions (deliverables)</i></li> <li>• <i>Creative assets for use on social media</i></li> <li>• <i>Delivery of creative assets for “Above the Line” media</i></li> </ul> |

**Inclusion of Additional Schedules**

**Project Plan:**

**Contract Charges:**

- Seamless working with the client's media buyer to deliver assets in the correct format to required
- PR
- PR strategy that compliments the "Above the Line" approach
- Development and delivery of PR hooks/stunts in agreement with the client
- Development of three Op eds, case studies and three feature articles
- Management of media at up to seven events, working with departmental press
- Evaluation in accordance with the HMG evaluation Framework

State if you require any specific requirements and ways of working such as third-party consents, licences, clearances that Agency needs to obtain and products or purchases.

State that Client's use of the Deliverables will be "subject to any third-party usage rights which are notified to the Client in accordance with this Call-Off Contract".

The following Schedules are incorporated into this Statement of Work

| Schedule Name   | Incorporated (Mark with 'X' if incorporated) |
|---|--|
| Creative Advertising Services (online and/or offline) |  |
| Social Media Services                                 |  |
| Public Relations                                      |  |
| Simple Software/website/app development               |  |
| Below the   |  |

Set out the timing of each phase of the project, any key dates and/or delivery of the Services and/or the Deliverables (if known).

Set out the calculation of the Contract Charges (including any rules for the recovery of expenses) payable to Agency for this Project e.g. details of any fixed price, time and materials in which case Agency's Rate Card should be attached, together with invoice dates or milestones that trigger payment.

All rates should be less than the maximum rates set out in the Agency rate card submitted as part of the original framework evaluation as set out in Framework Schedule 3.

Set out any payment terms specific to the Project.



|                                    |   |
|------------------------------------|---|
|                                    | <p><i>Examples of different wording for Contract Charges:</i></p> <p><i>The Client shall pay the Agency the sum of £[...] for delivery of these Services, payable in monthly instalments. For the avoidance of doubt, the Contract Charges shall be inclusive of all third-party costs</i></p> <p><i>OR</i></p> <p><i>The Contract Charges shall be calculated using the hourly charge out rates shown in [the Agency's rate card, [provided that the total Contract Charges shall not exceed £ [...].] For the avoidance of doubt, the Contract Charges shall inclusive of all third-party costs.</i></p> <p>Refer to Call-Off Schedule 5 (Pricing Details) for further detail of charges.</p> |
| <b>Client Assets:</b>              | <i>Set out details of the materials or information to be provided to the Agency.</i>  |
| <b>International locations:</b>    | <i>If Services are to be supplied outside the UK, specify additional territories here.</i>  |
| <b>Client Affiliates:</b>          | <i>If relevant, set out any Client Affiliates which will be using Deliverables.</i>   |
| <b>Special Terms:</b>              | <i>Set out any special terms that are intended to take precedence over Call-Off Terms and/or the Schedules to the Call-Off Terms such as, security requirements, warranties, specific insurance requirements, any specific data reporting requirements etc..</i>  |
| <b>Key Individuals:</b>            | <i>Set out details of the key personnel from the Agency for this Project if relevant</i>  |
| <b>Authorised Agency Approver:</b> | <i>Set out details of the key personnel from the Agency for this Project if relevant</i>  |
| <b>Authorised Client Approver:</b> | <i>Set out details of the person(s) who have the authority to agree day to day decisions on behalf of Client for this Project.</i>  |

S i g n e d   b y : \_\_\_\_\_

by (print name): \_\_\_\_\_

As Agency Authorised Approver for and on behalf of \_\_\_\_\_

Tag Europe Limited (trading as Tag)

Date.....

S i g n e d b y :\_\_

by (print name):

As Client Authorised Approver for and on behalf of

Department for International Trade

Date.....

### **Call-Off Schedule 1 (Transparency Reports)**

- 1.1 The Agency recognises that the Client is subject to PPN 01/17 (Updates to transparency principles v1.1 (<https://www.gov.uk/government/publications/procurement-policy-note-0117-update-to-transparency-principles>)). The Agency shall comply with the provisions of this Schedule in order to assist the Client with its compliance with its obligations under that PPN.
- 1.2 Without prejudice to the Agency's reporting requirements set out in the Framework Contract, within three (3) Months of the Start Date the Agency shall submit to the Client for Approval (such Approval not to be unreasonably withheld or delayed) draft Transparency Reports consistent with the content requirements and format set out in the Annex of this Schedule.
- 1.3 If the Client rejects any proposed Transparency Report submitted by the Agency, the Agency shall submit a revised version of the relevant report for further Approval within five (5) days of receipt of any notice of rejection, taking account of any recommendations for revision and improvement to the report provided by the Client. If the Parties fail to agree on a draft Transparency Report the Client shall determine what should be included. Any other disagreement in connection with Transparency Reports shall be treated as a Dispute.
- 1.4 The Agency shall provide accurate and up-to-date versions of each Transparency Report to the Client at the frequency referred to in the Annex of this Schedule.

## Call-Off Schedule 2 (Staff Transfer)

### 1. Definitions

1.1 In this Schedule, the following words have the following meanings, and they shall supplement Joint Schedule 1 (Definitions):

**"Acquired Rights Directive"** the European Council Directive 77/187/EEC on the approximation of laws of European member states relating to the safeguarding of employees' rights in the event of transfers of undertakings, businesses or parts of undertakings or businesses, as amended or re-enacted from time to time.

**"Employee Liability"** all claims, actions, proceedings, orders, demands, complaints, investigations (save for any claims for personal injury which are covered by insurance) and any award, compensation, damages, tribunal awards, fine, loss, order, penalty, disbursement, payment made by way of settlement and costs, expenses and legal costs reasonably incurred in connection with a claim or investigation including in relation to the following:

- a) redundancy payments including contractual or enhanced redundancy costs, termination costs and notice payments;
- b) unfair, wrongful, or constructive dismissal compensation;
- c) compensation for discrimination on grounds of sex, race, disability, age, religion or belief, gender reassignment, marriage or civil partnership, pregnancy and maternity or sexual orientation or claims for equal pay;
- d) compensation for less favourable treatment of part-time workers or fixed term employees;
- e) outstanding employment debts and unlawful deduction of wages including any PAYE and National Insurance Contributions;
- f) employment claims whether in tort, contract, or statute or otherwise;
- g) any investigation relating to employment matters by the Equality and Human Rights Commission or other enforcement, regulatory or supervisory body and of implementing any requirements which may arise from such investigation;

**"Former Agency"** a supplier supplying services to the Client before the Relevant Transfer Date that are the same as or substantially similar to the Services (or any part of the Services) and shall include any Subcontractor of such supplier (or any Subcontractor of any such Subcontractor);

**"New Fair Deal"**

the revised Fair Deal position set out in the HM Treasury guidance: "*Fair Deal for Staff Pensions: Staff Transfer from Central Government*" issued in October 2013 including:

- (i) any amendments to that document immediately prior to the Relevant Transfer Date; and
- (ii) any similar pension protection in accordance with the Annexes D1-D3 inclusive to Part D of this Schedule as notified to the Agency by the Client;

**"Old Fair Deal"**

HM Treasury Guidance "*Staff Transfers from Central Government: A Fair Deal for Staff Pensions*" issued in June 1999 including the supplementary guidance "*Fair Deal for Staff pensions: Procurement of Bulk Transfer Agreements and Related Issues*" issued in June 2004;

**"Partial Termination"**

the partial termination of the relevant Contract to the extent that it relates to the provision of any part of the Services as further provided for in Clause 10.4 (When CCS or the Client can end this contract) or 10.6 (When the Agency can end the contract);

**"Relevant Transfer"**

transfer of employment to which the Employment Regulations applies;

**"Relevant Transfer Date"**

in relation to a Relevant Transfer, the date upon which the Relevant Transfer takes place. For the purposes of Part D: Pensions and its Annexes, where the Agency or a Subcontractor was the Former Agency and there is no Relevant Transfer of the Fair Deal Employees because they remain continuously employed by the Agency (or Subcontractor), references to the Relevant Transfer Date shall become references to the Start Date;

**"Staffing Information"**

in relation to all persons identified on the Agency's Provisional Agency Personnel List or Agency's Final Agency Personnel List, as the case may be, such information as the Client may reasonably request (subject to all applicable provisions of the Data Protection Legislation), but including in an anonymised format:

- (a) their ages, dates of commencement of employment or engagement, gender and place of work;
- (b) details of whether they are employed, self-employed contractors or consultants, agency workers or otherwise;
- (c) the identity of the employer or relevant contracting Party;
- (d) their relevant contractual notice periods and any other terms relating to termination of employment, including redundancy procedures, and redundancy payments;
- (e) their wages, salaries, bonuses and profit-sharing arrangements as applicable;

- (f) details of other employment-related benefits, including (without limitation) medical insurance, life assurance, pension or other retirement benefit schemes, share option schemes and company car schedules applicable to them;
- (g) any outstanding or potential contractual, statutory, or other liabilities in respect of such individuals (including in respect of personal injury claims);
- (h) details of any such individuals on long term sickness absence, parental leave, maternity leave or other authorised long-term absence;
- (i) copies of all relevant documents and materials relating to such information, including copies of relevant contracts of employment (or relevant standard contracts if applied generally in respect of such employees); and
- (j) any other "employee liability information" as such term is defined in regulation 11 of the Employment Regulations;

**"Agency's Final Agency Personnel List"**

a list provided by the Agency of all Agency Staff whose will transfer under the Employment Regulations on the Service Transfer Date;

**"Agency's Provisional Agency Personnel List"**

a list prepared and updated by the Agency of all Agency Staff who are at the date of the list wholly or mainly engaged in or assigned to the provision of the Services or any relevant part of the Services which it is envisaged as at the date of such list will no longer be provided by the Agency;

**"Term"**

the period commencing on the Start Date and ending on the expiry of the Initial Period or any Extension Period or on earlier termination of the relevant Contract;

**"Transferring Client Employees"**

those employees of the Client to whom the Employment Regulations will apply on the Relevant Transfer Date;

**"Transferring Former Agency Employees"**

in relation to a Former Agency, those employees of the Former Agency to whom the Employment Regulations will apply on the Relevant Transfer Date.

## 2.

### INTERPRETATION

- 2.1 Where a provision in this Schedule imposes any obligation on the Agency including (without limit) to comply with a requirement or provide an indemnity, undertaking or warranty, the Agency shall procure that each of its Subcontractors shall comply with such obligation and provide such indemnity, undertaking or warranty to CCS, the Client, Former Agency, Replacement Agency or Replacement Subcontractor, as the case may be and where the

Subcontractor fails to satisfy any claims under such indemnities the Agency will be liable for satisfying any such claim as if it had provided the indemnity itself.

- 2.2 The provisions of Paragraphs 2.1 and 2.6 of Part A, Paragraph 3.1 of Part B, Paragraphs 1.5, 1.7 and 1.9 of Part C, Part D and Paragraphs 1.4, 2.3 and 2.8 of Part E of this Schedule (together "Third Party Provisions") confer benefits on third parties (each such person a "Third Party Beneficiary") and are intended to be enforceable by Third Party Beneficiaries by virtue of the CRTPA.
- 2.3 Subject to Paragraph 2.2 above, a person who is not a Party to this Call-Off Contract has no right under the CRTPA to enforce any term of this Call-Off Contract, but this does not affect any right or remedy of any person which exists or is available otherwise than pursuant to that Act.
- 2.4 No Third-Party Beneficiary may enforce, or take any step to enforce, any Third-Party Provision without the prior written consent of the Client, which may, if given, be given on and subject to such terms as the Client may determine.
- 2.5 Any amendments or modifications to this Call-Off Contract may be made, and any rights created under Paragraph 2.2 above may be altered or extinguished, by the Parties without the consent of any Third-Party Beneficiary.

**3. Which parts of this Schedule apply**

Only the following parts of this Schedule shall apply to this Call Off Contract:

- *Part C (No Staff Transfer on the Start Date)*
- *Part E (Staff Transfer on Exit)*

## **Part C: No Staff Transfer on the Start Date**

### **1. What happens if there is a staff transfer**

1.1 The Client and the Agency agree that the commencement of the provision of the Services or of any part of the Services will not be a Relevant Transfer in relation to any employees of the Client and/or any Former Agency.

1.2 If any employee of the Client and/or a Former Agency claims, or it is determined in relation to any employee of the Client and/or a Former Agency, that his/her contract of employment has been transferred from the Client and/or the Former Agency to the Agency and/or any Subcontractor pursuant to the Employment Regulations or the Acquired Rights Directive then:

1.2.1 the Agency shall, and shall procure that the relevant Subcontractor shall, within 5 Working Days of becoming aware of that fact, notify the Client in writing and, where required by the Client, notify the Former Agency in writing; and

1.2.2 the Client and/or the Former Agency may offer (or may procure that a third party may offer) employment to such person within 15 Working Days of the notification from the Agency or the Subcontractor (as appropriate) or take such other reasonable steps as the Client or Former Agency (as the case may be) it considers appropriate to deal with the matter provided always that such steps are in compliance with applicable Law.

1.3 If an offer referred to in Paragraph 1.2.2 is accepted (or if the situation has otherwise been resolved by the Client and/or the Former Agency),, the Agency shall, or shall procure that the Subcontractor shall, immediately release the person from his/her employment or alleged employment.

1.4 If by the end of the 15 Working Day period referred to in Paragraph 1.2.2:

1.4.1 no such offer of employment has been made;

1.4.2 such offer has been made but not accepted; or

1.4.3 the situation has not otherwise been resolved;

the Agency may within 5 Working Days give notice to terminate the employment or alleged employment of such person.

1.5 Subject to the Agency and/or the relevant Subcontractor acting in accordance with the provisions of Paragraphs 1.2 to 1.4 and in accordance with all applicable employment procedures set out in applicable Law and subject also to Paragraph 1.8 the Client shall:

1.5.1 indemnify the Agency and/or the relevant Subcontractor against all Employee Liabilities arising out of the termination of the employment of any of the Client's employees referred to in Paragraph 1.2 made pursuant to the provisions of Paragraph 1.4 provided that the Agency takes, or shall procure that the Subcontractor takes, all reasonable steps to minimise any such Employee Liabilities; and

1.5.2 procure that the Former Agency indemnifies the Agency and/or any Subcontractor against all Employee Liabilities arising out of termination of the employment of the employees of the Former Agency referred to in Paragraph 1.2 made pursuant to the provisions of Paragraph 1.4 provided



that the Agency takes, or shall procure that the relevant Subcontractor takes, all reasonable steps to minimise any such Employee Liabilities.

- 1.6 If any such person as is described in Paragraph 1.2 is neither re employed by the Client and/or the Former Agency as appropriate nor dismissed by the Agency and/or any Subcontractor within the 15 Working Day period referred to in Paragraph 1.4 such person shall be treated as having transferred to the Agency and/or the Subcontractor (as appropriate) and the Agency shall, or shall procure that the Subcontractor shall, comply with such obligations as may be imposed upon it under Law.
- 1.7 Where any person remains employed by the Agency and/or any Subcontractor pursuant to Paragraph 1.6, all Employee Liabilities in relation to such employee shall remain with the Agency and/or the Subcontractor and the Agency shall indemnify the Client and any Former Agency, and shall procure that the Subcontractor shall indemnify the Client and any Former Agency, against any Employee Liabilities that either of them may incur in respect of any such employees of the Agency and/or employees of the Subcontractor.
- 1.8 The indemnities in Paragraph 1.5:
- 1.8.1 shall not apply to:
- (a) any claim for:
- (i) discrimination, including on the grounds of sex, race, disability, age, gender reassignment, marriage or civil partnership, pregnancy and maternity or sexual orientation, religion or belief; or
- ( ) equal pay or compensation for less favourable treatment of part-time workers or fixed-term employees,
- in any case in relation to any alleged act or omission of the Agency and/or Subcontractor; or
- (b) any claim that the termination of employment was unfair because the Agency and/or any Subcontractor neglected to follow a fair dismissal procedure; and
- 1.8.2 shall apply only where the notification referred to in Paragraph 1.2.1 is made by the Agency and/or any Subcontractor to the Client and, if applicable, Former Agency within 6 months of the Start Date.
- 1.9 If the Agency and/or the Subcontractor does not comply with Paragraph 1.2, all Employee Liabilities in relation to such employees shall remain with the Agency and/or the Subcontractor and the Agency shall (i) comply with the provisions of Part D: Pensions of this Schedule, and (ii) indemnify the Client and any Former Agency against any Employee Liabilities that either of them may incur in respect of any such employees of the Agency and/or employees of the Subcontractor.

## **2. Limits on the Former Agency's obligations**

Where in this Part C the Client accepts an obligation to procure that a Former Agency does or does not do something, such obligation shall be limited so that it extends only to the extent that the Client's contract with the Former Agency contains a contractual right in that regard which the Client may enforce, or otherwise so that it requires only that the Client must use reasonable endeavours to procure that the Former Agency does or does not act accordingly.

## Part E: Staff Transfer on Exit

### 1. Obligations before a Staff Transfer

#### 1.1 The Agency agrees that within 20 Working Days of the earliest of:

- 1.1.1 receipt of a notification from the Client of a Service Transfer or intended Service Transfer;
- 1.1.2 receipt of the giving of notice of early termination or any Partial Termination of the relevant Contract;
- 1.1.3 the date which is 12 Months before the end of the Term; and
- 1.1.4 receipt of a written request of the Client at any time (provided that the Client shall only be entitled to make one such request in any 6 Month period),

it shall provide in a suitably anonymised format so as to comply with the Data Protection Legislation, the Agency's Provisional Agency Personnel List, together with the Staffing Information in relation to the Agency's Provisional Agency Personnel List and it shall provide an updated Agency's Provisional Agency Personnel List at such intervals as are reasonably requested by the Client.

#### 1.2 At least 20 Working Days prior to the Service Transfer Date, the Agency shall provide to the Client or at the direction of the Client to any Replacement Agency and/or any Replacement Subcontractor (i) the Agency's Final Agency Personnel List, which shall identify the basis upon which they are Transferring Agency Employees and (ii) the Staffing Information in relation to the Agency's Final Agency Personnel List (insofar as such information has not previously been provided).

#### 1.3 The Client shall be permitted to use and disclose information provided by the Agency under Paragraphs 1.1 and 1.2 for the purpose of informing any prospective Replacement Agency and/or Replacement Subcontractor.

#### 1.4 The Agency warrants, for the benefit of The Client, any Replacement Agency, and any Replacement Subcontractor that all information provided pursuant to Paragraphs 1.1 and 1.2 shall be true and accurate in all material respects at the time of providing the information.

#### 1.5 From the date of the earliest event referred to in Paragraph 1.1.1, 1.1.2 and 1.1.3, the Agency agrees that it shall not, and agrees to procure that each Subcontractor shall not, assign any person to the provision of the Services who is not listed on the Agency's Provisional Agency Personnel List and shall not without the approval of the Client (not to be unreasonably withheld or delayed):

- 1.5.1 replace or re-deploy any Agency Staff listed on the Agency Provisional Agency Personnel List other than where any replacement is of equivalent grade, skills, experience and expertise and is employed on the same terms and conditions of employment as the person he/she replaces
- 1.5.2 make, promise, propose, permit or implement any material changes to the terms and conditions of employment of the Agency Staff (including pensions and any payments connected with the termination of employment);
- 1.5.3 increase the proportion of working time spent on the Services (or the relevant part of the Services) by any of the Agency Staff save for fulfilling assignments and projects previously scheduled and agreed;

- 1.5.4 introduce any new contractual or customary practice concerning the making of any lump sum payment on the termination of employment of any employees listed on the Agency's Provisional Agency Personnel List;
- 1.5.5 increase or reduce the total number of employees so engaged, or deploy any other person to perform the Services (or the relevant part of the Services);
- 1.5.6 terminate or give notice to terminate the employment or contracts of any persons on the Agency's Provisional Agency Personnel List save by due disciplinary process;

and shall promptly notify, and procure that each Subcontractor shall promptly notify, the Client or, at the direction of the Client, any Replacement Agency and any Replacement Subcontractor of any notice to terminate employment given by the Agency or relevant Subcontractor or received from any persons listed on the Agency's Provisional Agency Personnel List regardless of when such notice takes effect.

- 1.6 On or around each anniversary of the Start Date and up to four times during the last 12 Months of the Term, the Client may make written requests to the Agency for information relating to the manner in which the Services are organised. Within 20 Working Days of receipt of a written request the Agency shall provide, and shall procure that each Subcontractor shall provide, to the Client such information as the Client may reasonably require relating to the manner in which the Services are organised, which shall include:

- 1.6.1 the numbers of employees engaged in providing the Services;
- 1.6.2 the percentage of time spent by each employee engaged in providing the Services;
- 1.6.3 the extent to which each employee qualifies for membership of any of the Statutory Schemes or any Broadly Comparable scheme set up pursuant to the provisions of any of the Annexes to Part D (Pensions) (as appropriate); and
- 1.6.4 a description of the nature of the work undertaken by each employee by location.

- 1.7 The Agency shall provide, and shall procure that each Subcontractor shall provide, all reasonable cooperation and assistance to the Client, any Replacement Agency and/or any Replacement Subcontractor to ensure the smooth transfer of the Transferring Agency Employees on the Service Transfer Date including providing sufficient information in advance of the Service Transfer Date to ensure that all necessary payroll arrangements can be made to enable the Transferring Agency Employees to be paid as appropriate. Without prejudice to the generality of the foregoing, within 5 Working Days following the Service Transfer Date, the Agency shall provide, and shall procure that each Subcontractor shall provide, to the Client or, at the direction of the Client, to any Replacement Agency and/or any Replacement Subcontractor (as appropriate), in respect of each person on the Agency's Final Agency Personnel List who is a Transferring Agency Employee:

- 1.7.1 the most recent month's copy pay slip data;
- 1.7.2 details of cumulative pay for tax and pension purposes;
- 1.7.3 details of cumulative tax paid;
- 1.7.4 tax code;
- 1.7.5 details of any voluntary deductions from pay; and

1.7.6 bank/building society account details for payroll purposes.

## **2. Staff Transfer when the contract ends**

- 2.1 The Client and the Agency acknowledge that subsequent to the commencement of the provision of the Services, the identity of the provider of the Services (or any part of the Services) may change (whether as a result of termination or Partial Termination of the relevant Contract or otherwise) resulting in the Services being undertaken by a Replacement Agency and/or a Replacement Subcontractor. Such change in the identity of the supplier of such services may constitute a Relevant Transfer to which the Employment Regulations and/or the Acquired Rights Directive will apply. The Client and the Agency agree that, as a result of the operation of the Employment Regulations, where a Relevant Transfer occurs, the contracts of employment between the Agency and the Transferring Agency Employees (except in relation to any contract terms disapplied through operation of regulation 10(2) of the Employment Regulations) will have effect on and from the Service Transfer Date as if originally made between the Replacement Agency and/or a Replacement Subcontractor (as the case may be) and each such Transferring Agency Employee.
- 2.2 The Agency shall, and shall procure that each Subcontractor shall, comply with all its obligations in respect of the Transferring Agency Employees arising under the Employment Regulations in respect of the period up to (and including) the Service Transfer Date and shall perform and discharge, and procure that each Subcontractor shall perform and discharge, all its obligations in respect of all the Transferring Agency Employees arising in respect of the period up to (and including) the Service Transfer Date (including (without limit) the payment of all remuneration, benefits, entitlements, and outgoings, all wages, accrued but untaken holiday pay, bonuses, commissions, payments of PAYE, national insurance contributions and pension contributions and all such sums due as a result of any Fair Deal Employees' participation in the Schemes which in any case are attributable in whole or in part to the period ending on (and including) the Service Transfer Date) and any necessary apportionments in respect of any periodic payments shall be made between: (i) the Agency and/or the Subcontractor (as appropriate); and (ii) the Replacement Agency and/or Replacement Subcontractor.
- 2.3 Subject to Paragraph 2.4, the Agency shall indemnify the Client and/or the Replacement Agency and/or any Replacement Subcontractor against any Employee Liabilities arising from or as a result of:
- 2.3.1 any act or omission of the Agency or any Subcontractor in respect of any Transferring Agency Employee or any appropriate employee representative (as defined in the Employment Regulations) of any Transferring Agency Employee whether occurring before, on or after the Service Transfer Date;
  - 2.3.2 the breach or non-observance by the Agency or any Subcontractor occurring on or before the Service Transfer Date of:
    - (a) any collective agreement applicable to the Transferring Agency Employees; and/or
    - (b) any other custom or practice with a trade union or staff association in respect of any Transferring Agency Employees which the Agency or any Subcontractor is contractually bound to honour;

- 2.3.3 any claim by any trade union or other body or person representing any Transferring Agency Employees arising from or connected with any failure by the Agency or a Subcontractor to comply with any legal obligation to such trade union, body or person arising on or before the Service Transfer Date;
- 2.3.4 any proceeding, claim or demand by HMRC or other statutory authority in respect of any financial obligation including, but not limited to, PAYE and primary and secondary national insurance contributions:
  - (a) in relation to any Transferring Agency Employee, to the extent that the proceeding, claim or demand by HMRC or other statutory authority relates to financial obligations arising on and before the Service Transfer Date; and
  - (b) in relation to any employee who is not identified in the Agency's Final Agency Personnel List, and in respect of whom it is later alleged or determined that the Employment Regulations applied so as to transfer his/her employment from the Agency to the Client and/or Replacement Agency and/or any Replacement Subcontractor, to the extent that the proceeding, claim or demand by HMRC or other statutory authority relates to financial obligations arising on or before the Service Transfer Date;
- 2.3.5 a failure of the Agency or any Subcontractor to discharge or procure the discharge of all wages, salaries and all other benefits and all PAYE tax deductions and national insurance contributions relating to the Transferring Agency Employees in respect of the period up to (and including) the Service Transfer Date);
- 2.3.6 any claim made by or in respect of any person employed or formerly employed by the Agency or any Subcontractor other than a Transferring Agency Employee identified in the Agency's Final Agency Personnel List for whom it is alleged the Client and/or the Replacement Agency and/or any Replacement Subcontractor may be liable by virtue of the relevant Contract and/or the Employment Regulations and/or the Acquired Rights Directive; and
- 2.3.7 any claim made by or in respect of a Transferring Agency Employee or any appropriate employee representative (as defined in the Employment Regulations) of any Transferring Agency Employee relating to any act or omission of the Agency or any Subcontractor in relation to its obligations under regulation 13 of the Employment Regulations, except to the extent that the liability arises from the failure by the Client and/or Replacement Agency to comply with regulation 13(4) of the Employment Regulations.

2.4 The indemnities in Paragraph 2.3 shall not apply to the extent that the Employee Liabilities arise or are attributable to an act or omission of the Replacement Agency and/or any Replacement Subcontractor whether occurring or having its origin before, on or after the Service Transfer Date including any Employee Liabilities:

- 2.4.1 arising out of the resignation of any Transferring Agency Employee before the Service Transfer Date on account of substantial detrimental changes to his/her working conditions proposed by the Replacement Agency and/or any Replacement Subcontractor to occur in the period on or after the Service Transfer Date); or

- 2.4.2 arising from the Replacement Agency's failure, and/or Replacement Subcontractor's failure, to comply with its obligations under the Employment Regulations.
- 2.5 If any person who is not identified in the Agency's Final Agency Employee List claims, or it is determined in relation to any employees of the Agency, that his/her contract of employment has been transferred from the Agency to the Replacement Agency and/or Replacement Subcontractor pursuant to the Employment Regulations or the Acquired Rights Directive, then:
  - 2.5.1 the Client shall procure that the Replacement Agency and/or Replacement Subcontractor will, within 5 Working Days of becoming aware of that fact, notify the Client and the Agency in writing; and
  - 2.5.2 the Agency may offer (or may procure that a Subcontractor may offer) employment to such person or take such other reasonable steps as it considered appropriate to deal the matter provided always that such steps are in compliance with Law, within 15 Working Days of receipt of notice from the Replacement Agency and/or Replacement Subcontractor.
- 2.6 If such offer of is accepted, or if the situation has otherwise been resolved by the Agency or a Subcontractor, Client shall procure that the Replacement Agency shall, or procure that the and/or Replacement Subcontractor shall, immediately release or procure the release the person from his/her employment or alleged employment;
- 2.7 If after the 15 Working Day period specified in Paragraph 2.5.2 has elapsed:
  - 2.7.1 no such offer has been made:
  - 2.7.2 such offer has been made but not accepted; or
  - 2.7.3 the situation has not otherwise been resolved

the Client shall advise the Replacement Agency and/or Replacement Subcontractor (as appropriate) that it may within 5 Working Days give notice to terminate the employment or alleged employment of such person;
- 2.8 Subject to the Replacement Agency's and/or Replacement Subcontractor acting in accordance with the provisions of Paragraphs 2.5 to 2.7 and in accordance with all applicable proper employment procedures set out in applicable Law and subject to Paragraph 2.9 below, the Agency will indemnify the Replacement Agency and/or Replacement Subcontractor against all Employee Liabilities arising out of the termination of the employment of any of the Agency's employees pursuant to the provisions of Paragraph 2.7 provided that the Replacement Agency takes, or shall procure that the Replacement Subcontractor takes, all reasonable steps to minimise any such Employee Liabilities.
- 2.9 The indemnity in Paragraph 2.8:
  - 2.9.1 shall not apply to:
    - (a) any claim for:
      - (i) discrimination, including on the grounds of sex, race, disability, age, gender reassignment, marriage or civil partnership, pregnancy and maternity or sexual orientation, religion or belief; or

- (ii) equal pay or compensation for less favourable treatment of part-time workers or fixed-term employees,

In any case in relation to any alleged act or omission of the Replacement Agency and/or Replacement Subcontractor, or

- (b) any claim that the termination of employment was unfair because the Replacement Agency and/or Replacement Subcontractor neglected to follow a fair dismissal procedure; and

2.9.2 shall apply only where the notification referred to in Paragraph 2.5.1 is made by the Replacement Agency and/or Replacement Subcontractor to the Agency within 6 months of the Service Transfer Date.

2.10 If any such person as is described in Paragraph 2.5 is neither re-employed by the Agency or any Subcontractor nor dismissed by the Replacement Agency and/or Replacement Subcontractor within the time scales set out in Paragraphs 2.5 to 2.7, such person shall be treated as a Transferring Agency Employee.

2.11 The Agency shall comply, and shall procure that each Subcontractor shall comply, with all its obligations under the Employment Regulations and shall perform and discharge, and shall procure that each Subcontractor shall perform and discharge, all its obligations in respect of any person identified in the Agency's Final Agency Personnel List before and on the Service Transfer Date (including the payment of all remuneration, benefits, entitlements and outgoings, all wages, accrued but untaken holiday pay, bonuses, commissions, payments of PAYE, national insurance contributions and pension contributions and such sums due as a result of any Fair Deal Employees' participation in the Schemes and any requirement to set up a broadly comparable pension scheme which in any case are attributable in whole or in part in respect of the period up to (and including) the Service Transfer Date) and any necessary apportionments in respect of any periodic payments shall be made between:

- (a) the Agency and/or any Subcontractor; and
- (b) the Replacement Agency and/or the Replacement Subcontractor.

2.12 The Agency shall, and shall procure that each Subcontractor shall, promptly provide the Client and any Replacement Agency and/or Replacement Subcontractor, in writing such information as is necessary to enable the Client, the Replacement Agency and/or Replacement Subcontractor to carry out their respective duties under regulation 13 of the Employment Regulations. The Client shall procure that the Replacement Agency and/or Replacement Subcontractor, shall promptly provide to the Agency and each Subcontractor in writing such information as is necessary to enable the Agency and each Subcontractor to carry out their respective duties under regulation 13 of the Employment Regulations.

2.13 Subject to Paragraph 2.14, the Client shall procure that the Replacement Agency indemnifies the Agency on its own behalf and on behalf of any Replacement Subcontractor and its Subcontractors against any Employee Liabilities arising from or as a result of:

- 2.13.1 any act or omission of the Replacement Agency and/or Replacement Subcontractor in respect of any Transferring Agency Employee in the Agency's Final Agency Personnel List or any appropriate employee

representative (as defined in the Employment Regulations) of any such Transferring Agency Employee;

- 2.13.2 the breach or non-observance by the Replacement Agency and/or Replacement Subcontractor on or after the Service Transfer Date of:
- (a) any collective agreement applicable to the Transferring Agency Employees identified in the Agency's Final Agency Personnel List; and/or
  - (b) any custom or practice in respect of any Transferring Agency Employees identified in the Agency's Final Agency Personnel List which the Replacement Agency and/or Replacement Subcontractor is contractually bound to honour;
- 2.13.3 any claim by any trade union or other body or person representing any Transferring Agency Employees identified in the Agency's Final Agency Personnel List arising from or connected with any failure by the Replacement Agency and/or Replacement Subcontractor to comply with any legal obligation to such trade union, body or person arising on or after the Service Transfer Date;
- 2.13.4 any proposal by the Replacement Agency and/or Replacement Subcontractor to change the terms and conditions of employment or working conditions of any Transferring Agency Employees identified in the Agency's Final Agency Personnel List on or after their transfer to the Replacement Agency or Replacement Subcontractor (as the case may be) on the Service Transfer Date, or to change the terms and conditions of employment or working conditions of any person identified in the Agency's Final Agency Personnel List who would have been a Transferring Agency Employee but for their resignation (or decision to treat their employment as terminated under regulation 4(9) of the Employment Regulations) before the Service Transfer Date as a result of or for a reason connected to such proposed changes;
- 2.13.5 any statement communicated to or action undertaken by the Replacement Agency or Replacement Subcontractor to, or in respect of, any Transferring Agency Employee identified in the Agency's Final Agency Personnel List on or before the Service Transfer Date regarding the Relevant Transfer which has not been agreed in advance with the Agency in writing;
- 2.13.6 any proceeding, claim or demand by HMRC or other statutory authority in respect of any financial obligation including, but not limited to, PAYE and primary and secondary national insurance contributions:
- (a) in relation to any Transferring Agency Employee identified in the Agency's Final Agency Personnel List, to the extent that the proceeding, claim or demand by HMRC or other statutory authority relates to financial obligations arising after the Service Transfer Date; and
  - (b) in relation to any employee who is not a Transferring Agency Employee identified in the Agency's Final Agency Personnel List, and in respect of whom it is later alleged or determined that the Employment Regulations applied so as to transfer his/her employment from the Agency or Subcontractor, to the Replacement Agency or Replacement Subcontractor to the extent that the proceeding, claim or demand by HMRC or other statutory authority relates to financial obligations arising after the Service Transfer Date;



2.13.7 a failure of the Replacement Agency or Replacement Subcontractor to discharge or procure the discharge of all wages, salaries and all other benefits and all PAYE tax deductions and national insurance contributions relating to the Transferring Agency Employees identified in the Agency's Final Agency Personnel List in respect of the period from (and including) the Service Transfer Date; and

2.13.8 any claim made by or in respect of a Transferring Agency Employee identified in the Agency's Final Agency Personnel List or any appropriate employee representative (as defined in the Employment Regulations) of any such Transferring Agency Employee relating to any act or omission of the Replacement Agency or Replacement Subcontractor in relation to obligations under regulation 13 of the Employment Regulations.

2.14 The indemnities in Paragraph 2.13 shall not apply to the extent that the Employee Liabilities arise or are attributable to an act or omission of the Agency and/or any Subcontractor (as applicable) whether occurring or having its origin before, on or after the Service Transfer Date, including any Employee Liabilities arising from the failure by the Agency and/or any Subcontractor (as applicable) to comply with its obligations under the Employment Regulations.

### Call-Off Schedule 3 (Continuous Improvement)

#### 1. Client's Rights

- 1.1 The Client and the Agency recognise that, where specified in Framework Schedule 4 (Framework Management), the Client may give CCS the right to enforce the Client's rights under this Schedule.

#### 2. Agency's Obligations

- 2.1 The Agency must, throughout the Contract Period, identify new or potential improvements to the provision of the Deliverables with a view to reducing the Client's costs (including the Charges) and/or improving the quality and efficiency of the Deliverables and their supply to the Client.
- 2.2 The Agency must adopt a policy of continuous improvement in relation to the Deliverables, which must include regular reviews with the Client of the Deliverables and the way it provides them, with a view to reducing the Client's costs (including the Charges) and/or improving the quality and efficiency of the Deliverables. The Agency and the Client must provide each other with any information relevant to meeting this objective.
- 2.3 In addition to Paragraph 2.1, the Agency shall produce at the start of each Contract Year a plan for improving the provision of Deliverables and/or reducing the Charges (without adversely affecting the performance of this Contract) during that Contract Year ("**Continuous Improvement Plan**") for the Client's Approval. The Continuous Improvement Plan must include, as a minimum, proposals:
  - 2.3.1 identifying the emergence of relevant new and evolving technologies;
  - 2.3.2 changes in business processes of the Agency or the Client and ways of working that would provide cost savings and/or enhanced benefits to the Client (such as methods of interaction, supply chain efficiencies, reduction in energy consumption and methods of sale);
  - 2.3.3 new or potential improvements to the provision of the Deliverables including the quality, responsiveness, procedures, benchmarking methods, likely performance mechanisms and customer support services in relation to the Deliverables; and
  - 2.3.4 measuring and reducing the sustainability impacts of the Agency's operations and supply-chains relating to the Deliverables and identifying opportunities to assist the Client in meeting their sustainability objectives.
- 2.4 The initial Continuous Improvement Plan for the first (1<sup>st</sup>) Contract Year shall be submitted by the Agency to the Client for Approval within one hundred (100) Working Days of the first Order or six (6) Months following the Start Date, whichever is earlier.
- 2.5 The Client shall notify the Agency of its Approval or rejection of the proposed Continuous Improvement Plan or any updates to it within twenty (20) Working Days of receipt. If it is rejected then the Agency shall, within ten (10) Working Days of receipt of notice of rejection, submit a revised Continuous Improvement Plan reflecting the changes required. Once Approved, it becomes the Continuous Improvement Plan for the purposes of this Contract.
- 2.6 The Agency must provide sufficient information with each suggested improvement to enable a decision on whether to implement it. The Agency shall provide any further information as requested.

- 2.7 If the Client wishes to incorporate any improvement into this Contract, it must request a Variation in accordance with the Variation Procedure and the Agency must implement such Variation at no additional cost to the Client or CCS.
- 2.8 Once the first Continuous Improvement Plan has been Approved in accordance with Paragraph 2.5:
  - 2.8.1 the Agency shall use all reasonable endeavours to implement any agreed deliverables in accordance with the Continuous Improvement Plan; and
  - 2.8.2 the Parties agree to meet as soon as reasonably possible following the start of each quarter (or as otherwise agreed between the Parties) to review the Agency's progress against the Continuous Improvement Plan.
- 2.9 The Agency shall update the Continuous Improvement Plan as and when required but at least once every Contract Year (after the first (1<sup>st</sup>) Contract Year) in accordance with the procedure and timescales set out in Paragraph 2.3.
- 2.10 All costs relating to the compilation or updating of the Continuous Improvement Plan and the costs arising from any improvement made pursuant to it and the costs of implementing any improvement, shall have no effect on and are included in the Charges.
- 2.11 Should the Agency's costs in providing the Deliverables to the Client be reduced as a result of any changes implemented, all of the cost savings shall be passed on to the Client by way of a consequential and immediate reduction in the Charges for the Deliverables.
- 2.12 If at any time during the Term the Agency reduces its Framework Prices for Deliverables provided in accordance with the terms of the Framework Contract, the Agency shall immediately reduce the Charges for the Deliverables under the Call-Off Contract by the same amount. This obligation applies whether or not the Deliverables are offered in a catalogue provided under the Framework Contract.

#### **Call-Off Schedule 4 (Proposal)**

In line with the terms of the RM6125 Framework Contract, we acknowledge the requirement to demonstrate our willingness to work with Clients and support their social value requirements.

Tag's proposal is to identify a cause jointly with DIT within Q1 of 2023. This should ideally align with one of the policy themes outlined in the Framework Agreement as follows:

- COVID 19 recovery
- Tackling economic inequality
- Fighting climate change
- Equal opportunity and wellbeing

**Text Redacted**

**Call-Off Schedule 5 (Pricing Details)****RM6125 Campaign Solutions 2: Personnel**

| Roles                              | Internal or External Resource | Local Hourly Rate (UK) | Local Daily Rate (UK) |
|------------------------------------|-------------------------------|------------------------|-----------------------|
| Project Management                 |                               | Text Redacted          |                       |
| Client Services Director           | Internal                      |                        |                       |
| Global Account Director            | Internal                      |                        |                       |
| Account Director                   | Internal                      |                        |                       |
| Account Manager                    | Internal                      |                        |                       |
| Account Executive                  | Internal                      |                        |                       |
| Project Manager                    | Internal                      |                        |                       |
| Creative Services                  |                               |                        |                       |
| Creative Director                  | Internal                      |                        |                       |
| Art Director                       | Internal                      |                        |                       |
| Copywriter                         | Internal                      |                        |                       |
| Executive Producer                 | Internal                      |                        |                       |
| Content Producer                   | Internal                      |                        |                       |
| Production Assistant               | Internal                      |                        |                       |
| In-house Photographer              | Internal                      |                        |                       |
| Broadcast Production               |                               |                        |                       |
| Senior Producer                    | Internal                      |                        |                       |
| Producer                           | Internal                      |                        |                       |
| Junior Producer                    | Internal                      |                        |                       |
| VO Director                        | Internal                      |                        |                       |
| Versioning Producer                | Internal                      |                        |                       |
| Business Affairs / TV Admin        | Internal                      |                        |                       |
| Post Production                    |                               |                        |                       |
| Post Production Producer           | Internal                      |                        |                       |
| Post-Production Assistant          | Internal                      |                        |                       |
| Senior Editor                      | Internal                      |                        |                       |
| Editor                             | Internal                      |                        |                       |
| Junior Editor                      | Internal                      |                        |                       |
| VFX Supervision - Shoot Attendance | Internal                      |                        |                       |
| Motion Graphics                    | Internal                      |                        |                       |
| Colourist                          | Internal                      |                        |                       |
| Sound Designer / Engineer          | Internal                      |                        |                       |
| Illustrator                        | Internal                      |                        |                       |
| CGI Artist                         | Internal                      |                        |                       |

|                                |          |               |
|--------------------------------|----------|---------------|
| Retoucher                      | Internal | Text Redacted |
| Artworker                      | Internal |               |
| Proof Reader                   | Internal |               |
| 3D Modeller/ Animator          | Internal |               |
| Transcreation                  |          |               |
| Transcreation Manager          | Internal |               |
| Transcreation Executive        | Internal |               |
| Proof reader                   | Internal |               |
| Print Services                 |          |               |
| Print Project Manager          | Internal |               |
| Senior Retoucher               | Internal |               |
| Retoucher                      | Internal |               |
| Digital Services               |          |               |
| Digital Project Manager        | Internal |               |
| Senior Digital Project Manager | Internal |               |
| Project/Program Director       | Internal |               |
| UI Design                      | Internal |               |
| UX Design                      | Internal |               |
| Junior Designer                | Internal |               |
| Designer                       | Internal |               |
| Senior Designer                | Internal |               |
| Dot net/Java developer         | Internal |               |
| Technical Director             | Internal |               |
| Development Lead               | Internal |               |
| (QA) Quality Assurance Lead    | Internal |               |
| (QA) Quality Assurance Tester  | Internal |               |
| UX / UI Lead                   | Internal |               |
| Design Director                | Internal |               |
| Junior Front End Developer     | Internal |               |
| Front End Developer            | Internal |               |
| Senior Front End Developer     | Internal |               |
| Junior Back End Developer      | Internal |               |
| Back End Developer             | Internal |               |
| SEO Analyst                    | Internal |               |
| Senior Back End Developer      | Internal |               |

**RM6125 Campaign Solutions 2: Production**

| Category                  | Services   | Unit Rate (UK)       | Local Hourly Rate (UK) | Local Daily Rate (UK) |
|---------------------------|--|----------------------|------------------------|-----------------------|
| <b>Project Management</b> | Production management fee to source production partner, director & talent  | <b>Text Redacted</b> |                        |                       |
|                           | Production oversight for simple production (circa 10 days)   |                      |                        |                       |
|                           | Production oversight for standard production (circa 20 days)   |                      |                        |                       |
|                           | Account Management   |                      |                        |                       |
|                           | Producer   |                      |                        |                       |
| <b>Motion / Stills</b>    | (In-House) Photographer's Fee  |                      |                        |                       |
|                           | Director   |                      |                        |                       |
|                           | DOP  |                      |                        |                       |
|                           | Crew (dependent on production requirements)  |                      |                        |                       |
|                           | Backgrounds  |                      |                        |                       |
|                           | Digital Capture / File management  |                      |                        |                       |
| <b>Internal films</b>     | Training Film Package (Assumes two-day, two camera shoot, two day for designing graphic elements and basic animation. 2 x rounds of amends and supplied to client) |                      |                        |                       |
|                           | Talking Heads Package (i.e. 1 x camera man, 1 x prod assistant, producer, sound recordist & director. Edit, approval files & deliverable encode)                   |                      |                        |                       |
| <b>Kit &amp; Lighting</b> | Stills Camera & Lighting Package - Large   |                      |                        |                       |
|                           | Stills Camera & Lighting Package - Medium  |                      |                        |                       |
|                           | Stills Camera & Lighting Package - Small   |                      |                        |                       |
|                           | Motion camera Package - Large  |                      |                        |                       |
|                           | Motion camera Package - Medium   |                      |                        |                       |
|                           | Motion camera Package - Small  |                      |                        |                       |
|                           | Motion Lighting - Large  |                      |                        |                       |
|                           | Motion Lighting - Medium   |                      |                        |                       |

|                              |  |               |
|------------------------------|--|---------------|
|                              | Motion Lighting - Small                        | Text Redacted |
|                              | Consumables                                    |               |
|                              | Hard Drives                                    |               |
| Wardrobe,<br>Stylist & Props | Stylist  |               |
|                              | Wardrobe allowance                             |               |
|                              | Set Designer                                   |               |
|                              | Set builder                                    |               |
|                              | Hair and make-up artist                        |               |
|                              | Home economist                                 |               |
|                              | Prop allowance                                 |               |
|                              | Transport for the above                        |               |
| Talent                       | Casting Fee                                    |               |
|                              | Talent Fee - Typical BSF                       |               |
|                              | Talent Usage                                   |               |
|                              | Talent Licenses                                |               |
|                              | Chaperone Fees                                 |               |
|                              | Animal Handler                                 |               |
|                              | Vet  |               |
| Studio<br>Rates/Location     | Pre-Light/Strike day - small                   |               |
|                              | Shoot day - small                              |               |
|                              | Pre-Light/Strike day - medium                  |               |
|                              | Shoot day - medium                             |               |
|                              | Green Screen studio                            |               |
|                              | Location Manager                               |               |
|                              | Location Security                              |               |
|                              | Traffic Management                             |               |
|                              | Production trailer                             |               |
| Travel                       | Travel allowance -<br>London Studio            |               |
|                              | Travel allowance -<br>London location          |               |
|                              | Accommodation - Typical<br>UK Hotel rate       |               |
|                              | Car Hire                                       |               |
|                              | Parking  |               |
|                              | Visas processing                               |               |
|                              | Per Diems                                      |               |
|                              | Phones / Wifi                                  |               |
| Subsidiaries                 | Catering per person                            |               |
| Other                        | Production Fee - please specify<br>this as a % |               |
|                              | Insurance - please specify if<br>this is a %   |               |



|  |                                      |
|--|--------------------------------------|
|  | Covid Contingency /<br>Covid Handler |
|--|--------------------------------------|

**Text Redacted**

## RM6125 Campaign Solutions 2: Print

|                            |  | Price package based on end to end process, to include Project & Production Management, Artwork , Colour Management & Quality Control, with 2 x rounds of revisions and supply of deliverable file format |        |       |        |
|----------------------------|--|--|--------|-------|--------|
| Category                   | Services (inclusive of kit, room and operator) | Hourly (UK)  | Master | Adapt | Resize |
| Bespoke                    | Artworking - per hour                          | <b>Text Redacted</b>   |        |       |        |
|                            | Retouching - per hour                          |  |        |       |        |
|                            | Senior retouching - per hour                   |  |        |       |        |
|                            | Proofing                                       |  |        |       |        |
| Print                      | Master Print Press Ad- Single Page             |  |        |       |        |
|                            | Master Print Press Ad - Double Page Spread     |  |        |       |        |
| OOH / Outdoor              | Print - OOH billboard & poster - 1 KV          |  |        |       |        |
|                            | Escalator Panel                                |  |        |       |        |
|                            | Bus Wrap (whole bus)                           |  |        |       |        |
|                            | Super side                                     |  |        |       |        |
|                            | Interior Tube/ Bus Panels                      |  |        |       |        |
|                            | Ceiling hanger/dangler Double sided A1         |  |        |       |        |
| Prepress/ release Material | Release Material                               |  |        |       |        |
|                            | Re-Release                                     |  |        |       |        |
| POS                        | Leaflet 2 p. Up to 200 words                   |  |        |       |        |
|                            | Leaflet 4 p. Up to 300 words                   |  |        |       |        |
|                            | Brochure 8 pages                               |  |        |       |        |

|                   |  |                      |
|-------------------|--|----------------------|
|                   | Brochure 12 pages  | <b>Text Redacted</b> |
|                   | Brochure 4 pages   |                      |
|                   | Direct mail, newsletter up to 300 words  |                      |
|                   | Wobbler  |                      |
|                   | Edit 1 x basic (1 change per page)   |                      |
|                   | Edit - complex (3 changes per page)  |                      |
|                   | Header   |                      |
|                   | Table Tent   |                      |
|                   | Banner Stand   |                      |
|                   | Arch   |                      |
|                   | Sticker/ Label   |                      |
|                   | Flyer (per page)   |                      |
|                   | Poster   |                      |
|                   | Blade  |                      |
|                   | Standee  |                      |
|                   | Cube   |                      |
|                   | Resize   |                      |
| <b>Whitepaper</b> | TMS ingest and reformatting ( Remove hard returns, break up paragraphs, rebuild/link illustrations and graphs)   |                      |
|                   | Per Page (Replace text in provided 'artwork'/PDF with approved localised copy. Includes simple graphics/charts and tables. Covers artwork preparation for either online or offline use.) |                      |
|                   | Infographic ( Replace text in provided complex 'artwork'/PDF with  |                      |

Text Redacted

## RM6125 Campaign Solutions 2: Post Production

Text Redacted

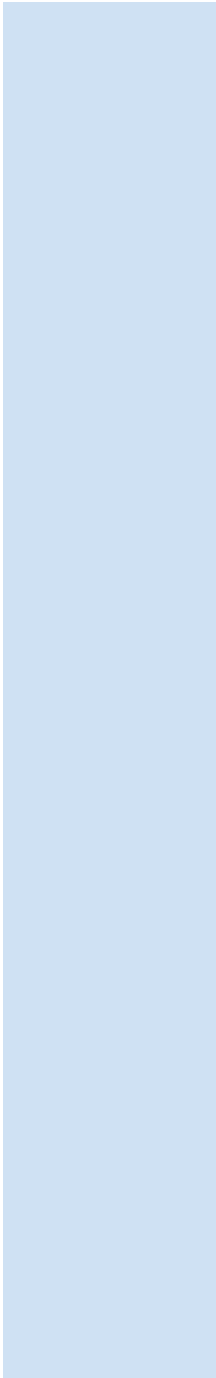
|           |  |  |
|-----------|--|--|
|           |  |  |
|           | Motion Graphic design (i.e. Photoshop / illustrator / After Effects/ final cut ) |  |
|           | Rendering  |  |
|           | VFX Supervision - Shoot Attendance   |  |
| Mastering | Mastering - Edit Master  |  |
|           | Conversion (ARC / Standards)   |  |
|           | Clearance Files  |  |
|           | Delivery File (For station/ media agency/ digital platform)                      |  |
|           | Online Delivery Encode   |  |
|           | Uncompressed   |  |
|           | FTP site   |  |
|           | Approval Files   |  |
|           | Archive storage  |  |

Text Redacted

## RM6125 Campaign Solutions 2: Transcreation

| Category              | Services (inclusive of kit, room and operator)  | Unit Rate (UK) | Local Hourly Rate (UK) | Market A | Market B | Market C | Market D |
|-----------------------|---|----------------|------------------------|----------|----------|----------|----------|
| Cultural Consultation | Cultural Insights*  |                |                        |          |          |          |          |
|                       | Cultural Consultation*  |                |                        |          |          |          |          |
| Transcreation         | Transcreate 20 to 60 sec TVC (includes transcreation of VO, supers, disclaimers, proofread, 2 x rounds of amends) |                |                        |          |          |          |          |
|                       | Transcreate 5 to 15 sec TVC (includes transcreation of VO, supers, disclaimers,                                   |                |                        |          |          |          |          |

Text Redacted



proofread, 2 x  
rounds of amends)

|   |                          |  |  |  |  |
|---|--------------------------|--|--|--|--|
|   |                          |  |  |  |  |
| Transcreate additional length (if briefed together) | <div>Text Redacted</div> |  |  |  |  |
| Radio Transcreate up to 30"                         |                          |  |  |  |  |
| Transcreate Print Assets (KV / OOH)                 |                          |  |  |  |  |
| Transcreate static banner                           |                          |  |  |  |  |
| Transcreate GIF                                     |                          |  |  |  |  |

|  |               |  |  |  |  |
|--|---------------|--|--|--|--|
| Transcreate HTML5 banner                             |               |  |  |  |  |
| Transcreation of Social Media post [copy]            | Text Redacted |  |  |  |  |
| Transcreation of Social Media post [image]           |               |  |  |  |  |
| Transcreation of website (per page, up to 400 words) |               |  |  |  |  |
| Transcreation - Copywriter                           |               |  |  |  |  |
| Copywriter attendance as VO Director - if required   |               |  |  |  |  |
| VO Recording Direction                               |               |  |  |  |  |
| Proof reading  |               |  |  |  |  |

\*Cultural Insights - Top-line feedback on given marketing communication ideas or concepts, identifying any potential cultural, visual and linguistic sensitivities

\*Cultural Consultation - In-depth analysis of a specific on given marketing communication ideas or concepts, identifying any potential cultural, visual and linguistic sensitivities with executive summary of the key findings, rationale and alternative creative solutions. Focused on analysing a particular brand or category in any given market or region, providing an accurate landscape including: competitive brands; advertising trends and patterns; market trends political, social and economic conditions.

| Category         | Services (inclusive of kit, room and operator) | Unit Rate (UK)       | Market A | Market B | Market C | Market D |
|------------------|--|----------------------|----------|----------|----------|----------|
| Translation only | Translation Per Word (up to 250 words)         | <b>Text Redacted</b> |          |          |          |          |
|                  | Translation Per Word (Above 250 words)         |                      |          |          |          |          |
|                  | Translation memory                             |                      |          |          |          |          |

| Market Tiers for Transcreation (Nb. VO market tiers differ to language tiers) |                |             |              |
|---|----------------|-------------|--------------|
| A Market  | B Market       | C Market    | D Market     |
| China   | Argentina      | Bangladesh  | Australia    |
| Denmark   | Belguim        | India       | Canada       |
| Egypt   | Brazil         | Indonesia   | Ethiopia     |
| Finland   | Bulgaria       | Malaysia    | Ghana        |
| Hong Kong   | Croatia        | Pakistan    | New Zealand  |
| Israel  | Czech Republic | Philippines | Nigeria      |
| Japan   | France         | Sri Lanka   | South Africa |
| Jordan  | Germany        | Thailand    | UK           |
| Kazakhstan  | Greece         | Vietnam     | USA          |
| Korea   | Hungary        |             |              |
| Morocco   | Italy          |             |              |
| Norway  | Kenya          |             |              |
| Russia  | Latam Markets  |             |              |
| Saudi Arabia  | Mexico         |             |              |
| Singapore   | Netherlands    |             |              |
| Sweden  | Poland         |             |              |
| Taiwan  | Romania        |             |              |
| Ukraine   | Serbia         |             |              |

|                      |             |
|----------------------|-------------|
| United Arab Emirates | Slovakia    |
|                      | Slovenia    |
|                      | Spain       |
|                      | Switzerland |
|                      | Turkey      |

**RM6125 Campaign Solutions 2: Broadcast Localisation**

| Category  | Services  | Unit Rate (UK)       | Hourly Rate (UK) |
|---|---|----------------------|------------------|
| <b>Business Affairs</b>   | Pre-Clearance   | <b>Text Redacted</b> |                  |
|   | Broadcast Clearance   |                      |                  |
|   | Cinema Clearance  |                      |                  |
|   | TV Admin (i.e. usage negotiations)  |                      |                  |
|   | Copy Instructions   |                      |                  |
|   | Copy Instructions - re-issue  |                      |                  |
|   | Closed Captions   |                      |                  |
| <b>Localisation Adaptation &amp; Versioning of TVC / OLV up to 60" edit</b> | Ingest & QC of Single Master Asset  |                      |                  |
|   | Ingest & QC of Campaign Master Assets   |                      |                  |
|   | Simple Adapt Package - up to 1 hours edit, include Editor & Producer! PM time; artwork prep; approval, deliverable, storage and archive of file   |                      |                  |
|   | Standard Adapt Package - up to 2 hours edit, include Editor & Producer! PM time; artwork prep; approval, deliverable, storage and archive of file |                      |                  |
|   | Complex Adapt Package - up to 4 hours edit, include Editor & Producer! PM time; artwork prep; approval, deliverable, storage and archive of file  |                      |                  |
|   | Subsequent Edit Package i.e. cut down edit (when briefed together in the same session)  |                      |                  |
|   | Re-size ! Re-format Package   |                      |                  |



|                          |   |                      |  |
|--------------------------|---|----------------------|--|
|                          | File Conversion - no amends required  | <b>Text Redacted</b> |  |
|                          | Encode of Delivery File (spec required for delivery partner/ Station / Media agency / digital platform) |                      |  |
| <b>Broadcast Bespoke</b> | Offline Edit / Rough Cut - per hr   |                      |  |
|                          | Online Edit - per hr  |                      |  |
|                          | Artwork Prep - per hr   |                      |  |
|                          | Approval File - per item  |                      |  |
|                          | Sound Mix - per commerical mix  |                      |  |
|                          | AV Producer - per hr  |                      |  |
|                          |   |                      |  |
|                          |   |                      |  |
|                          |   |                      |  |
|                          |   |                      |  |

| Category            | Services  | Unit Rate (UK)       |
|---------------------|---|----------------------|
| <b>Deliverables</b> | Standard HD Delivery, (per edit, per delivery point)            | <b>Text Redacted</b> |
|                     | Express HD Delivery (per edit, per delivery point within 4 hrs) |                      |
|                     | Standard Network Playout (6+ stations)                          |                      |
|                     | Express Network Playout (6+ stations within 4hrs)               |                      |
|                     | International Standard HD Delivery                              |                      |
|                     | International Express HD  |                      |
|                     | Closed Captions   |                      |
|                     | Radio Delivery per station                                      |                      |
|                     | Radio Network Delivery  |                      |
|                     | VOD Delivery  |                      |
|                     | Cinema Delivery   |                      |
|                     |   |                      |

#### RM6125 Campaign Solutions 2: Audio

| Category     | Services (inclusive of kit, room and operator) | Unit Rate (UK) | Local Hourly Rate (UK) | Tier 1 | Tier 2 | Tier 3 | Tier 4 |
|--------------|--|----------------|------------------------|--------|--------|--------|--------|
| <b>Sound</b> | Talent Basic Studio Fee (up to 2 hrs)          |                | <b>Text Redacted</b>   |        |        |        |        |
|              | Prep Session                                   |                |                        |        |        |        |        |
|              | Studio Session / Record                        |                |                        |        |        |        |        |

|  |                                 |               |
|--|---------------------------------|---------------|
|  | Transfer                        | Text Redacted |
|  | Session Archive                 |               |
|  | Sound Mix/<br>Sound Design      |               |
|  | Rough Mix<br>MPEG               |               |
|  | Casting Fee                     |               |
|  | VO Direction                    |               |
|  | ISDN/Source                     |               |
|  | FTP Creation                    |               |
|  | WAV File                        |               |
|  | Cinema Stereo<br>(Non-Dolby)    |               |
|  | Cinema 5.1<br>Mix               |               |
|  | Dolby Cinema<br>Package         |               |
|  | VO Producer                     |               |
|  | Music<br>Composition            |               |
|  | Music Search<br>Fees            |               |
|  | Sound Effects<br>(search & use) |               |

| Tier 1 | Tier 2          | Tier 3         |                 |         | Tier 4                |                        |                           |           |           |
|--------|-----------------|----------------|-----------------|---------|-----------------------|------------------------|---------------------------|-----------|-----------|
| Canada | Brazil          | Australia      | Spain           | Finland | Colombia              | UAE/<br>Middle<br>East | Dominic<br>an<br>Republic | Lithuania | Romania   |
| Italy  | China           | Belgium        | Sweden          | Georgia | Egypt/Mi<br>ddle East | Ukraine                | Ecuador                   | Macedonia | Senegal   |
| Japan  | France          | Denmark        | Switzerl<br>and | Greece  | Ethiopia              | Azerbaija<br>n         | El<br>Salvador            | Moldova   | Serbia    |
| UK     | Germany         | Mexico         | Taiwan          | Hungary | Ghana                 | Bolivia                | Estonia                   | Mongolia  | Slovakia  |
| USA    | Hong<br>Kong    | New<br>Zealand | Turkey          | Ireland | India                 | Bosnia                 | Iceland                   | Nepal     | Slovenia  |
|        | South<br>Korea  | Nigeria        | Argentini<br>a  | Israel  | Kazakhsta<br>n        | Bulgaria               | Indonesi<br>a             | Pakistan  | Sri Lanka |
|        | Netherlan<br>ds | Norway         | Austria         | Malta   | Kenya                 | Cambodia               | Kosovo                    | Panama    | Tanzania  |
|        |                 | Singapore      | Chile           | Poland  | Malaysia              | Costa Rica             | Laos                      | Paraguay  | Thailand  |

|              |               |          |         |                |         |             |            |
|--------------|---------------|----------|---------|----------------|---------|-------------|------------|
| South Africa | Cote d'Ivoire | Portugal | Morocco | Croatia        | Latvia  | Peru        | Uzbekistan |
| Puerto Rico  | Uruguay       |          | Russia  | Czech Republic | Lebanon | Philippines | Venezuela  |

## RM6125 Campaign Solutions 2: Digital

| LOCALISATION SERVICES                                   |          |   |               |
|---|----------|---|---------------|
| Category  | Services | Description   | Unit Rate     |
| Email Master  | Master   | Assumptions:<br>New UX/UI template design required. Translated Copy (subject, body copy and footer copy/links) supplied by client. All images inc. logos supplied by client. Responsive Design (Desktop & Mobile). HTML development Required. Litmus (or equivalent) testing/QA required. | Text Redacted |
|   | Adapt    | Assumptions:<br>New UX/UI template design required. Translated Copy (subject, body copy and footer copy/links) supplied by client. All images inc. logos supplied by client. Responsive Design (Desktop & Mobile). HTML development Required. Litmus (or equivalent) testing/QA required. |               |
| HTML Banners - Standard(eg Non-expanding/Non Video ads) | Master   | Assumptions: New Design required. Master format to be MPU or Double MPU. Translated Copy supplied by client. All images inc. logos supplied by client. HTML development required. Back up jpg required. Technical QA required.  |               |

|  |        |  |               |
|--|--------|--|---------------|
|  | Adapt  | Assumptions:<br>Translation only (i.e existing code/template will be utilised. Only images and copy to be changed).<br>Translated Copy supplied by client.<br>All images inc. logos supplied by client.<br>Back up jpg required.<br>Technical QA required.                             | Text Redacted |
|  | Resize | Assumptions:<br>Existing code, images and copy will be utilised.<br>Resize only (e.g., resize from MPU to double MPU).<br>Back up jpg required.<br>Technical QA required.  |               |
| Rich Media Content<br>(eg expanding and video ads) | Master | Assumptions:<br>New Design required.<br>Master format to be MPU or Double MPU.<br>Translated Copy supplied by client.<br>All images inc. logos supplied by client.<br>HTML development required.<br>Back up jpg required.<br>Technical QA required.<br>Video formatting and subtitles. | Text Redacted |
|  | Adapt  | Assumptions: Translation only (i.e existing code/template will be utilised. Only images and copy to be changed). Translated Copy supplied by client. All images inc. logos supplied by client. Back up jpg required. Technical QA required.<br>Video subtitles.                        |               |
|  | Resize | Assumptions:<br>Existing code, images and copy will be utilised.<br>Resize only (eg resize from Expanding MPU to Expanding double MPU).<br>Video subtitling inc.<br>Technical QA required.<br>Back up jpg required.  |               |
| Static Asset                                       | Master | Assumptions:<br>New Design required.<br>Master format to be agreed with client.<br>Translated Copy supplied by client.<br>All images inc. logos supplied by client.  | Text Redacted |

|                             |        |  |               |
|-----------------------------|--------|--|---------------|
|                             | Adapt  | Assumptions:<br>Translation only (i.e existing code/template will be utilised. Only images and copy to be changed).<br>Translated Copy supplied by client.<br>All images inc. logos supplied by client.<br>Back up jpg required.<br>Technical QA required.<br>Video subtitles.   | Text Redacted |
|                             | Resize | Assumptions:<br>Existing images and copy will be utilised.<br>Resize only (eg resize from MPU to double MPU).  |               |
| Landing Page                | Master | Assumptions: New UX/UI template design required. Translated Copy (body copy, footer copy/links. Alt tags, Meta data etc) supplied by client. All images inc. logos supplied by client. Responsive Design (Desktop & Mobile).HTML development required. Tech QA required.   |               |
|                             | Adapt  | Assumptions:<br>Based on existing template design.<br>Only copy and images to change.<br>No functional or UX changes.<br>Translated Copy (body copy, footer copy/links. Alt tags, Meta data etc) supplied by client.<br>All images inc. logos supplied by client.<br>Responsive Design (Desktop & Mobile)<br>HTML development required.<br>Tech QA required. |               |
| Microsite<br>(Max 10 pages) | Master | Assumptions:<br>New UX/UI template design required.<br>Translated Copy (body copy, footer copy/links. Alt tags, Meta data etc) supplied by client.<br>All images inc. logos supplied by client.<br>Responsive Design (Desktop & Mobile).<br>HTML development required.<br>Tech QA required.  |               |

|  |        |  |               |
|--|--------|--|---------------|
|  | Adapt  | Assumptions: Based on existing template design. Only copy and images to change. No functional or UX changes. Translated Copy (body copy, footer copy/links. Alt tags, Meta data etc) supplied by client. All images inc. logos supplied by client. Responsive Design (Desktop & Mobile).HTML development required. Tech QA required. | Text Redacted |
| Social Media Post<br>(Image and copy only) | Master | Assumptions:<br>New design/image formatting required.<br>Translated copy supplied by client. All images inc. logos supplied by client.   |               |
|  | Adapt  | Assumptions:<br>- Based on existing post (only copy and image changes)<br>- Translated Copy supplied by client. - All images inc. logos supplied by client   |               |
|  | Resize | Assumptions:<br>- Based on existing post<br>- Resize only<br>- Translated Copy supplied by client. - All images inc. logos supplied by client  |               |

**Call-Off Schedule 6 (ICT Services)** Where any provision of this Call-Off Schedule 6 conflict with the Agency's SaaS licence terms, the Agency's SaaS licence terms shall prevail.

## 1. Definitions

1.1. In this Schedule, the following words shall have the following meanings and they shall supplement Joint Schedule 1 (Definitions):

|   |  |
|---|--|
| <b>"Agency System"</b>  | the information and communications technology system used by the Agency in supplying the Deliverables, including the COTS Software, the Agency Equipment, configuration and management utilities, calibration and testing tools and related cabling (but excluding the Client System);   |
| <b>"Client Property"</b>                                      | the property, other than real property and IPR, including the Client System, any equipment issued or made available to the Agency by the Client in connection with this Contract;  |
| <b>"Client Software"</b>                                      | any software which is owned by or licensed to the Client and which is or will be used by the Agency for the purposes of providing the Deliverables;  |
| <b>"Client System"</b>  | the Client's computing environment (consisting of hardware, software and/or telecommunications networks or equipment) used by the Client or the Agency in connection with this Contract which is owned by or licensed to the Client by a third party and which interfaces with the Agency System or which is necessary for the Client to receive the Deliverables;   |
| <b>"Commercial off the shelf Software" or "COTS Software"</b> | Non-customised software where the IPR may be owned and licensed either by the Agency or a third party depending on the context, and which is commercially available for purchase and subject to standard licence terms   |
| <b>"Defect"</b>   | <p>any of the following:</p> <p>error, damage or defect in the manufacturing of a Deliverable; or</p> <p>error or failure of code within the Software which causes a Deliverable to malfunction or to produce unintelligible or incorrect results; or</p> <p>failure of any Deliverable to provide the performance, features and functionality specified in the requirements of the Client or the Documentation (including any adverse effect on response times) regardless of whether</p> |

or not it prevents the relevant Deliverable from passing any Test required under this Call Off Contract; or

failure of any Deliverable to operate in conjunction with or interface with any other Deliverable in order to provide the performance, features and functionality specified in the requirements of the Client or the Documentation (including any adverse effect on response times) regardless of whether or not it prevents the relevant Deliverable from passing any Test required under this Contract;

**"Emergency Maintenance"** ad hoc and unplanned maintenance provided by the Agency where either Party reasonably suspects that the ICT Environment or the Services, or any part of the ICT Environment or the Services, has or may have developed a fault;

**"ICT Environment"** the Client System and the Agency System;

**"Licensed Software"** all and any Software licensed by or through the Agency, its Sub-Contractors or any third party to the Client for the purposes of or pursuant to this Call Off Contract, including any COTS Software;

**"Maintenance Schedule"** has the meaning given to it in paragraph 8 of this Schedule;

**"Malicious Software"** any software program or code intended to destroy, interfere with, corrupt, or cause undesired effects on program files, data or other information, executable code or application software macros, whether or not its operation is immediate or delayed, and whether the malicious software is introduced wilfully, negligently or without knowledge of its existence;

**"New Release"** an item produced primarily to extend, alter or improve the Software and/or any Deliverable by providing additional functionality or performance enhancement (whether or not defects in the Software and/or Deliverable are also corrected) while still retaining the original designated purpose of that item;

**"Open Source Software"** computer software that has its source code made available subject to an open-source licence under which the owner of the copyright and other IPR in such software provides the rights to use, study, change and distribute the software to



any and all persons and for any and all purposes free of charge;

**"Operating Environment"** means the Client System and any premises (including the Client Premises, the Agency's premises or third party premises) from, to or at which:

liverables are (or are to be) provided; or

agency manages, organises or otherwise directs the provision or the use of the Deliverables; or

any part of the Agency System is situated;

**"Permitted Maintenance"** has the meaning given to it in paragraph 8.2 of this Schedule;

**"Quality Plans"** has the meaning given to it in paragraph 6.1 of this Schedule;

**"Sites"** has the meaning given to it in Joint Schedule 1(Definitions), and for the purposes of this Call Off Schedule shall also include any premises from, to or at which physical interface with the Client System takes place;

**"Software"** Specially Written Software COTS Software and non-COTS Supplier and third party Software;

**"Software Supporting Materials"** has the meaning given to it in paragraph 9.1 of this Schedule;

**"Source Code"** computer programs and/or data in eye-readable form and in such form that it can be compiled or interpreted into equivalent binary code together with all related design comments, flow charts, technical information and documentation necessary for the use, reproduction, maintenance, modification and enhancement of such software;

**"Specially Written Software"** any software (including database software, linking instructions, test scripts, compilation instructions and test instructions) created by the Agency (or by a Sub-Contractor or other third party on behalf of the Agency) specifically for the purposes of this Contract, including any modifications or enhancements to COTS Software. For the avoidance of doubt Specially Written Software does not constitute New IPR;

## 2. When this Schedule should be used

2.1. This Schedule is designed to provide additional provisions necessary to facilitate the provision of ICT Services which are part of the Deliverables.

### **3. Client due diligence requirements**

3.1. The Agency shall satisfy itself of all relevant details, including but not limited to, details relating to the following;

- 3.1.1. suitability of the existing and (to the extent that it is defined or reasonably foreseeable at the Start Date) future Operating Environment;
- 3.1.2. operating processes and procedures and the working methods of the Buyer;
- 3.1.3. ownership, functionality, capacity, condition and suitability for use in the provision of the Deliverables of the Clients Assets; and
- 3.1.4. existing contracts (including any licences, support, maintenance and other contracts relating to the Operating Environment) referred to in the Due Diligence Information which may be novated to, assigned to or managed by the Agency under this Contract and/or which the Agency will require the benefit of for the provision of the Deliverables.

3.2. The Agency confirms that it has advised the Client in writing of:

- 3.2.1. each aspect, if any, of the Operating Environment that is not suitable for the provision of the ICT Services;
- 3.2.2. the actions needed to remedy each such unsuitable aspect; and
- 3.2.3. a timetable for and the costs of those actions.

### **4. Licensed software warranty**

4.1. The Agency represents and warrants that:

- 4.1.1. it has and shall continue to have all necessary rights in and to the Licensed Software made available by the Agency (and/or any Sub-Contractor) to the Client which are necessary for the performance of the Agency's obligations under this Contract including the receipt of the Deliverables by the Client;
- 4.1.2. all components of the Specially Written Software shall:
  - 4.1.2.1. be free from material design and programming errors;
  - 4.1.2.2. perform in all material respects in accordance with the relevant specifications contained in Call Off Schedule 14 (Service Levels) and Documentation; and
  - 4.1.2.3. not infringe any IPR.

### **5. Provision of ICT Services**

5.1. The Agency shall:

- 5.1.1. ensure that the release of any new COTS Software in which the Agency owns the IPR, or upgrade to any Software in which the Agency owns the IPR complies with the interface requirements of the Client and (except in relation to new Software or upgrades which are released to address Malicious Software) shall notify the Client three (3) Months before the release of any new COTS Software or Upgrade;



- 5.1.2. ensure that all Software including upgrades, updates and New Releases used by or on behalf of the Agency are currently supported versions of that Software and perform in all material respects in accordance with the relevant specification;
- 5.1.3. ensure that the Agency System will be free of all encumbrances;
- 5.1.4. ensure that the Deliverables are fully compatible with any Client Software, Client System, or otherwise used by the Agency in connection with this Contract;
- 5.1.5. minimise any disruption to the Services and the ICT Environment and/or the Buyer's operations when providing the Deliverables;

## **6. Standards and Quality Requirements**

- 6.1. The Agency shall develop, in the timescales specified in the Order Form, quality plans that ensure that all aspects of the Deliverables are the subject of quality management systems and are consistent with BS EN ISO 9001 or any equivalent standard which is generally recognised as having replaced it ("**Quality Plans**").
- 6.2. The Agency shall seek Approval from the Client (not be unreasonably withheld or delayed) of the Quality Plans before implementing them. Approval shall not act as an endorsement of the Quality Plans and shall not relieve the Agency of its responsibility for ensuring that the Deliverables are provided to the standard required by this Contract.
- 6.3. Following the approval of the Quality Plans, the Agency shall provide all Deliverables in accordance with the Quality Plans.
- 6.4. The Agency shall ensure that the Agency Personnel shall at all times during the Call Off Contract Period:
  - 6.4.1. be appropriately experienced, qualified and trained to supply the Deliverables in accordance with this Contract;
  - 6.4.2. apply all due skill, care, diligence in faithfully performing those duties and exercising such powers as necessary in connection with the provision of the Deliverables; and
  - 6.4.3. obey all lawful instructions and reasonable directions of the Client (including, if so required by the Client, the ICT Policy) and provide the Deliverables to the reasonable satisfaction of the Client.

## **0. ICT Audit**

- 7.1. The Agency shall allow any auditor access to the Agency premises to:
  - 7.1.1. inspect the ICT Environment and the wider service delivery environment (or any part of them);
  - 7.1.2. review any records created during the design and development of the Agency System and pre-operational environment such as information relating to Testing;
  - 7.1.3. review the Agency's quality management systems including all relevant Quality Plans.

## **1. Maintenance of the ICT Environment**

- 8.1. If specified by the Client in the Order Form, the Agency shall create and maintain a rolling schedule of planned maintenance to the ICT Environment ("**Maintenance Schedule**") and make it available to the Client for Approval in accordance with the timetable and instructions specified by the Client.

- 8.2. Once the Maintenance Schedule has been Approved, the Agency shall only undertake such planned maintenance (which shall be known as "**Permitted Maintenance**") in accordance with the Maintenance Schedule.
- 8.3. The Agency shall give as much notice as is reasonably practicable to the Client prior to carrying out any Emergency Maintenance.
- 8.4. The Agency shall carry out any necessary maintenance (whether Permitted Maintenance or Emergency Maintenance) where it reasonably suspects that the ICT Environment and/or the Services or any part thereof has or may have developed a fault. Any such maintenance shall be carried out in such a manner and at such times so as to avoid (or where this is not possible so as to minimise) disruption to the ICT Environment and the provision of the Deliverables.

## 9. Intellectual Property Rights in ICT

### 9.1. Assignments granted by the Agency: Specially Written Software

- 9.1.1. The Agency assigns (by present assignment of future rights to take effect immediately on it coming into existence) to the Client with full guarantee (or shall procure assignment to the Client), title to and all rights and interest in the Specially Written Software together with and including:
- 9.1.1.1. the Documentation, Source Code and the Object Code of the Specially Written Software; and
  - 9.1.1.2. all build instructions, test instructions, test scripts, test data, operating instructions and other documents and tools necessary for maintaining and supporting the Specially Written Software and the New IPR (together the "**Software Supporting Materials**").
- 9.1.2. The Agency shall:
- 9.1.2.1. inform the Client of all Specially Written Software or New IPRs that are a modification, customisation, configuration or enhancement to any COTS Software;
  - 9.1.2.2. deliver to the Client the Specially Written Software and any computer program elements of the New IPRs in both Source Code and Object Code forms together with relevant Documentation and all related Software Supporting Materials within seven days of completion or, if a relevant Milestone has been identified in an Implementation Plan, Achievement of that Milestone and shall provide updates of them promptly following each new release of the Specially Written Software, in each case on media that is reasonably acceptable to the Client and the Client shall become the owner of such media upon receipt; and
  - 9.1.2.3. without prejudice to paragraph 9.1.2.2, provide full details to the Client of any of the Agency's Existing IPRs or Third Party IPRs which are embedded or which are an integral part of the Specially Written Software or New IPR and the Agency hereby grants to the Client and shall procure that any relevant third party licensor shall grant to the Client a perpetual, irrevocable, non-exclusive, assignable, royalty-free licence to use, sub-license and/or commercially exploit such Agency's Existing IPRs and Third Party IPRs to the extent that it is necessary to enable the Client to obtain the full benefits of ownership of the Specially Written Software and New IPRs.

9.1.3. The Agency shall promptly execute all such assignments as are required to ensure that any rights in the Specially Written Software and New IPRs are properly transferred to the Client.

9.2. Licences for non-COTS IPR from the Agency and third parties to the Buyer

9.2.1. Unless the Client gives its Approval, the Agency must not use any:

- a. of its own Existing IPR that is not COTS Software;
- b. third party software that is not COTS Software

9.2.2. Where the Client Approves the use of the Agency's Existing IPR that is not COTS Software the Agency shall grants to the Client a perpetual, royalty-free and non-exclusive licence to use adapt, and sub-license the same for any purpose relating to the Deliverables (or substantially equivalent deliverables) or for any purpose relating to the exercise of the Buyer's (or, if the Client is a Central Government Body, any other Central Government Body's) business or function including the right to load, execute, store, transmit, display and copy (for the purposes of archiving, backing-up, loading, execution, storage, transmission or display) for the Call Off Contract Period and after expiry of the Contract to the extent necessary to ensure continuity of service and an effective transition of Services to a Replacement Agency.

9.2.3. Where the Client Approves the use of third party Software that is not COTS Software

the Agency shall procure that the owners or the authorised licensors of any such Software grant a direct licence to the Client on terms at least equivalent to those set out in Paragraph 9.2.2. If the Agency cannot obtain such a licence for the Client it shall:

9.2.3.1. notify the Client in writing giving details of what licence terms can be obtained and whether there are alternative software providers which the Agency could seek to use; and

9.2.3.2. only use such third party IPR as referred to at paragraph 9.2.3.1 if the Client Approves the terms of the licence from the relevant third party.

9.2.4. Where the Agency is unable to provide a license to the Agency's Existing IPR in accordance with Paragraph 9.2.2 above, it must meet the requirement by making use of COTS Software or Specially Written Software.

9.2.5. The Agency may terminate a licence granted under paragraph 9.2.1 by giving at least

thirty (30) days' notice in writing if there is an Authority Cause which constitutes a material Default which, if capable of remedy, is not remedied within twenty (20) Working Days after the Agency gives the Client written notice specifying the breach and requiring its remedy.

9.3. Licenses for COTS Software by the Agency and third parties to the Buyer

9.3.1. The Agency shall either grant, or procure that the owners or the authorised licensors

of any COTS Software grant, a direct licence to the Client on terms no less favourable than those standard commercial terms on which such software is usually made commercially available.

9.3.2. Where the Agency owns the COTS Software it shall make available the COTS software to a Replacement Agency at a price and on terms no less favourable than those standard commercial terms on which such software is usually made commercially available.



9.3.3. Where a third party is the owner of COTS Software licensed in accordance with this

Paragraph 9.3 the Agency shall support the Replacement Agency to make arrangements with the owner or authorised licensee to renew the license at a price and on terms no less favourable than those standard commercial terms on which such software is usually made commercially available.

9.3.4. The Agency shall notify the Client within seven (7) days of becoming aware of any

COTS Software which in the next thirty-six (36) months:

9.3.4.1. will no longer be maintained or supported by the developer; or

9.3.4.2. will no longer be made commercially available

#### 9.4. Client's right to assign/novate licences

9.4.1. The Client may assign, novate or otherwise transfer its rights and obligations under the licences granted pursuant to paragraph 9.2 (to:

9.4.1.1. a Central Government Body; or

9.4.1.2. to anybody (including any private sector body) which performs or carries on any of the functions and/or activities that previously had been performed and/or carried on by the Buyer.

9.4.2. If the Client ceases to be a Central Government Body, the successor body to the Client shall still be entitled to the benefit of the licences granted in paragraph 9.2.

#### 9.5. Licence granted by the Buyer

9.5.1. The Client grants to the Agency a royalty-free, non-exclusive, non-transferable licence during the Contract Period to use the Client Software and the Specially Written Software solely to the extent necessary for providing the Deliverables in accordance with this Contract, including the right to grant sub-licences to Sub-Contractors provided that any relevant Sub-Contractor has entered into a confidentiality undertaking with the Agency on the same terms as set out in Clause 15 (Confidentiality).

#### 9.6. Open Source Publication

9.6.1. Unless the Client otherwise agrees in advance in writing (and subject to paragraph 9.6.3) all Specially Written Software and computer program elements of New IPR shall be created in a format, or able to be converted (in which case the Agency shall also provide the converted format to the Buyer) into a format, which is:

9.6.1.1. suitable for publication by the Client as Open Source;

and 9.6.1.2. based on Open Standards (where applicable),

and the Client may, at its sole discretion, publish the same as Open Source.

9.6.2. The Agency hereby warrants that the Specially Written Software and the New IPR:

9.6.2.1. are suitable for release as Open Source and that the Agency has used reasonable endeavours when developing the same to ensure that publication by the Client will not enable a third party to use them in any way which could reasonably be foreseen to compromise the operation, running or security of the Specially Written Software, New IPRs or the Client System;





- 9.6.2.2. have been developed using reasonable endeavours to ensure that their publication by the Client shall not cause any harm or damage to any party using them;
  - 9.6.2.3. do not contain any material which would bring the Client into disrepute;
  - 9.6.2.4. can be published as Open Source without breaching the rights of any third party;
  - 9.6.2.5. will be supplied in a format suitable for publication as Open Source ("**the Open Source Publication Material**") no later than the date notified by the Client to the Agency; and
  - 9.6.2.6. do not contain any Malicious Software.
- 9.6.3. Where the Client has Approved a request by the Agency for any part of the Specially Written Software or New IPRs to be excluded from the requirement to be in an Open Source format due to the intention to embed or integrate Agency Existing IPRs and/or Third Party IPRs (and where the Parties agree that such IPRs are not intended to be published as Open Source), the Agency shall:
- 9.6.3.1. as soon as reasonably practicable, provide written details of the nature of the IPRs and items or Deliverables based on IPRs which are to be excluded from Open Source publication; and
  - 9.6.3.2. include in the written details and information about the impact that inclusion of such IPRs or Deliverables based on such IPRs, will have on any other Specially Written Software and/or New IPRs and the Buyer's ability to publish such other items or Deliverables as Open Source.

## 9.7. Malicious Software

- 9.7.1. The Agency shall, throughout the Contract Period, use the latest versions of antivirus definitions and software available from an industry accepted anti-virus software vendor to check for, contain the spread of, and minimise the impact of Malicious Software.
- 9.7.2. If Malicious Software is found, the Parties shall co-operate to reduce the effect of the Malicious Software and, particularly if Malicious Software causes loss of operational efficiency or loss or corruption of Government Data, assist each other to mitigate any losses and to restore the provision of the Deliverables to its desired operating efficiency.
- 9.7.3. Any cost arising out of the actions of the Parties taken in compliance with the provisions of paragraph 9.7.2 shall be borne by the Parties as follows:
  - 9.7.3.1. by the Agency, where the Malicious Software originates from the Agency Software, the third party Software supplied by the Agency or the Government Data (whilst the Government Data was under the control of the Agency) unless the Agency can demonstrate that such Malicious Software was present and not quarantined or otherwise identified by the Client when provided to the Agency; and

9.7.3.2. by the Client, if the Malicious Software originates from the Client Software or the Client Data (whilst the Client Data was under the control of the Buyer).

**Call-Off Schedule 7 (Key Agency Staff)**

- 1.1 The Order Form (Letter of Appointment) lists the key roles ("**Key Roles**") and names of the persons who the Agency shall appoint to fill those Key Roles at the Start Date.
- 1.2 The Agency shall ensure that the Key Staff fulfil the Key Roles at all times during the Contract Period.
- 1.3 The Client may identify any further roles as being Key Roles and, following agreement to the same by the Agency, the relevant person selected to fill those Key Roles shall be included on the list of Key Staff.
- 1.4 The Agency shall not and shall procure that any Subcontractor shall not remove or replace any Key Staff unless:
  - 1.4.1 requested to do so by the Client or the Client Approves such removal or replacement (not to be unreasonably withheld or delayed);
  - 1.4.2 the person concerned resigns, retires, or dies or is on maternity or long-term sick leave; or
  - 1.4.3 the person's employment or contractual arrangement with the Agency or Subcontractor is terminated for material breach of contract by the employee.
- 1.5 The Agency shall:
  - 1.5.1 notify the Client promptly of the absence of any Key Staff (other than for short-term sickness or holidays of two (2) weeks or less, in which case the Agency shall ensure appropriate temporary cover for that Key Role);
  - 1.5.2 ensure that any Key Role is not vacant for any longer than ten (10) Working Days;
  - 1.5.3 give as much notice as is reasonably practicable of its intention to remove or replace any member of Key Staff and, except in the cases of death, unexpected ill health or a material breach of the Key Staff's employment contract, this will mean at least three (3) Months' notice;
  - 1.5.4 ensure that all arrangements for planned changes in Key Staff provide adequate periods during which incoming and outgoing staff work together to transfer responsibilities and ensure that such change does not have an adverse impact on the provision of the Deliverables; and
  - 1.5.5 ensure that any replacement for a Key Role has a level of qualifications and experience appropriate to the relevant Key Role and is fully competent to carry out the tasks assigned to the Key Staff whom he or she has replaced.
- 1.6 The Client may require the Agency to remove or procure that any Subcontractor shall remove any Key Staff that the Client considers in any respect unsatisfactory. The Client shall not be liable for the cost of replacing any Key Staff.

## Call-Off Schedule 8 (Business Continuity and Disaster Recovery)

### 1. Definitions

- 1.1 In this Schedule, the following words shall have the following meanings and they shall supplement Joint Schedule 1 (Definitions):

|   |   |
|---|---|
| <b>"BCDR Plan"</b>                      | has the meaning given to it in Paragraph 2.2 of this Schedule;  |
| <b>"Business Continuity Plan"</b>       | has the meaning given to it in Paragraph 2.3.2 of this Schedule;  |
| <b>"Disaster"</b>                       | the occurrence of one or more events which, either separately or cumulatively, mean that the Deliverables, or a material part thereof will be unavailable (or could reasonably be anticipated to be unavailable); |
| <b>"Disaster Recovery Deliverables"</b> | the Deliverables embodied in the processes and procedures for restoring the provision of Deliverables following the occurrence of a Disaster;   |
| <b>"Disaster Recovery Plan"</b>         | has the meaning given to it in Paragraph 2.3.3 of this Schedule;  |
| <b>"Disaster Recovery System"</b>       | the system embodied in the processes and procedures for restoring the provision of Deliverables following the occurrence of a Disaster;   |
| <b>"Related Agency"</b>                 | any person who provides Deliverables to the Client which are related to the Deliverables from time to time;   |
| <b>"Review Report"</b>                  | has the meaning given to it in Paragraph 6.3 of this Schedule; and  |
| <b>"Agency's Proposals"</b>             | has the meaning given to it in Paragraph 6.3 of this Schedule;  |

### 2. BCDR Plan

- 2.1 The Client and the Agency recognise that, where specified in Schedule 4 (Framework Management), CCS shall have the right to enforce the Client's rights under this Schedule.
- 2.2 At least ninety (90) Working Days prior to the Start Date the Agency shall prepare and deliver to the Client for the Client's written approval a plan (a **"BCDR Plan"**), which shall detail the processes and arrangements that the Agency shall follow to:
- 2.2.1 ensure continuity of the business processes and operations supported by the Services following any failure or disruption of any element of the Deliverables; and
- 2.2.2 the recovery of the Deliverables in the event of a Disaster
- 2.3 The BCDR Plan shall be divided into three sections:
- 2.3.1 Section 1 which shall set out general principles applicable to the BCDR Plan;

2.3.2 Section 2 which shall relate to business continuity (the "**Business Continuity Plan**"); and

2.3.3 Section 3 which shall relate to disaster recovery (the "**Disaster Recovery Plan**").

2.4 Following receipt of the draft BCDR Plan from the Agency, the Parties shall use reasonable endeavours to agree the contents of the BCDR Plan. If the Parties are unable to agree the contents of the BCDR Plan within twenty (20) Working Days of its submission, then such Dispute shall be resolved in accordance with the Dispute Resolution Procedure.

### **3. General Principles of the BCDR Plan (Section 1)**

3.1 Section 1 of the BCDR Plan shall:

3.1.1 set out how the business continuity and disaster recovery elements of the BCDR Plan link to each other;

3.1.2 provide details of how the invocation of any element of the BCDR Plan may impact upon the provision of the Deliverables and any goods and/or services provided to the Client by a Related Agency;

3.1.3 contain an obligation upon the Agency to liaise with the Client and any Related Agencies with respect to business continuity and disaster recovery;

3.1.4 detail how the BCDR Plan interoperates with any overarching disaster recovery or business continuity plan of the Client and any of its other Related Agency in each case as notified to the Agency by the Client from time to time;

3.1.5 contain a communication strategy including details of an incident and problem management service and advice and help desk facility which can be accessed via multiple channels;

3.1.6 contain a risk analysis, including:

- (a) failure or disruption scenarios and assessments of likely frequency of occurrence;
- (b) identification of any single points of failure within the provision of Deliverables and processes for managing those risks;
- (c) identification of risks arising from the interaction of the provision of Deliverables with the goods and/or services provided by a Related Agency; and
- (d) a business impact analysis of different anticipated failures or disruptions;

3.1.7 provide for documentation of processes, including business processes, and procedures;

3.1.8 set out key contact details for the Agency (and any Subcontractors) and for the Client;

3.1.9 identify the procedures for reverting to "normal service";

3.1.10 set out method(s) of recovering or updating data collected (or which ought to have been collected) during a failure or disruption to minimise data loss;

3.1.11 identify the responsibilities (if any) that the Client has agreed it will assume in the event of the invocation of the BCDR Plan; and

3.1.12 provide for the provision of technical assistance to key contacts at the Client as required by the Client to inform decisions in support of the Client's business continuity plans.

- 3.2 The BCDR Plan shall be designed so as to ensure that:
  - 3.2.1 the Deliverables are provided in accordance with this Contract at all times during and after the invocation of the BCDR Plan;
  - 3.2.2 the adverse impact of any Disaster is minimised as far as reasonably possible;
  - 3.2.3 it complies with the relevant provisions of ISO/IEC 27002; ISO22301/ISO22313 and all other industry standards from time to time in force; and
  - 3.2.4 it details a process for the management of disaster recovery testing.
- 3.3 The BCDR Plan shall be upgradeable and sufficiently flexible to support any changes to the Deliverables and the business operations supported by the provision of Deliverables.
- 3.4 The Agency shall not be entitled to any relief from its obligations under the Performance Indicators (PI's) or Service levels, or to any increase in the Charges to the extent that a Disaster occurs as a consequence of any breach by the Agency of this Contract.

#### **4. Business Continuity (Section 2)**

- 4.1 The Business Continuity Plan shall set out the arrangements that are to be invoked to ensure that the business processes facilitated by the provision of Deliverables remain supported and to ensure continuity of the business operations supported by the Services including:
  - 4.1.1 the alternative processes, options and responsibilities that may be adopted in the event of a failure in or disruption to the provision of Deliverables; and
  - 4.1.2 the steps to be taken by the Agency upon resumption of the provision of Deliverables in order to address the effect of the failure or disruption.
- 4.2 The Business Continuity Plan shall:
  - 4.2.1 address the various possible levels of failures of or disruptions to the provision of Deliverables;
  - 4.2.2 set out the goods and/or services to be provided and the steps to be taken to remedy the different levels of failures of and disruption to the Deliverables;
  - 4.2.3 specify any applicable Performance Indicators with respect to the provision of the Business Continuity Services and details of any agreed relaxation to the Performance Indicators (PI's) or Service Levels in respect of the provision of other Deliverables during any period of invocation of the Business Continuity Plan; and
  - 4.2.4 set out the circumstances in which the Business Continuity Plan is invoked.

#### **5. Disaster Recovery (Section 3)**

- 5.1 The Disaster Recovery Plan (which shall be invoked only upon the occurrence of a Disaster) shall be designed to ensure that upon the occurrence of a Disaster the Agency ensures continuity of the business operations of the Client supported by the Services following any Disaster or during any period of service failure or disruption with, as far as reasonably possible, minimal adverse impact.
- 5.2 The Agency's BCDR Plan shall include an approach to business continuity and disaster recovery that addresses the following:
  - 5.2.1 loss of access to the Client Premises;
  - 5.2.2 loss of utilities to the Client Premises;

- 5.2.3 loss of the Agency's helpdesk or CAFM system;
- 5.2.4 loss of a Subcontractor;
- 5.2.5 emergency notification and escalation process;
- 5.2.6 contact lists;
- 5.2.7 staff training and awareness;
- 5.2.8 BCDR Plan testing;
- 5.2.9 post implementation review process;
- 5.2.10 any applicable Performance Indicators (PI's) with respect to the provision of the disaster recovery services and details of any agreed relaxation to the Performance Indicators (PI's) or Service Levels in respect of the provision of other Deliverables during any period of invocation of the Disaster Recovery Plan;
- 5.2.11 details of how the Agency shall ensure compliance with security standards ensuring that compliance is maintained for any period during which the Disaster Recovery Plan is invoked;
- 5.2.12 access controls to any disaster recovery sites used by the Agency in relation to its obligations pursuant to this Schedule; and
- 5.2.13 testing and management arrangements.

## **6. Review and changing the BCDR Plan**

- 6.1 The Agency shall review the BCDR Plan:
  - 6.1.1 on a regular basis and as a minimum once every six (6) Months;
  - 6.1.2 within three (3) calendar Months of the BCDR Plan (or any part) having been invoked pursuant to Paragraph 7; and
  - 6.1.3 where the Client requests in writing any additional reviews (over and above those provided for in Paragraphs 6.1.1 and 6.1.2 of this Schedule) whereupon the Agency shall conduct such reviews in accordance with the Client's written requirements. Prior to starting its review, the Agency shall provide an accurate written estimate of the total costs payable by the Client for the Client's approval. The costs of both Parties of any such additional reviews shall be met by the Client except that the Agency shall not be entitled to charge the Client for any costs that it may incur above any estimate without the Client's prior written approval.
- 6.2 Each review of the BCDR Plan pursuant to Paragraph 6.1 shall assess its suitability having regard to any change to the Deliverables or any underlying business processes and operations facilitated by or supported by the Services which have taken place since the later of the original approval of the BCDR Plan or the last review of the BCDR Plan, and shall also have regard to any occurrence of any event since that date (or the likelihood of any such event taking place in the foreseeable future) which may increase the likelihood of the need to invoke the BCDR Plan. The review shall be completed by the Agency within such period as the Client shall reasonably require.
- 6.3 The Agency shall, within twenty (20) Working Days of the conclusion of each such review of the BCDR Plan, provide to the Client a report (a "**Review Report**") setting out the Agency's proposals (the "**Agency's Proposals**") for addressing any changes in the risk profile and its proposals for amendments to the BCDR Plan.



- 6.4 Following receipt of the Review Report and the Agency's Proposals, the Parties shall use reasonable endeavours to agree the Review Report and the Agency's Proposals. If the Parties are unable to agree Review Report and the Agency's Proposals within twenty (20) Working Days of its submission, then such Dispute shall be resolved in accordance with the Dispute Resolution Procedure.
- 6.5 The Agency shall as soon as is reasonably practicable after receiving the approval of the Agency's Proposals effect any change in its practices or procedures necessary so as to give effect to the Agency's Proposals. Any such change shall be at the Agency's expense unless it can be reasonably shown that the changes are required because of a material change to the risk profile of the Deliverables.

## **7. Testing the BCDR Plan**

- 7.1 The Agency shall test the BCDR Plan:
  - 7.1.1 regularly and in any event not less than once in every Contract Year;
  - 7.1.2 in the event of any major reconfiguration of the Deliverables
  - 7.1.3 at any time where the Client considers it necessary (acting in its sole discretion).
- 7.2 If the Client requires an additional test of the BCDR Plan, it shall give the Agency written notice and the Agency shall conduct the test in accordance with the Client's requirements and the relevant provisions of the BCDR Plan. The Agency's costs of the additional test shall be borne by the Client unless the BCDR Plan fails the additional test in which case the Agency's costs of that failed test shall be borne by the Agency.
- 7.3 The Agency shall undertake and manage testing of the BCDR Plan in full consultation with and under the supervision of the Client and shall liaise with the Client in respect of the planning, performance, and review, of each test, and shall comply with the reasonable requirements of the Client.
- 7.4 The Agency shall ensure that any use by it or any Subcontractor of "live" data in such testing is first approved with the Client. Copies of live test data used in any such testing shall be (if so required by the Client) destroyed or returned to the Client on completion of the test.
- 7.5 The Agency shall, within twenty (20) Working Days of the conclusion of each test, provide to the Client a report setting out:
  - 7.5.1 the outcome of the test;
  - 7.5.2 any failures in the BCDR Plan (including the BCDR Plan's procedures) revealed by the test; and
  - 7.5.3 the Agency's proposals for remedying any such failures.
- 7.6 Following each test, the Agency shall take all measures requested by the Client to remedy any failures in the BCDR Plan and such remedial activity and re-testing shall be completed by the Agency, at its own cost, by the date reasonably required by the Client.

## **8. Invoking the BCDR Plan**

- 8.1 In the event of a complete loss of service or in the event of a Disaster, the Agency shall immediately invoke the BCDR Plan (and shall inform the Client promptly of such invocation). In all other instances the Agency shall invoke or test the BCDR Plan only with the prior consent of the Client.

**9. Circumstances beyond your control**

- 9.1 The Agency shall not be entitled to relief under Clause 20 (Circumstances beyond your control) if it would not have been impacted by the Force Majeure Event had it not failed to comply with its obligations under this Schedule.

## Call-Off Schedule 9 (Security)

### Part A: Short Form Security Requirements

#### 1. Definitions

- 1.1** In this Schedule, the following words shall have the following meanings and they shall supplement Joint Schedule 1 (Definitions):

|                                   |  |
|-----------------------------------|--|
| <b>"Breach of Security"</b>       | <p>the occurrence of:</p> <ul style="list-style-type: none"> <li>a) any unauthorised access to or use of the Deliverables, the Sites and/or any Information and Communication Technology ("ICT"), information or data (including the Confidential Information and the Government Data) used by the Client and/or the Agency in connection with this Contract; and/or</li> <li>b) the loss and/or unauthorised disclosure of any information or data (including the Confidential Information and the Government Data), including any copies of such information or data, used by the Client and/or the Agency in connection with this Contract,</li> </ul> <p>in either case as more particularly set out in the Security Policy where the Client has required compliance therewith in accordance with paragraph 2.2;</p> |
| <b>"Security Management Plan"</b> | <p>the Agency's security management plan prepared pursuant to this Schedule, a draft of which has been provided by the Agency to the Client and as updated from time to time.</p>  |

#### 2. Complying with security requirements and updates to them

- 2.1** The Client and the Agency recognise that, where specified in Framework Schedule 4 (Framework Management), CCS shall have the right to enforce the Client's rights under this Schedule.
- 2.2** The Agency shall comply with the requirements in this Schedule in respect of the Security Management Plan. Where specified by a Client that has undertaken a Further Competition it shall also comply with the Security Policy and shall ensure that the Security Management Plan produced by the Agency fully complies with the Security Policy.
- 2.3** Where the Security Policy applies the Client shall notify the Agency at the below email address (or any other email address that the Agency notifies the Client of from time to time) of any changes or proposed changes to the Security Policy.
- 2.3.1 Tag's Security Officer: **Text Redacted**
- 2.4** If the Agency believes that a change or proposed change to the Security Policy will have a material and unavoidable cost implication to the provision of the Deliverables it may propose a Variation to the Client. In doing so, the Agency must support its request by providing evidence of the cause of any increased costs and the steps that it has taken to mitigate those costs. Any change to the Charges shall be subject to the Variation Procedure.

- 2.5** Until and/or unless a change to the Charges is agreed by the Client pursuant to the Variation Procedure the Agency shall continue to provide the Deliverables in accordance with its existing obligations.

### **3. Security Standards**

- 3.1** The Agency acknowledges that the Client places great emphasis on the reliability of the performance of the Deliverables, confidentiality, integrity and availability of information and consequently on security.
- 3.2** The Agency shall be responsible for the effective performance of its security obligations and shall at all times provide a level of security which:
- 3.2.1 is in accordance with the Law and this Contract;
  - 3.2.2 as a minimum demonstrates Good Industry Practice;
  - 3.2.3 meets any specific security threats of immediate relevance to the Deliverables and/or the Government Data; and
  - 3.2.4 where specified by the Client in accordance with paragraph 2.2 complies with the Security Policy and the ICT Policy.
- 3.3** The references to standards, guidance and policies contained or set out in Paragraph 3.2 shall be deemed to be references to such items as developed and updated and to any successor to or replacement for such standards, guidance and policies, as notified to the Agency from time to time.
- 3.4** In the event of any inconsistency in the provisions of the above standards, guidance and policies, the Agency should notify the Client's Representative of such inconsistency immediately upon becoming aware of the same, and the Client's Representative shall, as soon as practicable, advise the Agency which provision the Agency shall be required to comply with.

### **4. Security Management Plan**

#### **4.1 Introduction**

- 4.1.1 The Agency shall develop and maintain a Security Management Plan in accordance with this Schedule. The Agency shall thereafter comply with its obligations set out in the Security Management Plan.

#### **4.2 Content of the Security Management Plan**

- 4.2.1 The Security Management Plan shall:
- a) comply with the principles of security set out in Paragraph 3 and any other provisions of this Contract relevant to security;
  - b) identify the necessary delegated organisational roles for those responsible for ensuring it is complied with by the Agency;
  - c) detail the process for managing any security risks from Subcontractors and third parties authorised by the Client with access to the Deliverables, processes associated with the provision of the Deliverables, the Client Premises, the Sites and any ICT, Information and data (including the Client's Confidential Information and the Government Data) and any system that

could directly or indirectly have an impact on that Information, data and/or the Deliverables;

- d) be developed to protect all aspects of the Deliverables and all processes associated with the provision of the Deliverables, including the Client Premises, the Sites, and any ICT, Information and data (including the Client's Confidential Information and the Government Data) to the extent used by the Client or the Agency in connection with this Contract or in connection with any system that could directly or indirectly have an impact on that Information, data and/or the Deliverables;
- e) set out the security measures to be implemented and maintained by the Agency in relation to all aspects of the Deliverables and all processes associated with the provision of the Goods and/or Services and shall at all times comply with and specify security measures and procedures which are sufficient to ensure that the Deliverables comply with the provisions of this Contract;
- f) set out the plans for transitioning all security arrangements and responsibilities for the Agency to meet the full obligations of the security requirements set out in this Contract and, where necessary in accordance with paragraph 2.2 the Security Policy; and
- g) be written in plain English in language which is readily comprehensible to the staff of the Agency and the Client engaged in the provision of the Deliverables and shall only reference documents which are in the possession of the Parties or whose location is otherwise specified in this Schedule.

#### **4.3 Development of the Security Management Plan**

4.3.1 Within twenty (20) Working Days after the Start Date and in accordance with Paragraph 4.4, the Agency shall prepare and deliver to the Client for Approval a fully complete and up to date Security Management Plan which will be based on the draft Security Management Plan.

4.3.2 If the Security Management Plan submitted to the Client in accordance with Paragraph 4.3.1, or any subsequent revision to it in accordance with Paragraph 4.4, is Approved it will be adopted immediately and will replace the previous version of the Security Management Plan and thereafter operated and maintained in accordance with this Schedule. If the Security Management Plan is not Approved, the Agency shall amend it within ten (10) Working Days of a notice of non-approval from the Client and re-submit to the Client for Approval. The Parties will use all reasonable endeavours to ensure that the approval process takes as little time as possible and in any event no longer than fifteen (15) Working Days from the date of its first submission to the Client. If the Client does not approve the Security Management Plan following its resubmission, the matter will be resolved in accordance with the Dispute Resolution Procedure.

4.3.3 The Client shall not unreasonably withhold or delay its decision to Approve or not the Security Management Plan pursuant to Paragraph 4.3.2. However a refusal by the Client to Approve the Security Management Plan on the grounds that it does not comply with the requirements set out in Paragraph 4.2 shall be deemed to be reasonable.

4.3.4 Approval by the Client of the Security Management Plan pursuant to Paragraph 4.3.2 or of any change to the Security Management Plan in accordance

with Paragraph 4.4 shall not relieve the Agency of its obligations under this Schedule.

#### **4.4 Amendment of the Security Management Plan**

4.4.1 The Security Management Plan shall be fully reviewed and updated by the Agency at least annually to reflect:

- a) emerging changes in Good Industry Practice;
- b) any change or proposed change to the Deliverables and/or associated processes;
- c) where necessary in accordance with paragraph 2.2, any change to the Security Policy;
- d) any new perceived or changed security threats; and
- e) any reasonable change in requirements requested by the Client.

4.4.2 The Agency shall provide the Client with the results of such reviews as soon as reasonably practicable after their completion and amendment of the Security Management Plan at no additional cost to the Client. The results of the review shall include, without limitation:

- a) suggested improvements to the effectiveness of the Security Management Plan;
- b) updates to the risk assessments; and
- c) suggested improvements in measuring the effectiveness of controls.

4.4.3 Subject to Paragraph 4.4.4, any change or amendment which the Agency proposes to make to the Security Management Plan (as a result of a review carried out in accordance with Paragraph 4.4.1, a request by the Client or otherwise) shall be subject to the Variation Procedure.

4.4.4 The Client may, acting reasonably, Approve and require changes or amendments to the Security Management Plan to be implemented on timescales faster than set out in the Variation Procedure but, without prejudice to their effectiveness, all such changes and amendments shall thereafter be subject to the Variation Procedure for the purposes of formalising and documenting the relevant change or amendment.

#### **5. Security breach**

**5.1** Either Party shall notify the other in accordance with the agreed security incident management process (as detailed in the Security Management Plan) upon becoming aware of any Breach of Security or any potential or attempted Breach of Security.

**5.2** Without prejudice to the security incident management process, upon becoming aware of any of the circumstances referred to in Paragraph 5.1, the Agency shall:

5.2.1 immediately take all reasonable steps (which shall include any action or changes reasonably required by the Client) necessary to:

- a) minimise the extent of actual or potential harm caused by any Breach of Security;

- b) remedy such Breach of Security to the extent possible and protect the integrity of the Client and the provision of the Goods and/or Services to the extent within its control against any such Breach of Security or attempted Breach of Security;
- c) prevent an equivalent breach in the future exploiting the same cause failure; and
- d) as soon as reasonably practicable provide to the Client, where the Client so requests, full details (using the reporting mechanism defined by the Security Management Plan) of the Breach of Security or attempted Breach of Security, including a cause analysis where required by the Client.

**5.3** In the event that any action is taken in response to a Breach of Security or potential or attempted Breach of Security that demonstrates non-compliance of the Security Management Plan with the Security Policy (where relevant in accordance with paragraph 2.2) or the requirements of this Schedule, then any required change to the Security Management Plan shall be at no cost to the Client.

## Call-Off Schedule 10 (Exit Management)

### 1. Definitions

1.1 In this Schedule, the following words shall have the following meanings and they shall supplement Joint Schedule 1 (Definitions):

|  |   |
|--|---|
| <b>"Exclusive Assets"</b>              | Agency Assets used exclusively by the Agency in the provision of the Deliverables;  |
| <b>"Exit Information"</b>              | has the meaning given to it in Paragraph 3.1 of this Schedule;  |
| <b>"Exit Manager"</b>                  | the person appointed by each Party to manage their respective obligations under this Schedule;  |
| <b>"Exit Plan"</b>                     | the plan produced and updated by the Agency during the Initial Period in accordance with Paragraph 4 of this Schedule;  |
| <b>"Net Book Value"</b>                | the current net book value of the relevant Agency Asset(s) calculated in accordance with the Framework Tender or Call-Off Tender (if stated) or (if not stated) the depreciation policy of the Agency (which the Agency shall ensure is in accordance with Good Industry Practice); |
| <b>"Non-Exclusive Assets"</b>          | those Agency Assets used by the Agency in connection with the Deliverables but which are also used by the Agency for other purposes;  |
| <b>"Registers"</b>                     | the register and configuration database referred to in Paragraph 2.2 of this Schedule;  |
| <b>"Replacement Goods"</b>             | any goods which are substantially similar to any of the Goods and which the Client receives in substitution for any of the Goods following the End Date, whether those goods are provided by the Client internally and/or by any third party;                                       |
| <b>"Replacement Services"</b>          | any services which are substantially similar to any of the Services and which the Client receives in substitution for any of the Services following the End Date, whether those goods are provided by the Client internally and/or by any third party;                              |
| <b>"Termination Assistance"</b>        | the activities to be performed by the Agency pursuant to the Exit Plan, and other assistance required by the Client pursuant to the Termination Assistance Notice;  |
| <b>"Termination Assistance Notice"</b> | has the meaning given to it in Paragraph 5.1 of this Schedule;  |



|  |   |
|--|---|
| <b>"Termination Assistance Period"</b> | the period specified in a Termination Assistance Notice for which the Agency is required to provide the Termination Assistance as such period may be extended pursuant to Paragraph 5.2 of this Schedule;   |
| <b>"Transferable Assets"</b>           | Exclusive Assets which are capable of legal transfer to the Client;   |
| <b>"Transferable Contracts"</b>        | Sub-Contracts, licences for the Agency's software, licences for third party software or other agreements which are necessary to enable the Client or any Replacement agency to provide the Deliverables or the Replacement Goods and/or Replacement Services, including in relation to licences all relevant Documentation; |
| <b>"Transferring Assets"</b>           | has the meaning given to it in Paragraph 8.2.1 of this Schedule;  |
| <b>"Transferring Contracts"</b>        | has the meaning given to it in Paragraph 8.2.3 of this Schedule.  |

## **2. Agency must always be prepared for contract exit**

- 2.1 The Agency shall within 30 days from the Start Date provide to the Client a copy of its depreciation policy to be used for the purposes of calculating Net Book Value.
- 2.2 During the Contract Period, the Agency shall promptly:
- 2.2.1 create and maintain a detailed register of all Agency Assets (including description, condition, location and details of ownership and status as either Exclusive Assets or Non-Exclusive Assets and Net Book Value) and Sub-contracts and other relevant agreements required in connection with the Deliverables; and
  - 2.2.2 create and maintain a configuration database detailing the technical infrastructure and operating procedures through which the Agency provides the Deliverables
- ("Registers").
- 2.3 The shall:
- 2.3.1 ensure that all Exclusive Assets listed in the Registers are clearly physically identified as such; and
  - 2.3.2 procure that all licences for Third Party Software and all Sub-Contracts shall be assignable and/or capable of novation (at no cost or restriction to the Client) at the request of the Client to the Client (and/or its nominee) and/or any Replacement Agency upon the Agency ceasing to provide the Deliverables (or part of them) and if the Agency is unable to do so then the Agency shall promptly notify the Client and the Client may require the Agency to procure an alternative Subcontractor or provider of Deliverables.
- 2.4 Each Party shall appoint an Exit Manager within three (3) Months of the Start Date. The Parties' Exit Managers will liaise with one another in relation to all issues relevant to the expiry or termination of this Contract.

- 2.5 The Agency shall ensure at no cost to the Client that all digital data that is the Existing IPR of the Client or New IPR to be assigned to the Client can be identified and returned to the Client in an open format on demand and advise the Client of any Transferable Contracts and technical information that would assist in the continued use of such data.

### 3. Assisting re-competition for Deliverables

- 3.1 The Agency shall, on reasonable notice, provide to the Client and/or its potential Replacement Agency (subject to the potential Replacement Agency entering into reasonable written confidentiality undertakings), such information (including any access) as the Client shall reasonably require in order to facilitate the preparation by the Client of any invitation to tender and/or to facilitate any potential Replacement Agencies undertaking due diligence (the "**Exit Information**").
- 3.2 The Agency acknowledges that the Client may disclose the Agency's Confidential Information (excluding the Agency's or its Subcontractors' prices or costs) to an actual or prospective Replacement Agency to the extent that such disclosure is necessary in connection with such engagement.
- 3.3 The Agency shall provide complete updates of the Exit Information on an as-requested basis as soon as reasonably practicable and notify the Client within five (5) Working Days of any material change to the Exit Information which may adversely impact upon the provision of any Deliverables (and shall consult the Client in relation to any such changes).
- 3.4 The Exit Information shall be accurate and complete in all material respects and shall be sufficient to enable a third party to prepare an informed offer for those Deliverables; and not be disadvantaged in any procurement process compared to the Agency.

### 4. Exit Plan

- 4.1 The Agency shall, within three (3) Months after the Start Date, deliver to the Client an Exit Plan which complies with the requirements set out in Paragraph 4.3 of this Schedule and is otherwise reasonably satisfactory to the Client.
- 4.2 The Parties shall use reasonable endeavours to agree the contents of the Exit Plan. If the Parties are unable to agree the contents of the Exit Plan within twenty (20) Working Days of the latest date for its submission pursuant to Paragraph 4.1, then such Dispute shall be resolved in accordance with the Dispute Resolution Procedure.
- 4.3 The Exit Plan shall set out, as a minimum:
- 4.3.1 a detailed description of both the transfer and cessation processes, including a timetable;
  - 4.3.2 how the Deliverables will transfer to the Replacement Agency and/or the Client;
  - 4.3.3 details of any contracts which will be available for transfer to the Client and/or the Replacement Agency upon the Expiry Date together with any reasonable costs required to effect such transfer;
  - 4.3.4 proposals for the training of key members of the Replacement Agency's staff in connection with the continuation of the provision of the Deliverables following the Expiry Date;
  - 4.3.5 proposals for providing the Client or a Replacement Agency copies of all documentation (including without limitation database schema and any other

digital resources) relating to the use and operation of the Deliverables and required for their continued use;

4.3.6 proposals for the assignment or novation of all services utilised by the Agency in connection with the supply of the Deliverables;

4.3.7 proposals for the identification and return, or transfer to the Replacement Agency, of all Client Assets in the possession of and/or control of the Agency or any third party;

4.3.8 proposals for the disposal of any redundant Deliverables and materials;

4.3.9 how the Agency will ensure that there is no disruption to or degradation of the Deliverables during the Termination Assistance Period; and

4.3.10 any other information or assistance reasonably required by the Client or a Replacement Agency.

4.4 The Agency shall:

4.4.1 maintain and update the Exit Plan (and risk management plan) no less frequently than:

- (a) every 12 months throughout the Contract Period; and
- (b) no later than 10 Working Days after a request from the Client for an up-to-date copy of the Exit Plan;
- (c) as soon as reasonably possible following a Termination Assistance Notice, and in any event no later than ten (10) Working Days after the date of the Termination Assistance Notice;
- (d) as soon as reasonably possible following, and in any event no later than twenty (20) Working Days following, any material change to the Deliverables (including all changes under the Variation Procedure); and

4.4.2 jointly review and verify the Exit Plan if required by the Client and promptly correct any identified failures.

4.5 Only if (by notification to the Agency in writing) the Client agrees with a draft Exit Plan provided by the Agency under Paragraph 4.2 or 4.4 (as the context requires), shall that draft become the Exit Plan for this Contract.

4.6 A version of an Exit Plan agreed between the parties shall not be superseded by any draft submitted by the Agency.

## 5. Termination Assistance

5.1 The Client shall be entitled to require the provision of Termination Assistance at any time during the Contract Period by giving written notice to the Agency (a "**Termination Assistance Notice**") at least four (4) Months prior to the Expiry Date or as soon as reasonably practicable (but in any event, not later than one (1) Month) following the service by either Party of a Termination Notice. The Termination Assistance Notice shall specify:

5.1.1 the nature of the Termination Assistance required; and

5.1.2 the start date and initial period during which it is anticipated that Termination Assistance will be required, which shall continue no longer than twelve (12) Months after the End Date.

- 5.2 The Client shall have an option to extend the Termination Assistance Period beyond the initial period specified in the Termination Assistance Notice in one or more extensions, in each case provided that:
  - 5.2.1 no such extension shall extend the Termination Assistance Period beyond the date twelve (12) Months after the End Date; and
  - 5.2.2 the Client shall notify the Agency of any such extension no later than twenty (20) Working Days prior to the date on which the Termination Assistance Period is otherwise due to expire.
- 5.3 The Client shall have the right to terminate its requirement for Termination Assistance by serving not less than (20) Working Days' written notice upon the Agency.
- 5.4 In the event that Termination Assistance is required by the Client but at the relevant time the parties are still agreeing an update to the Exit Plan pursuant to Paragraph 4, the Agency will provide the Termination Assistance in good faith and in accordance with the principles in this Schedule and the last Client approved version of the Exit Plan (insofar as it still applies).

## **6. Termination Assistance Period**

- 6.1 Throughout the Termination Assistance Period the Agency shall:
  - 6.1.1 continue to provide the Deliverables (as applicable) and otherwise perform its obligations under this Contract and, if required by the Client, provide the Termination Assistance;
  - 6.1.2 provide to the Client and/or its Replacement Agency any reasonable assistance and/or access requested by the Client and/or its Replacement Agency including assistance and/or access to facilitate the orderly transfer of responsibility for and conduct of the Deliverables to the Client and/or its Replacement Agency;
  - 6.1.3 use all reasonable endeavours to reallocate resources to provide such assistance without additional costs to the Client;
  - 6.1.4 subject to Paragraph 6.3, provide the Deliverables and the Termination Assistance at no detriment to the Key Performance Indicators (KPI's) or Service Levels, the provision of the Management Information or any other reports nor to any other of the Agency's obligations under this Contract;
  - 6.1.5 at the Client's request and on reasonable notice, deliver up-to-date Registers to the Client;
  - 6.1.6 seek the Client's prior written consent to access any Client Premises from which the de-installation or removal of Agency Assets is required.
- 6.2 If it is not possible for the Agency to reallocate resources to provide such assistance as is referred to in Paragraph 6.1.2 without additional costs to the Client, any additional costs incurred by the Agency in providing such reasonable assistance shall be subject to the Variation Procedure.
- 6.3 If the Agency demonstrates to the Client's reasonable satisfaction that the provision of the Termination Assistance will have a material, unavoidable adverse effect on the Agency's ability to meet one or more particular Service Levels, the Parties shall vary the relevant Service Levels accordingly.

## 7. Obligations when the contract is terminated

- 7.1 The Agency shall comply with all of its obligations contained in the Exit Plan.
- 7.2 Upon termination or expiry or at the end of the Termination Assistance Period (or earlier if this does not adversely affect the Agency's performance of the Deliverables and the Termination Assistance), the Agency shall:
  - 7.2.1 vacate any Client Premises;
  - 7.2.2 remove the Agency Equipment together with any other materials used by the Agency to supply the Deliverables and shall leave the Sites in a clean, safe and tidy condition. The Agency is solely responsible for making good any damage to the Sites or any objects contained thereon, other than fair wear and tear, which is caused by the Agency;
  - 7.2.3 provide access during normal working hours to the Client and/or the Replacement Agency for up to twelve (12) Months after expiry or termination to:
    - (a) such information relating to the Deliverables as remains in the possession or control of the Agency; and
    - (b) such members of the Agency Staff as have been involved in the design, development and provision of the Deliverables and who are still employed by the Agency, provided that the Client and/or the Replacement Agency shall pay the reasonable costs of the Agency actually incurred in responding to such requests for access.
- 7.3 Except where this Contract provides otherwise, all licences, leases and authorisations granted by the Client to the Agency in relation to the Deliverables shall be terminated with effect from the end of the Termination Assistance Period.

## 8. Assets, Sub-contracts and Software

- 8.1 Following notice of termination of this Contract and during the Termination Assistance Period, the Agency shall not, without the Client's prior written consent:
  - 8.1.1 terminate, enter into or vary any Sub-contract or licence for any software in connection with the Deliverables; or
  - 8.1.2 (subject to normal maintenance requirements) make material modifications to, or dispose of, any existing Agency Assets or acquire any new Agency Assets.
- 8.2 Within twenty (20) Working Days of receipt of the up-to-date Registers provided by the Agency, the Client shall notify the Agency setting out:
  - 8.2.1 which, if any, of the Transferable Assets the Client requires to be transferred to the Client and/or the Replacement Agency ("**Transferring Assets**");
  - 8.2.2 which, if any, of:
    - (a) the Exclusive Assets that are not Transferable Assets; and
    - (b) the Non-Exclusive Assets,
 the Client and/or the Replacement Agency requires the continued use of; and
  - 8.2.3 which, if any, of Transferable Contracts the Client requires to be assigned or novated to the Client and/or the Replacement Agency (the "**Transferring Contracts**"),

in order for the Client and/or its Replacement Agency to provide the Deliverables from the expiry of the Termination Assistance Period. The Agency shall provide all reasonable assistance required by the Client and/or its Replacement Agency to enable it to determine which Transferable Assets and Transferable Contracts are required to provide the Deliverables or the Replacement Goods and/or Replacement Services.

- 8.3 With effect from the expiry of the Termination Assistance Period, the Agency shall sell the Transferring Assets to the Client and/or the Replacement Agency for their Net Book Value less any amount already paid for them through the Charges.
- 8.4 Risk in the Transferring Assets shall pass to the Client or the Replacement Agency (as appropriate) at the end of the Termination Assistance Period and title shall pass on payment for them.
- 8.5 Where the Client and/or the Replacement Agency requires continued use of any Exclusive Assets that are not Transferable Assets or any Non-Exclusive Assets, the Agency shall as soon as reasonably practicable:
  - 8.5.1 procure a non-exclusive, perpetual, royalty-free licence for the Client and/or the Replacement Agency to use such assets (with a right of sub-licence or assignment on the same terms); or failing which
  - 8.5.2 procure a suitable alternative to such assets, the Client or the Replacement Agency to bear the reasonable proven costs of procuring the same.
- 8.6 The Agency shall as soon as reasonably practicable assign or procure the novation of the Transferring Contracts to the Client and/or the Replacement Agency. The Agency shall execute such documents and provide such other assistance as the Client reasonably requires to effect this novation or assignment.
- 8.7 The Client shall:
  - 8.7.1 accept assignments from the Agency or join with the Agency in procuring a novation of each Transferring Contract; and
  - 8.7.2 once a Transferring Contract is novated or assigned to the Client and/or the Replacement Agency, discharge all the obligations and liabilities created by or arising under that Transferring Contract and exercise its rights arising under that Transferring Contract, or as applicable, procure that the Replacement Agency does the same.
- 8.8 The Agency shall hold any Transferring Contracts on trust for the Client until the transfer of the relevant Transferring Contract to the Client and/or the Replacement Agency has taken place.
- 8.9 The Agency shall indemnify the Client (and/or the Replacement Agency, as applicable) against each loss, liability and cost arising out of any claims made by a counterparty to a Transferring Contract which is assigned or novated to the Client (and/or Replacement Agency) pursuant to Paragraph 8.6 in relation to any matters arising prior to the date of assignment or novation of such Transferring Contract. Clause 19 (Other people's rights in this contract) shall not apply to this Paragraph 8.9 which is intended to be enforceable by Third Parties Beneficiaries by virtue of the CRTPA.

## **9. No charges**

- 9.1 Unless otherwise stated, the Client shall not be obliged to pay for costs incurred by the Agency in relation to its compliance with this Schedule.

## **10. Dividing the bills**

10.1 All outgoings, expenses, rents, royalties and other periodical payments receivable in respect of the Transferring Assets and Transferring Contracts shall be apportioned between the Client and/or the Replacement and the Agency as follows:

10.1.1 the amounts shall be annualised and divided by 365 to reach a daily rate;

10.1.2 the Client or Replacement Agency (as applicable) shall be responsible for or entitled to (as the case may be) that part of the value of the invoice pro rata to the number of complete days following the transfer, multiplied by the daily rate; and

10.1.3 the Agency shall be responsible for or entitled to (as the case may be) the rest of the invoice.

## Call-Off Schedule 14 (Service Levels)

### 1. Definitions

- 1.1 In this Schedule, the following words shall have the following meanings and they shall supplement Joint Schedule 1 (Definitions):

**"Critical Service Level Form; Failure"** has the meaning given to it in the Order

**"Service Level Failure"** means a failure to meet the Service Level Performance Measure in respect of a Service Level;

**"Service Level Performance Measure"** shall be as set out against the relevant Service Level in the Annex to Part A of this Schedule; and

**"Service Level Threshold"** shall be as set out against the relevant Service Level in the Annex to Part A of this Schedule.

### 2. What happens if you don't meet the Service Levels

- 2.1 The Agency shall at all times provide the Deliverables to meet or exceed the Service Level Performance Measure for each Service Level.
- 2.2 The Agency shall send Performance Monitoring Reports to the Client detailing the level of service which was achieved in accordance with the provisions of Part B (Performance Monitoring) of this Schedule.
- 2.3 Not more than once in each Contract Year, the Client may, on giving the Agency at least three (3) Months' notice, change the weighting of Service Level Performance Measure in respect of one or more Service Levels and the Agency shall not be entitled to object to, or increase the Charges as a result of such changes, provided that:
- 2.3.1 the total number of Service Levels for which the weighting is to be changed does not exceed the number applicable as at the Start Date;
- 2.3.2 the principal purpose of the change is to reflect changes in the Client's business requirements and/or priorities or to reflect changing industry standards; and

### 3. Critical Service Level Failure

On the occurrence of a Critical Service Level Failure:

- 3.1 the Client shall be entitled to withhold and retain as compensation a sum equal to any Charges which would otherwise have been due to the Agency in respect of that Service Period ("**Compensation for Critical Service Level Failure**"), provided that the operation of this paragraph 3 shall be without prejudice to the right of the Client to terminate this Contract and/or to claim damages from the Agency for material Default.



## Part A: Service Levels

### 1. Service Levels

If the level of performance of the Agency:

- 1.1 is likely to or fails to meet any Service Level Performance Measure; or
- 1.2 is likely to cause or causes a Critical Service Failure to occur, the Agency shall immediately notify the Client in writing and the Client, in its absolute discretion and without limiting any other of its rights, may:
  - 1.a.1 require the Agency to immediately take all remedial action that is reasonable to mitigate the impact on the Client and to rectify or prevent a Service Level Failure or Critical Service Level Failure from taking place or recurring;
  - 1.a.2 instruct the Agency to comply with the Rectification Plan Process;
  - 1.a.3 if a Service Level Failure has occurred, deduct the applicable Service Level Credits payable by the Agency to the Client; and/or
  - 1.a.4 if a Critical Service Level Failure has occurred, exercise its right to Compensation for Critical Service Level Failure (including the right to terminate for material Default).

### Annex A to Part A: Services Levels

| Service Levels                             |  |                                   |                         |
|--|--|-----------------------------------|-------------------------|
| Service Level Performance Criterion        | Key Indicator  | Service Level Performance Measure | Service Level Threshold |
| Accurate and timely billing of Client      | Accurate billing within 45 days of work completion.  | 98%                               | 95%                     |
| Availability Office Hours                  | Access to consultation/ support between 9am – 5pm, Monday – Friday (exclude Bank Holidays).  | 98%                               | 95%                     |
| Acknowledge client query/ briefs/ requests | Acknowledging UK query/ briefs/ requests within 24 hours/ 72 hours if weekend (exclude Bank Holiday).<br><br>Acknowledging oversea query/ briefs/ requests within 36 hours/ 84 hours | 98%                               | 95%                     |

|   |   |      |     |
|---|---|------|-----|
|   | during the weekend<br>(exclude Bank Holiday).   |      |     |
| Responding to<br>query/ briefs/<br>requests | Responding to queries/<br>briefs/ requests within 3<br>working days with detail<br>timeline if applicable.                                  | 98%  | 95% |
| Complaint<br>Acknowledgem<br>ent            | Acknowledge complaints<br>within 24hours/ 48hours<br>if weekend (exclude<br>Bank Holiday). Detailing<br>next steps by phone call/<br>email. | 100% | 98% |
| Complaint<br>resolution                     | Resolve complaints within<br>30days of<br>acknowledgement.  | 98%  | 95% |

## Part B: Performance Monitoring

### 2. Performance Monitoring and Performance Review

- 2.1 Within twenty (20) Working Days of the Start Date the Agency shall provide the Client with details of how the process in respect of the monitoring and reporting of Service Levels will operate between the Parties and the Parties will endeavour to agree such process as soon as reasonably possible.
- 2.2 The Agency shall provide the Client with performance monitoring reports ("**Performance Monitoring Reports**") in accordance with the process and timescales agreed pursuant to paragraph 1.1 of Part B of this Schedule which shall contain, as a minimum, the following information in respect of the relevant Service Period just ended:
  - 2.2.1 for each Service Level, the actual performance achieved over the Service Level for the relevant Service Period;
  - 2.2.2 a summary of all failures to achieve Service Levels that occurred during that Service Period;
  - 2.2.3 details of any Critical Service Level Failures;
  - 2.2.4 for any repeat failures, actions taken to resolve the underlying cause and prevent recurrence;
  - 2.2.5 such other details as the Client may reasonably require from time to time.
- 2.3 The Parties shall attend meetings to discuss Performance Monitoring Reports ("**Performance Review Meetings**") on a Monthly basis. The Performance Review Meetings will be the forum for the review by the Agency and the Client of the Performance Monitoring Reports. The Performance Review Meetings shall:
  - 2.3.1 take place within one (1) week of the Performance Monitoring Reports being issued by the Agency at such location and time (within normal business hours) as the Client shall reasonably require;

2.3.2 be attended by the Agency's Representative and the Client's Representative;  
and

2.3.3 be fully minuted by the Agency and the minutes will be circulated by the Agency to all attendees at the relevant meeting and also to the Client's Representative and any other recipients agreed at the relevant meeting.

2.4 The minutes of the preceding Month's Performance Review Meeting will be agreed and signed by both the Agency's Representative and the Client's Representative at each meeting.

2.5 The Agency shall provide to the Client such documentation as the Client may reasonably require in order to verify the level of the performance by the Agency for any specified Service Period.

### **3. Satisfaction Surveys**

3.1 The Client may undertake satisfaction surveys in respect of the Agency's provision of the Deliverables. The Client shall be entitled to notify the Agency of any aspects of their performance of the provision of the Deliverables which the responses to the Satisfaction Surveys reasonably suggest are not in accordance with this Contract.

## **Call-Off Schedule 15 (Call-Off Contract Management)**

### **1. Definitions**

- 1.1 In this Schedule, the following words shall have the following meanings and they shall supplement Joint Schedule 1 (Definitions):

**"Contract Manager"** the manager appointed in accordance with paragraph 2.1 of this Schedule;

### **2. Managing the contract**

- 2.1 The Agency and the Client shall each appoint a Contract Manager for the purposes of this Contract through whom the provision of the Deliverables shall be managed day-to-day.
- 2.2 The Parties shall ensure that appropriate resource and expertise is made available to deliver the aims, objectives and specific provisions of the Contract. The Client will give the Agency instructions as to its requirements for the Deliverables. These will be included in a Statement of Work and may include start and end dates for each stage of the proposed Deliverables.
- 2.3 During the Contract Period, the Agency will:
- 2.3.1 keep the Client fully informed as to the progress and status of all Deliverables, by preparing and submitting written reports at such intervals and in such format as is agreed by the Parties; and
- 2.3.2 promptly inform the Client of any actual or anticipated problems relating to provision of the Deliverables. Receipt of communication from the Agency by the Client does not absolve the Agency from its responsibilities, obligations or liabilities under the Contract.
- 2.4 During the Contract Period, the Parties' respective Contract Managers will arrange and attend meetings to review the status and progress of the Deliverables and to seek to resolve any issues that have arisen. These meetings will be held at locations and intervals as agreed by the Parties.
- 2.5 Unless otherwise agreed in the Statement of Work, the Agency will produce contact reports providing each Party with a written record of matters of substance discussed at meetings or in telephone conversations between the parties within 3 Working Days of such discussions. If the Client does not question any of the subject matter of a contact report within 7 Working Days of its receipt, it will be taken to be a correct record of the meeting or telephone conversation.

### **3. Approvals and Authority**

- 3.1 For the purposes of this Contract, any reference to Client Approval means written approval in one of the following ways:
- 3.1.1 the Client issuing a purchase order bearing the signature of an Authorised Client Approver, or
- 3.1.2 e-mail from the individual business e-mail address of an Authorised Client Approver, or
- 3.1.3 the signature of an Authorised Client Approver on the Agency's documentation.
- 3.2 Any reference to Agency Approval means written approval in one of the following ways:

3.2.1 e-mail from the individual business e-mail address of an Authorised Agency Approver, or

3.2.2 the signature of an Authorised Agency Approver on the Client's documentation.

3.3 The Agency will seek the Client's prior Approval of:

3.3.1 any estimates or quotations for any costs to be paid by the Client that are not agreed in a Statement of Work; and

3.3.2 any creative treatments, including but not limited to scripts, messaging, storyboards, copy, layouts, design, artwork, or proposed marketing activity.

3.4 The Agency will seek the Client's prior Approval of any draft Deliverables. The Client's Approval will be the Agency's authority to proceed with the use of the relevant Deliverables.

3.5 If the Client does not approve of any matter requiring Approval, it must notify the Agency of its reasons for disapproval within 14 days of the Agency's request.

3.6 If the Client delays approving or notifying the Agency as to its disapproval, the Agency will not be liable for any resulting delays or adverse impact caused to the delivery of the Statement of Work.

#### **4. Monitoring Campaign Performance**

4.1 The Agency agrees to provide access to data and support for Audits undertaken by the Client and its Auditors under the CRTPA relating to campaign performance under the Contract during and after campaigns.

4.2 The Agency will fully comply with all remote access requests.

4.3 The Auditor may share data with relevant key stakeholders as necessary to complete the work. Where the Client carries out an Audit it will own the resulting report and may share non-sensitive outcomes as appropriate.

4.4 The Agency and the Client will agree a plan to address Audit findings to optimise campaign performance.

#### **5. Contract Risk Management**

5.1 Both Parties will proactively manage risks attributed to them under the terms of this Contract.

5.2 The Agency will develop, operate, maintain and amend, as agreed with the Client, processes for:

5.2.1 the identification and management of risks;

5.2.2 the identification and management of issues; and

5.2.3 monitoring and controlling project plans.

#### **6. International Work**

6.1 The management and process for Client billing under Statements of Work including international work is to be agreed prior to the commencement of the Statement of Work and set out in the Statement of Work or Letter of Appointment.

### **Annex: Contract Boards**

The Parties agree to operate the following boards at the locations and at the frequencies set out below:

*The frequencies of business/ project review meetings will be agreed between both parties at the start of each project.*

**Call-Off Schedule 20 (Call-Off Specification)**

This Schedule sets out the characteristics of the Deliverables that the Agency will be required to make available to the Buyer under this Call-Off Contract

**BRIEF****1.1 Production**

The Agency will be able to offer low complex production services including but not limited to:

- Moving picture - video – including promotional films, online (viral) content, interviews etc
- Sound – including producing radio fillers, podcasts, editorial for broadcast
- Graphics
- Photography
- Virtual and Augmented Reality
- Social media content

**1.2 Translation and Transcreation**

The Agency will have the ability to provide translation and transcreation services across a variety of different formats. Services include but are not limited to:

- Translation Services including a translation management system
- Transcreation Services
- Terminology and translation memory and glossaries
- Cultural insight and consultation
- Validation
- Editing, reviewing and copywriting
- Translation Agencies must have the capability to work effectively with the Client's Creative end-to-end agencies, to ensure they have the correct design and artworking capabilities in order to execute translations into adverts, where required. For example this would include access to fonts and the ability to build digital banners so correct typesetting for languages can be undertaken in the artwork files.

**1.3 Versioning and Adaptation**

These services will be provided to a variety of Clients across a variety of formats, including but not limited to:

- Photography
- Videography

- Animation
- Logos
- Infographics
- Music
- Audio
- Documents

These assets will be distributed to the Client's Media Buying Agency to place across a variety of different channels including but not limited to:

- |                             |   |
|-----------------------------|---|
| • Print – National Press    | • Pay-per-click (PPC)                         |
| • Print – Local Press       | • In-app                                      |
| • Print – Consumer          | • SMS Marketing                               |
| • Print – Trade Press       | • Smart TV/Games Console                      |
| • Print – Financial Press   | • Cinema                                      |
| • Print – Recruitment       | • Telemarketing                               |
| • Print – Magazine          | • Content Marketing                           |
| • Print – Specialist Titles | • Search Engines                              |
| • Digital Radio             | • Voice and Audio Services                    |
| • Radio                     | • Sponsorship                                 |
| • TV                        | • Recruitment Channels/Job Boards             |
| • Regional TV               | • Emerging Channels as required (e.g. AI, VR) |
| • Out of Home (OOH)         | • Addressable Media (including TV)            |
| • Out of Home (OOH) Digital | • Regional media                              |
| • Digital Display           | • Vod/AdSmart                                 |
| • Experiential              | • Hyper Local Media                           |
| • Direct Mail               |   |
| • Email Marketing           |   |

#### **1.4 Payout and Distribution**



The Agency will need to have the ability to provide playout and distribution services to manage cross media delivery of assets to either the broadcasters, to the Media Buying Agency or to digital delivery platforms.

This will include but is not limited to:

- Ensuring through automated processed that formatting is correct for every channel, media owner and platform.
- Ensuring content meets regulatory requirements.
- High quality broadcast-grade transcoding from original masters and instant quality checks.
- Ensuring secure delivery of ads from a single platform.
- Enabling full visibility of ads for Clients before, during and after campaigns go live.

## **TAG BRIEFING TEMPLATES FOR VARIOUS TASKS**

Deliverables required are set out in Framework Schedule 1 of the Framework Agreement (in so far as this relates to Lot 3 but excluding the requirement to provide a DAM platform) and the Brief and are to be delivered in line with this Letter of Appointment.

Any subsequent calls for Deliverables shall be set out using the relevant “TAG Briefing Templates for Various Tasks” as per Call-Off Schedule 20 (Call-Off Specification) and priced and agreed using the Statement of Works form as per Annex A of this Letter of Appointment.

In the event of a conflict between a “TAG Briefing Templates for Various Tasks” and a Statement of Works, the Statement of Works shall take precedence.

All final output files (including open/ editable assets) for each project are to be sent to UKEF using the relevant naming convention.

### **Brief Template Summary**

| <b>Template</b>                | <b>Summary</b>  |
|--------------------------------|---|
|                                |   |
| <b>Adapt of existing asset</b> | Complete this brief if you want to adapt an existing asset, across any media format   |
| <b>New Creative</b>            | Complete this brief for any new development of a campaign and or asset  |
| <b>Content re-imagination</b>  | Complete this brief if you have an existing asset that you want to creatively re-imagine, that doesn't require a full creative agency development |
| <b>Transcreation</b>           | Complete this brief template if you have a transcreation/translation requirement  |

**Adapt of Existing Asset** *(refer to Excel version for full specification)*

|  |   |
|--|---|
| <b>Name of person requesting brief</b>   |   |
|  |   |
| <b>Email address</b>   |   |
|  |   |
| <b>Additional approvers</b>  | Please add name/email address for any additional approvers  |
|  |   |
| <b>Campaign Name</b>   |   |
|  |   |
| <b>Business area/Department</b>  |   |
|  |   |
| <b>Market(s)</b> <i>(select from drop down menu)</i>                               |   |
|  |   |
| <b>Channel Type</b> <i>(select from drop down menu)</i>                            |   |
|  |   |
| <b>Job Type</b> <i>(select from drop down menu)</i>                                |   |
|  |   |
| <b>Job Description</b>   |   |
|  |   |
| <b>Existing asset reference</b>  | Please provide a reference to existing asset (link/DAM ref) |
|  |   |
|  |   |
| <b>Media Plan available</b><br><i>*Ensure media plan is attached to your brief</i> | Yes   |
|  |   |

|                             |   |
|-----------------------------|---|
| <b>Deliverables</b>         | If no Media plan, please provide a list of deliverables |
|                             |   |
| <b>Client approval date</b> |   |
|                             |   |
| <b>Delivery date</b>        |   |
|                             |   |

|                             |   |
|-----------------------------|---|
| <b>Usage considerations</b> | Are there any usage requirements that need to be considered as part of this brief |
|                             |   |

**New Creative** (refer to Excel version for full specification)

|   |   |
|---|---|
| <b>Name of person requesting brief</b>  |   |
| <b>Email address</b>  |   |
| <b>Additional approvers</b>   | Please add name/email of any additional approvers |
| <b>Campaign Name</b><br><b>Business area/Department</b><br><b>Market</b> (select from drop down menu) |   |
| <b>Channel Type</b> (select from drop down menu)  | 01. Content                                       |

|  |     |
|--|-----|
|  |     |
| <b>Media Agency</b>  |     |
|  |     |
| <b>Creative Agency</b>   |     |
|  |     |
| <b>Media Plan available</b><br><i>*Ensure media plan is attached to your brief</i> | Yes |
|  |     |
| <b>Background</b>  |     |

|   |  |
|---|--|
|   | Customer journey<br>Audience<br>Objectives<br>Measure of success<br>KPI's          |
| <b>Job Description</b>                        |  |
|   |  |
| <b>Deliverables and Delivery requirements</b> |  |
|   |  |
| <b>Localisations in future</b>                |  |
|   |  |
| <b>Usage</b>                                  | Are there any usage requirements that need to be considered as part of this brief? |
|   |  |
| <b>Budget</b>                                 | Please specify a budget, or any budget considerations for this project             |
|   |  |
| <b>Client approval date</b>                   |  |
|   |  |
| <b>Delivery date</b>                          |  |

**Content Re-imagination** (refer to Excel version for full specification)

|   |  |   |
|---|--|---|
| Name of person requesting brief           |  |   |
| Email address                             |  |   |
| Additional approvers                      |  | Please add name/email of any additional approvers           |
| Campaign Name                             |  |   |
| Business area/department                  |  |   |
| Market(s) (select from drop down menu)    |  |   |
| Channel Type (select from drop down menu) |  |   |
| Job Description                           |  | Please provide a reference to existing asset (link/DAM ref) |
| Existing asset reference                  |  |   |

|  |     |
|--|-----|
| Brand guidelines available (Select from drop down menu)              | Yes |
| Media Plan available<br>*Ensure media plan is attached to your brief | Yes |

|  |
|--|
|  |
|--|

|   |     |
|---|-----|
| <b>Creative agency consulted?</b> <i>(select from drop down menu)</i> | Yes |
|---|-----|

**Deliverables** If no Media plan, please provide a list of deliverables

|                             |   |
|-----------------------------|---|
| <b>Client approval date</b> |   |
| <b>Delivery date</b>        |   |
| <b>Usage considerations</b> | Are there any usage requirements that need to be considered as part of this brief |
|                             |   |

**Transcreation** *(refer to Excel version for full specification)*

|   |   |  |
|---|---|--|
| <b>Name of person requesting brief</b>            |   |  |
| <b>Email address</b>                              |   |  |
| <b>Additional approvers</b>                       | Please add name/email of any additional approvers |  |
| <b>Campaign Name</b>                              |   |  |
| <b>Business area/department</b>                   |   |  |
| <b>Market</b> <i>(select from drop down menu)</i> |   |  |

|                                  |  |
|----------------------------------|--|
| <b>Job Description</b>           | Clear, concise description of the overall single task on the project |
|                                  |  |
| <b>Brand Background</b>          | Essential information about the brand                                |
|                                  |  |
| <b>Campaign background</b>       | The wider strategic context of the execution                         |
|                                  |  |
| <b>Execution aim</b>             | The specific, measurable strategic objective of the execution        |
|                                  |  |
| <b>Single-minded proposition</b> | The single thought that the execution should convey                  |
|                                  |  |
| <b>Primary target audience</b>   | Socio-economic, lifestyle based and human description of core target |
|                                  |  |
| <b>Tone of voice</b>             | Desired tone and feel of execution                                   |
|                                  |  |

|                      |   |
|----------------------|---|
| Linguistic insights  | Reasoning behind any specific wordplays or sub-textual elements |
|                      |   |
| Client approval date |   |
|                      |   |
| Delivery date        |   |

Appropriate visual reference is also required, final master artwork/MPEG if possible



## Joint Schedule 1 (Definitions)

- 1.1 In each Contract, unless the context otherwise requires, capitalised expressions shall have the meanings set out in this Joint Schedule 1 (Definitions) or the relevant Schedule in which that capitalised expression appears.
- 1.2 If a capitalised expression does not have an interpretation in this Schedule or any other Schedule, it shall, in the first instance, be interpreted in accordance with the common interpretation within the relevant market sector/industry where appropriate. Otherwise, it shall be interpreted in accordance with the dictionary meaning.
- 1.3 In each Contract, unless the context otherwise requires:
- 1.3.1 the singular includes the plural and vice versa;
  - 1.3.2 reference to a gender includes the other gender and the neuter;
  - 1.3.3 references to a person include an individual, company, body corporate, corporation, unincorporated association, firm, partnership or other legal entity or Central Government Body;
  - 1.3.4 a reference to any Law includes a reference to that Law as amended, extended, consolidated or re-enacted from time to time;
  - 1.3.5 the words "**including**", "**other**", "**in particular**", "**for example**" and similar words shall not limit the generality of the preceding words and shall be construed as if they were immediately followed by the words "**without limitation**";
  - 1.3.6 references to "**writing**" include typing, printing, lithography, photography, display on a screen, electronic and facsimile transmission and other modes of representing or reproducing words in a visible form, and expressions referring to writing shall be construed accordingly;
  - 1.3.7 references to "**representations**" shall be construed as references to present facts, to "**warranties**" as references to present and future facts and to "**undertakings**" as references to obligations under the Contract;
  - 1.3.8 references to "**Clauses**" and "**Schedules**" are, unless otherwise provided, references to the clauses and schedules of the Core Terms and references in any Schedule to parts, paragraphs, annexes and tables are, unless otherwise provided, references to the parts, paragraphs, annexes and tables of the Schedule in which these references appear;
  - 1.3.9 references to "**Paragraphs**" are, unless otherwise provided, references to the paragraph of the appropriate Schedules unless otherwise provided;
  - 1.3.10 references to a series of Clauses or Paragraphs shall be inclusive of the clause numbers specified;
  - 1.3.11 the headings in each Contract are for ease of reference only and shall not affect the interpretation or construction of a Contract;
  - 1.3.12 where the Client is a Central Government Body it shall be treated as contracting with the Crown as a whole;
  - 1.3.13 any reference in a Contract which immediately before Exit Day was a reference to (as it has effect from time to time):
    - (a) any EU regulation, EU decision, EU tertiary legislation or provision of the EEA agreement ("**EU References**") which is to form part of domestic law by application of section 3 of the European Union (Withdrawal) Act 2018 shall be read on and after Exit Day as a

reference to the EU References as they form part of domestic law by virtue of section 3 of the European Union (Withdrawal) Act 2018 as modified by domestic law from time to time; and

- (b) any EU institution or EU authority or other such EU body shall be read on and after Exit Day as a reference to the UK institution, authority or body to which its functions were transferred;

1.3.14 unless otherwise provided, references to **“Buyer”** or **“Client”** shall be construed as including Exempt Buyers; and

1.3.15 unless otherwise provided, references to **“Call-Off Contract”** and **“Contract”** shall be construed as including Exempt Call-off Contracts.

1.4 In each Contract, unless the context otherwise requires, the following words shall have the following meanings:

|  |  |
|--|--|
| <b>"Additional Insurances"</b>             | insurance requirements relating to a Call-Off Contract specified in the Order Form additional to those outlined in Joint Schedule 3 (Insurance Requirements);  |
| <b>"Admin Fee"</b>                         | means the costs incurred by CCS in dealing with MI Failures calculated in accordance with the tariff of administration charges published by the CCS on: <a href="http://CCS.cabinetoffice.gov.uk/i-am-supplier/management-information/admin-fees">http://CCS.cabinetoffice.gov.uk/i-am-supplier/management-information/admin-fees</a> ;  |
| <b>"Advertising Regulations"</b>           | a present or future applicable code of practice or adjudication of the Committee of Advertising Practice, Broadcast Committee of Advertising Practice or the Advertising Standards Authority (including any applicable modification, extension or replacement thereof), together with other UK laws, statutes and regulations which are directly applicable to the Deliverables;   |
| <b>"Affected Party"</b>                    | the Party seeking to claim relief in respect of a Force Majeure Event;   |
| <b>"Affiliates"</b>                        | in relation to a body corporate, any other entity which directly or indirectly Controls, is Controlled by, or is under direct or indirect common Control of that body corporate from time to time;   |
| <b>"Agency"</b>                            | the person, firm or company identified in the Framework Award Form;  |
| <b>"Agency Assets"</b>                     | all assets and rights used by the Agency to provide the Deliverables in accordance with the Call-Off Contract but excluding the Client Assets;   |
| <b>"Agency Authorised Representative"</b>  | the representative appointed by the Agency named in the Framework Award Form, or later defined in a Call-Off Contract;   |
| <b>"Agency's Confidential Information"</b> | <p>a. any information, however it is conveyed, that relates to the business, affairs, developments, IPR of the Agency (including the Agency Existing IPR) trade secrets, Know-How, and/or personnel of the Agency;</p> <p>b. any other information clearly designated as being confidential (whether or not it is marked as "confidential") or which ought reasonably to be considered to be confidential and which comes (or has come) to the Agency's attention or into the Agency's possession in connection with a Contract;</p> <p>Information derived from any of (a) and (b) above;</p> |
| <b>"Agency's Contract Manager"</b>         | the person identified in the Order Form appointed by the Agency to oversee the operation of the Call-Off Contract and any alternative person whom the Agency intends to appoint to the role, provided that the Agency informs the Client prior to the appointment;   |

|                                   |   |
|-----------------------------------|---|
| <b>"Agency Equipment"</b>         | The Agency's hardware, computer and telecoms devices, equipment, plant, materials and such other items supplied and used by the Agency (but not hired, leased or loaned from the Client) in the performance of its obligations under this Call-Off Contract;  |
| <b>"Agency Marketing Contact"</b> | shall be the person identified in the Framework Award Form;   |
| <b>"Agency Non-Performance"</b>   | where the Agency has failed to: <ul style="list-style-type: none"> <li>a. Achieve a Milestone by its Milestone Date;</li> <li>b. provide the Service and/or Goods in accordance with the Service Levels; and/or</li> </ul> comply with an obligation under a Contract;  |
| <b>"Agency Profit"</b>            | in relation to a period, the difference between the total Charges (in nominal cash flow terms but excluding any Deductions and total Costs (in nominal cash flow terms) in respect of a Call-Off Contract for the relevant period;  |
| <b>"Agency Profit Margin"</b>     | in relation to a period or a Milestone (as the context requires), the Agency Profit for the relevant period or in relation to the relevant Milestone divided by the total Charges over the same period or in relation to the relevant Milestone and expressed as a percentage;  |
| <b>"Agency Staff"</b>             | all directors, officers, employees, agents, consultants and contractors of the Agency and/or of any Subcontractor engaged in the performance of the Agency's obligations under a Contract;  |
| <b>"Audit"</b>                    | the Relevant Authority's right to: <ul style="list-style-type: none"> <li>a. verify the accuracy of the Charges and any other amounts payable by a Client under a Call-Off Contract (including proposed or actual variations to them in accordance with the Contract);</li> <li>b. verify the costs of the Agency (including the costs of all Subcontractors and any third-party suppliers) in connection with the provision of the Services;</li> <li>c. verify the Open Book Data;</li> <li>d. verify the Client's and each Subcontractor's compliance with the Contract and applicable Law;</li> <li>e. identify or investigate actual or suspected breach of Clauses 27 to 33 and/or Joint Schedule 5 (Corporate Social Responsibility), impropriety or accounting mistakes or any breach or threatened breach of security and in these circumstances the Relevant Authority shall have no obligation to inform the Agency of the purpose or objective of its investigations;</li> <li>f. identify or investigate any circumstances which may impact upon the financial stability of the Agency, any Guarantor, and/or any Subcontractors or their ability to provide the Deliverables;</li> <li>g. obtain such information as is necessary to fulfil the Relevant Authority's obligations to supply information for parliamentary, ministerial, judicial or administrative purposes including the supply of information to the Comptroller and Auditor General;</li> <li>h. review any books of account and the internal contract management accounts kept by the Agency in connection with each Contract including job or activity level accounts and reconciliations of estimated to actual Charges and costs (including the costs of all Subcontractors, any third-party suppliers, any group or associated companies and any travel and subsistence costs recharged by the Agency);</li> </ul> |

|                                     |  |
|-------------------------------------|--|
|                                     | <ul style="list-style-type: none"> <li>i. carry out the Relevant Authority's internal and statutory audits and to prepare, examine and/or certify the Relevant Authority's annual and interim reports and accounts;</li> <li>j. enable the National Audit Office to carry out an examination pursuant to Section 6(1) of the National Audit Act 1983 of the economy, efficiency and effectiveness with which the Relevant Authority has used its resources;</li> <li>k. monitor the performance of a Statement of Work against its objectives; or</li> <li>l. verify the accuracy and completeness of any Management Information delivered or required by the Framework Contract;</li> </ul> |
| <b>"Auditor"</b>                    | <ul style="list-style-type: none"> <li>a. the Relevant Authority's internal and external auditors;</li> <li>b. the Relevant Authority's statutory or regulatory auditors;</li> <li>m. the Comptroller and Auditor General, their staff and/or any appointed representatives of the National Audit Office;</li> <li>c. HM Treasury or the Cabinet Office or GCS;</li> <li>n. any party formally appointed by the Relevant Authority to carry out audit or similar review functions; and</li> <li>d. successors or assigns of any of the above;</li> </ul>   |
| <b>"Authorised Client Approver"</b> | any personnel of the Client who have the authority to contractually bind the Buyer in all matters relating to a Call-Off Contract. They must be named in the applicable Statement of Work, and the Agency must be notified if they change;   |
| <b>"Authorised Agency Approver"</b> | any personnel of the Agency who have the authority to contractually bind the Agency in all matters relating to a Call-Off Contract. They must be named in the applicable Statement of Work, and the Buyer must be notified if they change;   |
| <b>"Authority"</b>                  | CCS and each Client;   |
| <b>"Authority Cause"</b>            | any breach of the obligations of the Relevant Authority or any other default, act, omission, negligence or statement of the Relevant Authority, of its employees, servants, agents in connection with or in relation to the subject-matter of the Contract and in respect of which the Relevant Authority is liable to the Agency;   |
| <b>"BACS"</b>                       | the Bankers' Automated Clearing Services, which is a scheme for the electronic processing of financial transactions within the United Kingdom;   |
| <b>"Beneficiary"</b>                | a Party having (or claiming to have) the benefit of an indemnity under this Contract;  |
| <b>"Branding Guidance"</b>          | the agency marketing toolkit which includes logos and guidance provided by CCS to the Agency;  |
| <b>"Brief"</b>                      | a statement issued by the Client detailing its requirements in respect of Deliverables issued in accordance with the Call-Off Procedure and included as Call-Off Schedule 20 (Call-Off Specification);   |
| <b>"Buyer"</b>                      | means the Client;  |
| <b>"Buyer Assets"</b>               | the Client's infrastructure, data, software, materials, assets, equipment or other property owned by and/or licensed or leased to the Client and which is or may be used in connection with the provision of the Deliverables which remain the property of the Client throughout the term of the Contract;   |

|   |  |
|---|--|
| <b>"Buyer Authorised Representative"</b>    | the representative appointed by the Client from time to time in relation to the Call-Off Contract initially identified in the Order Form;  |
| <b>"Buyer Premises"</b>                     | premises owned, controlled or occupied by the Client which are made available for use by the Agency or its Subcontractors for the provision of the Deliverables (or any of them);  |
| <b>"Call-Off Contract"</b>                  | the contract between the Client and the Agency (entered into pursuant to the provisions of the Framework Contract), which consists of the terms set out and referred to in the Order Form including any subsequently agreed Statements of Work;  |
| <b>"Call-Off Contract Period"</b>           | the Contract Period in respect of the Call-Off Contract;   |
| <b>"Call-Off Expiry Date"</b>               | the scheduled date of the end of a Call-Off Contract as stated in the Order Form;  |
| <b>"Call-Off Incorporated Terms"</b>        | the contractual terms applicable to the Call-Off Contract specified under the relevant heading in the Order Form;  |
| <b>"Call-Off Initial Period"</b>            | the Initial Period of a Call-Off Contract specified in the Order Form;   |
| <b>"Call-Off Optional Extension Period"</b> | such period or periods beyond which the Call-Off Initial Period may be extended as specified in the Order Form;  |
| <b>"Call-Off Procedure"</b>                 | the process for awarding a Call-Off Contract pursuant to Clause 2 (How the contract works) and Framework Schedule 7 (Call-Off Award Procedure);  |
| <b>"Call-Off Special Terms"</b>             | any additional terms and conditions specified in the Order Form incorporated into the applicable Call-Off Contract;  |
| <b>"Call-Off Start Date"</b>                | the date of start of a Call-Off Contract as stated in the Order Form;  |
| <b>"CCS"</b>                                | the Minister for the Cabinet Office as represented by Crown Commercial Service, which is an executive agency and operates as a trading fund of the Cabinet Office, whose offices are located at 9th Floor, The Capital, Old Hall Street, Liverpool L3 9PP;   |
| <b>"CCS Authorised Representative"</b>      | the representative appointed by CCS from time to time in relation to the Framework Contract initially identified in the Framework Award Form;  |
| <b>"Central Government Body"</b>            | a body listed in one of the following sub-categories of the Central Government classification of the Public Sector Classification Guide, as published and amended from time to time by the Office for National Statistics: <ul style="list-style-type: none"> <li>a. Government Department;</li> <li>b. Non-Departmental Public Body or Assembly Sponsored Public Body (advisory, executive, or tribunal);</li> <li>c. Non-Ministerial Department; or</li> <li>d. Executive Agency;</li> </ul> |
| <b>"Change in Law"</b>                      | any change in Law which impacts on the supply of the Deliverables and performance of the Contract which comes into force after the Start Date;   |
| <b>"Change of Control"</b>                  | a change of control within the meaning of Section 450 of the Corporation Tax Act 2010;   |
| <b>"Charges"</b>                            | the prices (exclusive of any applicable VAT), payable to the Agency by the Client under the Call-Off Contract, as set out in the Order Form, for the full and proper performance by the Agency of its obligations under the Call-Off Contract less any Deductions and the GCS Management Charge;   |

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| <b>"Claim"</b>                              | any claim which it appears that a Beneficiary is, or may become, entitled to indemnification under this Contract;   |
| <b>"Client"</b>                             | the relevant public sector purchaser identified as such in the Order Form;  |
| <b>"Client Assets"</b>                      | the Client's infrastructure, data, software, materials, assets, equipment or other property owned by and/or licensed or leased to the Client and which is or may be used in connection with the provision of the Deliverables which remain the property of the Client throughout the term of the Contract;  |
| <b>"Client Authorised Representative"</b>   | the representative appointed by the Client from time to time in relation to the Call-Off Contract initially identified in the Order Form;   |
| <b>"Client Premises"</b>                    | premises owned, controlled or occupied by the Client which are made available for use by the Agency or its Subcontractors for the provision of the Deliverables (or any of them);   |
| <b>"Commercially Sensitive Information"</b> | the Confidential Information listed in the Framework Award Form or Order Form (if any) comprising of commercially sensitive information relating to the Agency, its IPR or its business or which the Agency has indicated to the Authority that, if disclosed by the Authority, would cause the Agency significant commercial disadvantage or material financial loss;  |
| <b>"Comparable Supply"</b>                  | the supply of Deliverables to another Client of the Agency that are the same or similar to the Deliverables;  |
| <b>"Compliance Officer"</b>                 | the person(s) appointed by the Agency who is responsible for ensuring that the Agency complies with its legal obligations;  |
| <b>"Confidential Information"</b>           | means any information, however and whenever it is conveyed, that relates to the business, affairs, developments, trade secrets, Briefs, Know-How, personnel and suppliers of CCS, the Client or the Agency, including IPRs, together with information derived from the above, and any other information clearly designated as being confidential (whether or not it is marked as <b>"confidential"</b> ) or which ought reasonably to be considered to be confidential; |
| <b>"Conflict of Interest"</b>               | a conflict between the financial or personal duties of the Agency or the Agency Staff and the duties owed to CCS or any Client under a Contract, in the reasonable opinion of the Client or CCS;  |
| <b>"Contract"</b>                           | either the Framework Contract or the Call-Off Contract, as the context requires;  |
| <b>"Contract Period"</b>                    | the term of either a Framework Contract or Call-Off Contract on and from the earlier of the:<br>a) applicable Start Date; or<br>b) the Effective Date<br>up to and including the applicable End Date;   |
| <b>"Contract Value"</b>                     | the higher of the actual or expected total Charges paid or payable under a Contract where all obligations are met by the Agency;  |
| <b>"Contract Year"</b>                      | a consecutive period of twelve (12) Months commencing on the Start Date or each anniversary thereof;  |
| <b>"Control"</b>                            | control in either of the senses defined in sections 450 and 1124 of the Corporation Tax Act 2010 and <b>"Controlled"</b> shall be construed accordingly;  |
| <b>"Controller"</b>                         | has the meaning given to it in the UK GDPR;   |

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| <b>"Core Terms"</b>                        | CCS' terms and conditions for common goods and services which govern how Agencies must interact with CCS and Clients under Framework Contracts and Call-Off Contracts;  |
| <b>"Costs"</b>                             | <p>the following costs (without double recovery) to the extent that they are reasonably and properly incurred by the Agency in providing the Deliverables:</p> <ul style="list-style-type: none"> <li>a. the cost to the Agency or the Key Subcontractor (as the context requires), calculated per Work Day, of engaging the Agency Staff, including: <ul style="list-style-type: none"> <li>i. base salary paid to the Agency Staff;</li> <li>ii. employer's National Insurance contributions;</li> <li>iii. pension contributions;</li> <li>iv. car allowances;</li> <li>v. any other contractual employment benefits;</li> <li>vi. staff training;</li> <li>vii. work place accommodation;</li> <li>viii. work place IT equipment and tools reasonably necessary to provide the Deliverables (but not including items included within limb (b) below); and</li> <li>ix. reasonable recruitment costs, as agreed with the Client; <ul style="list-style-type: none"> <li>b. costs incurred in respect of Agency Assets which would be treated as capital costs according to generally accepted accounting principles within the UK, which shall include the cost to be charged in respect of Agency Assets by the Agency to the Client or (to the extent that risk and title in any Agency Asset is not held by the Agency) any cost actually incurred by the Agency in respect of those Agency Assets;</li> <li>c. operational costs which are not included within (a) or (b) above, to the extent that such costs are necessary and properly incurred by the Agency in the provision of the Deliverables; and</li> <li>d. Reimbursable Expenses to the extent these have been specified as allowable in the Order Form and are incurred in delivering any Deliverables; <ul style="list-style-type: none"> <li>but excluding: <ul style="list-style-type: none"> <li>i. Overhead;</li> <li>ii. financing or similar costs; <ul style="list-style-type: none"> <li>e. maintenance and support costs to the extent that these relate to maintenance and/or support Deliverables provided beyond the Call-Off Contract Period whether in relation to Agency Assets or otherwise;</li> <li>f. taxation;</li> <li>g. fines and penalties;</li> <li>h. amounts payable under Call-Off Schedule 16 (Benchmarking) where such Schedule is used; and</li> <li>i. non-cash items (including depreciation, amortisation, impairments and movements in provisions);</li> </ul> </li> </ul> </li> </ul> </li> </ul> </li> </ul> </li></ul> |
| <b>"CRTPA"</b>                             | the Contract Rights of Third Parties Act 1999;  |
| <b>"Data Protection Impact Assessment"</b> | an assessment by the Controller of the impact of the envisaged Pro-processing on the protection of Personal Data;   |

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| <b>"Data Protection Legislation"</b>   | The UK GDPR, as amended from time to time (ii) the DPA 2018 to the extent that it relates to Processing of personal data and privacy; (iii) all applicable Law about the Processing of Personal Data and privacy;   |
| <b>"Data Protection Liability Cap"</b> | the amount specified in the Framework Award Form;   |
| <b>"Data Protection Officer"</b>       | has the meaning given to it in the UK GDPR;   |
| <b>"Data Subject"</b>                  | has the meaning given to it in the UK GDPR;   |
| <b>"Data Subject Access Request"</b>   | a request made by, or on behalf of, a Data Subject in accordance with rights granted pursuant to the Data Protection Legislation to access their Personal Data;   |
| <b>"Deductions"</b>                    | all Delay Payments (if applicable), or any other deduction which the Client is paid or is payable to the Client under a Call-Off Contract;  |
| <b>"Default"</b>                       | any breach of the obligations of the Agency (including abandonment of a Contract in breach of its terms) or any other default (including material default), act, omission, negligence or statement of the Agency, of its Subcontractors or any Agency Staff howsoever arising in connection with or in relation to the subject-matter of a Contract and in respect of which the Agency is liable to the Relevant Authority;   |
| <b>"Default Management Charge"</b>     | has the meaning given to it in Paragraph 8.1.1 of Framework Schedule 5 (Management Charges and Information);  |
| <b>"Delay Payments"</b>                | the amounts (if any) payable by the Agency to the Client in respect of a delay in respect of a Milestone as specified in the Implementation Plan;   |
| <b>"Deliverables"</b>                  | Service and/or Goods that may be ordered under the Contract including the Documentation;  |
| <b>"Delivery"</b>                      | delivery of the relevant Deliverable or Milestone in accordance with the terms of a Call-Off Contract as confirmed and accepted by the Client by the either (a) confirmation in writing to the Agency; or (b) where Call-Off Schedule 13 (Implementation Plan and Testing) is used issue by the Buyer of a Satisfaction Certificate. <b>"Deliver"</b> and <b>"Delivered"</b> shall be construed accordingly;  |
| <b>"Disclosing Party"</b>              | the Party directly or indirectly providing Confidential Information to the other Party in accordance with Clause 15 (What you must keep confidential);  |
| <b>"Dispute"</b>                       | any claim, dispute or difference (whether contractual or non-contractual) arising out of or in connection with the Contract or in connection with the negotiation, existence, legal validity, enforceability or termination of the Contract, whether the alleged liability shall arise under English law or under the law of some other country and regardless of whether a particular cause of action may successfully be brought in the English courts;   |
| <b>"Dispute Resolution Procedure"</b>  | the dispute resolution procedure set out in Clause 34 (Resolving disputes);   |
| <b>"Documentation"</b>                 | descriptions of the Services and Service Levels, technical specifications, user manuals, training manuals, operating manuals, process definitions and procedures, system environment descriptions and all such other documentation (whether in hardcopy or electronic form) is required to be supplied by the Agency to the Client under a Contract as: <ul style="list-style-type: none"> <li>a. would reasonably be required by a competent third party capable of Good Industry Practice contracted by the Client to develop,</li> </ul> |



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|   | <p>configure, build, deploy, run, maintain, upgrade and test the individual systems that provide the Deliverables</p> <p>b. is required by the Agency in order to provide the Deliverables; and/or</p> <p>c. has been or shall be generated for the purpose of providing the Deliverables;</p>   |
| <b>"DOTAS"</b>                                | the Disclosure of Tax Avoidance Schemes rules which require a promoter of Tax schemes to tell HMRC of any specified notifiable arrangements or proposals and to provide prescribed information on those arrangements or proposals within set time limits as contained in Part 7 of the Finance Act 2004 and in secondary legislation made under vires contained in Part 7 of the Finance Act 2004 and as extended to National Insurance Contributions; |
| <b>"DPA 2018"</b>                             | the Data Protection Act 2018;  |
| <b>"Due Diligence Information"</b>            | any information supplied to the Agency by or on behalf of the Authority prior to the Start Date;   |
| <b>"Effective Date"</b>                       | the date on which the final Party has signed the Contract;   |
| <b>"EIR"</b>                                  | the Environmental Information Regulations 2004;  |
| <b>"Electronic Invoice"</b>                   | an invoice which has been issued, transmitted and received in a structured electronic format which allows for its automatic and electronic processing and which complies with (a) the European standard and (b) any of the syntaxes published in Commission Implementing Decision (EU) 2017/1870;  |
| <b>"Employment Regulations"</b>               | the Transfer of Undertakings (Protection of Employment) Regulations 2006 (SI 2006/246) as amended or replaced or any other Regulations implementing the European Council Directive 77/187/EEC;   |
| <b>"End Date"</b>                             | <p>the earlier of:</p> <p>a. the Expiry Date (as extended by any Extension Period exercised by the Relevant Authority under Clause 10.1.2); or</p> <p>b. if a Contract is terminated before the date specified in (a) above, the date of termination of the Contract;</p>  |
| <b>"Environmental Policy"</b>                 | to conserve energy, water, wood, paper and other resources, reduce waste and phase out the use of ozone depleting substances and minimise the release of greenhouse gases, volatile organic compounds and other substances damaging to health and the environment, including any written environmental policy of the Client;   |
| <b>"Equality and Human Rights Commission"</b> | the UK Government body named as such as may be renamed or replaced by an equivalent body from time to time;  |
| <b>"Estimated Year 1 Charges"</b>             | the anticipated total Charges payable by the Client in the first Contract Year specified in the Order Form;  |
| <b>Estimated Yearly charges"</b>              | <p>means for the purposes of calculating each Party's annual liability under clause 11.2:</p> <p>i) in the first Contract Year, the Estimated Year 1 Charges; or</p> <p>ii) in the any subsequent Contract Years, the Charges paid or payable in the previous Call-off Contract Year; or</p> <p>iii) after the end of the Call-off Contract, the Charges paid or payable in the last Contract Year during the Call-off Contract Period;</p>            |
| <b>Exempt Buyer"</b>                          | <p>a public sector purchaser that is:</p> <p>a. eligible to use the Framework Contract; and</p>  |

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|                                       | <p>b. is entering into an Exempt Call-off Contract that is not subject to (as applicable) any of:</p> <ul style="list-style-type: none"> <li>i. the Regulations;</li> <li>ii. the Concession Contracts Regulations 2016 (SI 2016/273);</li> <li>iii. the Utilities Contracts Regulations 2016 (SI 2016/274);</li> <li>iv. the Defence and Security Public Contracts Regulations 2011 (2011/1848);</li> <li>v. the Remedies Directive (2007/66/EC);</li> <li>vi. Directive 2014/23/EU of the European Parliament and Council;</li> <li>vii. Directive 2014/24/EU of the European Parliament and Council;</li> <li>viii. Directive 2014/25/EU of the European Parliament and Council;</li> <li>or</li> <li>ix. Directive 2009/81/EC of the European Parliament and Council;</li> </ul> |
| <b>Exempt Call-off Contract"</b>      | the contract between the Exempt Buyer and the Agency for Deliverables which consists of the terms set out and referred to in the Order Form incorporating and, where necessary, amending, refining or adding to the terms of the Framework Contract;   |
| <b>Exempt Procurement amendments"</b> | any amendments, refinements or additions to any of the terms of the Framework Contract made through the Exempt Call-off Contract to reflect the specific needs of an Exempt Buyer to the extent permitted by and in accordance with any legal requirements applicable to that Exempt Buyer;  |

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| <b>Existing IPR"</b>        | any and all IPR that are owned by or licensed to either Party and which are or have been developed independently of the Contract (whether prior to the Start Date or otherwise);  |
| <b>Exit Day"</b>            | shall have the meaning in the European Union (Withdrawal) Act 2018;   |
| <b>Expiry Date"</b>         | the Framework Expiry Date or the Call-Off Expiry Date (as the context dictates);  |
| <b>Extension Period"</b>    | the Framework Optional Extension Period or the Call-Off Optional Extension Period as the context dictates;  |
| <b>FOIA"</b>                | the Freedom of Information Act 2000 and any subordinate legislation made under that Act from time to time together with any guidance and/or codes of practice issued by the Information Commissioner or relevant Government department in relation to such legislation;   |
| <b>Force Majeure Event"</b> | <p>any event outside the reasonable control of either Party affecting its performance of its obligations under the Contract arising from acts, events, omissions, happenings or non-happenings beyond its reasonable control and which are not attributable to any wilful act, neglect or failure to take reasonable preventative action by that Party, including:</p> <ul style="list-style-type: none"> <li>a. riots, civil commotion, war or armed conflict;</li> <li>b. acts of terrorism;</li> <li>c. acts of government, local government or regulatory bodies;</li> <li>d. fire, flood, storm or earthquake or other natural disaster,</li> </ul> <p>but excluding any industrial dispute relating to the Agency, the Agency Staff or any other failure in the Agency or the Subcontractor's supply chain;</p> |

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| <b>Force Majeure Notice"</b>                | a written notice served by the Affected Party on the other Party stating that the Affected Party believes that there is a Force Majeure Event;  |
| <b>Framework Award Form"</b>                | the document outlining the Framework Incorporated Terms and crucial information required for the Framework Contract, to be executed by the Agency and CCS;  |
| <b>Framework Contract"</b>                  | the framework agreement established between CCS and the Agency in accordance with Regulation 33 by the Framework Award Form for the provision of the Deliverables to Clients by the Agency pursuant to the FTS Notice;  |
| <b>Framework Contract Period"</b>           | the period from the Framework Start Date until the End Date of the Framework Contract;  |
| <b>Framework Expiry Date"</b>               | the scheduled date of the end of the Framework Contract as stated in the Framework Award Form;  |
| <b>Framework Incorporated Terms"</b>        | the contractual terms applicable to the Framework Contract specified in the Framework Award Form;   |
| <b>Framework Optional Extension Period"</b> | such period or periods beyond which the Framework Contract Period may be extended as specified in the Framework Award Form;   |
| <b>Framework Price(s)"</b>                  | the price(s) applicable to the provision of the Deliverables set out in Framework Schedule 3 (Framework Prices);  |
| <b>Framework Special Terms"</b>             | any additional terms and conditions specified in the Framework Award Form incorporated into the Framework Contract;   |
| <b>Framework Start Date"</b>                | the date of start of the Framework Contract as stated in the Framework Award Form;  |
| <b>Framework Suppliers"</b>                 | all suppliers able to bid for work following the conclusion of the procurement under the FTS Notice;  |
| <b>Framework Tender Response"</b>           | the tender submitted by the Agency to CCS and annexed to or referred to in Framework Schedule 2 (Framework Tender);   |
| <b>Further Competition Procedure"</b>       | the further competition procedure described in Framework Schedule 7 (Call-Off Award Procedure);   |
| <b>GCS"</b>                                 | the professional body for public service communicators working in government departments, agencies and arm's length bodies;   |
| <b>GCS Management Charge"</b>               | the sum specified in the Framework Award Form payable by Central Government Bodies to the Agency on behalf of CCS;  |
| <b>General Anti-Abuse Rule"</b>             | <ul style="list-style-type: none"> <li>a. the legislation in Part 5 of the Finance Act 2013 and; and</li> <li>b. any future legislation introduced into parliament to counteract Tax advantages arising from abusive arrangements to avoid National Insurance contributions;</li> </ul>                         |
| <b>General Change in Law"</b>               | a Change in Law where the change is of a general legislative nature (including Tax or duties of any sort affecting the Agency) or which affects or relates to a Comparable Supply;  |
| <b>Goods"</b>                               | goods made available by the Agency as specified in Framework Schedule 1 (Specification) and in relation to a Call-Off Contract as specified in the Order Form;  |
| <b>Good Industry Practice"</b>              | standards, practices, methods and procedures conforming to the Law and the exercise of the degree of skill and care, diligence, prudence and foresight which would reasonably and ordinarily be expected from a skilled and experienced person or body engaged within the relevant industry or business sector; |

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| <b>Government"</b>              | the government of the United Kingdom (including the Northern Ireland Assembly and Executive Committee, the Scottish Government and the National Assembly for Wales), including government ministers and government departments and other bodies, persons, commissions or agencies from time to time carrying out functions on its behalf;   |
| <b>Government Data"</b>         | the data, text, drawings, diagrams, images or sounds (together with any database made up of any of these) which are embodied in any electronic, magnetic, optical or tangible media, including any of the Authority's Confidential Information, and which: <ul style="list-style-type: none"> <li>i. are supplied to the Agency by or on behalf of the Authority; or</li> <li>ii. the Agency is required to generate, process, store or transmit pursuant to a Contract;</li> </ul>   |
| <b>Guarantor"</b>               | the person (if any) who has entered into a guarantee in the form set out in Joint Schedule 8 (Guarantee) in relation to this Contract;  |
| <b>Halifax Abuse Principle"</b> | the principle explained in the CJEU Case C-255/02 Halifax and others;   |
| <b>HMRC"</b>                    | Her Majesty's Revenue and Customs;  |
| <b>ICT Policy"</b>              | the Client's policy in respect of information and communications technology, referred to in the Order Form, which is in force as at the Call-Off Start Date (a copy of which has been supplied to the Agency), as updated from time to time in accordance with the Variation Procedure;   |
| <b>Impact Assessment"</b>       | an assessment of the impact of a Variation request by the Relevant Authority completed in good faith, including: <ul style="list-style-type: none"> <li>a. details of the impact of the proposed Variation on the Deliverables and the Agency's ability to meet its other obligations under the Contract;</li> <li>b. details of the cost of implementing the proposed Variation;</li> <li>c. details of the ongoing costs required by the proposed Variation when implemented, including any increase or decrease in the Framework Prices/Charges (as applicable), any alteration in the resources and/or expenditure required by either Party and any alteration to the working practices of either Party;</li> <li>d. a timetable for the implementation, together with any proposals for the testing of the Variation; and</li> <li>e. such other information as the Relevant Authority may reasonably request in (or in response to) the Variation request;</li> </ul> |
| <b>Implementation Plan"</b>     | the plan for provision of the Deliverables set out in Call-Off Schedule 13 (Implementation Plan and Testing) where that Schedule is used or otherwise as agreed between the Agency and the Client;  |
| <b>Indemnifier"</b>             | a Party from whom an indemnity is sought under this Contract;   |
| <b>Independent Control"</b>     | where a Controller has provided Personal Data to another Party which is not a Processor or a Joint Controller because the recipient itself determines the purposes and means of Processing but does so separately from the Controller providing it with Personal Data and " <b>Independent Controller</b> " shall be construed accordingly;   |
| <b>Indexation"</b>              | the adjustment of an amount or sum in accordance with Framework Schedule 3 (Framework Prices) and the relevant Order Form;  |
| <b>Information"</b>             | has the meaning given under section 84 of the Freedom of Information Act 2000;  |

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| <b>Information Commissioner"</b>              | the UK's independent authority which deals with ensuring information relating to rights in the public interest and data privacy for individuals is met, whilst promoting openness by public bodies;  |
| <b>Initial Period"</b>                        | the initial term of a Contract specified in the Framework Award Form or the Order Form, as the context requires;   |
| <b>Insolvency Event"</b>                      | <p>with respect to any person, means:</p> <p>(a) that person suspends, or threatens to suspend, payment of its debts, or is unable to pay its debts as they fall due or admits inability to pay its debts, or:</p> <p>(i) (being a company or a LLP) is deemed unable to pay its debts within the meaning of section 123 of the Insolvency Act 1986, or</p> <p>(ii) (being a partnership) is deemed unable to pay its debts within the meaning of section 222 of the Insolvency Act 1986;</p> <p>(b) that person commences negotiations with one or more of its creditors (using a voluntary arrangement, scheme of arrangement or otherwise) with a view to rescheduling any of its debts, or makes a proposal for or enters into any compromise or arrangement with one or more of its creditors or takes any step to obtain a moratorium pursuant to Section 1A and Schedule A1 of the Insolvency Act 1986 other than (in the case of a company, a LLP or a partnership) for the sole purpose of a scheme for a solvent amalgamation of that person with one or more other companies or the solvent reconstruction of that person;</p> <p>(c) another person becomes entitled to appoint a receiver over the assets of that person or a receiver is appointed over the assets of that person;</p> <p>(d) a creditor or encumbrancer of that person attaches or takes possession of, or a distress, execution or other such process is levied or enforced on or sued against, the whole or any part of that person's assets and such attachment or process is not discharged within 14 days;</p> <p>(e) that person suspends or ceases, or threatens to suspend or cease, carrying on all or a substantial part of its business;</p> <p>(f) where that person is a company, a LLP or a partnership:</p> <p>(i) a petition is presented (which is not dismissed within 14 days of its service), a notice is given, a resolution is passed, or an order is made, for or in connection with the winding up of that person other than for the sole purpose of a scheme for a solvent amalgamation of that person with one or more other companies or the solvent reconstruction of that person;</p> <p>(ii) an application is made to court, or an order is made, for the appointment of an administrator, or if a notice of intention to appoint an administrator is filed at Court or given or if an administrator is appointed, over that person;</p> <p>(iii)(being a company or a LLP) the holder of a qualifying floating charge over the assets of that person has become entitled to appoint or has appointed an administrative receiver; or</p> <p>(iv)(being a partnership) the holder of an agricultural floating charge over the assets of that person has become entitled to appoint or has appointed an agricultural receiver; or</p> <p>(g) any event occurs, or proceeding is taken, with respect to that person in any jurisdiction to which it is subject that has an effect equivalent or similar to any of the events mentioned above;</p> |
| <b>Intellectual Property rights" or "IPR"</b> | a. copyright, rights related to or affording protection similar to copyright, rights in databases, patents and rights in inventions,   |

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|  | <p>semi-conductor topography rights, trade marks, rights in internet domain names and website addresses and other rights in trade or business names, goodwill, designs, Know-How, trade secrets and other rights in Confidential Information;</p> <p>b. applications for registration, and the right to apply for registration, for any of the rights listed at (a) that are capable of being registered in any country or jurisdiction; and</p> <p>c. all other rights having equivalent or similar effect in any country or jurisdiction;</p>   |
| <b>Invoicing Address"</b>                    | the address to which the Agency shall invoice the Client as specified in the Order Form;  |
| <b>IPR Claim"</b>                            | any claim of infringement or alleged infringement (including the defence of such infringement or alleged infringement) of any IPR, used to provide the Deliverables or otherwise provided and/or licensed by the Agency (or to which the Agency has provided access) to the Relevant Authority in the fulfilment of its obligations under a Contract;   |
| <b>IR35"</b>                                 | the off-payroll rules requiring individuals who work through their company pay the same income tax and National Insurance contributions as an employee which can be found online at: <a href="https://www.gov.uk/guidance/ir35-find-out-if-it-applies">https://www.gov.uk/guidance/ir35-find-out-if-it-applies</a> ;  |
| <b>Joint Controller Agreement"</b>           | the agreement (if any) entered into between the Relevant Authority and the Agency substantially in the form set out in Annex 2 of Joint Schedule 11 ( <i>Processing Data</i> );   |
| <b>Joint Controllers"</b>                    | where two or more Controllers jointly determine the purposes and means of Processing;   |
| <b>Key Performance Indicators" or "KPIs"</b> | the performance measurements and targets in respect of the Agency's performance of the Framework Contract set out in Framework Schedule 4 (Framework Management);   |
| <b>Key Staff"</b>                            | the individuals (if any) identified as such in the Order Form;  |
| <b>Key Sub-Contract"</b>                     | each Sub-Contract with a Key Subcontractor;   |
| <b>Key Subcontractor"</b>                    | <p>any Subcontractor:</p> <ul style="list-style-type: none"> <li>a. which is relied upon to deliver any work package within the Deliverables in their entirety; and/or</li> <li>b. which, in the opinion of CCS or the Client performs (or would perform if appointed) a critical role in the provision of all or any part of the Deliverables; and/or</li> <li>c. with a Sub-Contract with a contract value which at the time of appointment exceeds (or would exceed if appointed) 10% of the aggregate Charges forecast to be payable under the Call-Off Contract, <p>and the Agency shall list all such Key Subcontractors in section 19 of the Framework Award Form and in the Key Subcontractor Section in Order Form;</p> </li></ul> |
| <b>Know-How"</b>                             | all ideas, concepts, schemes, information, knowledge, techniques, methodology, and anything else in the nature of know-how relating to the Deliverables but excluding know-how already in the other Party's possession before the applicable Start Date;  |
| <b>Law"</b>                                  | any law, subordinate legislation within the meaning of Section 21(1) of the Interpretation Act 1978, bye-law, enforceable right within the meaning of   |

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|  | Section 2 of the European Communities Act 1972, regulation, order, regulatory policy, mandatory guidance or code of practice, judgment of a relevant court of law, or directives or requirements with which the relevant Party is bound to comply;  |
| <b>Letter of Appointment Template"</b> | the template in Framework Schedule 6 (Letter of Appointment Template and Call-Off Schedules);   |
| <b>Losses"</b>                         | all losses, liabilities, damages, costs, expenses (including legal fees), disbursements, costs of investigation, litigation, settlement, judgment, interest and penalties whether arising in contract, tort (including negligence), breach of statutory duty, misrepresentation or otherwise and <b>"Loss"</b> shall be interpreted accordingly;  |
| <b>Lots"</b>                           | the number of lots specified in Framework Schedule 1 (Specification), if applicable;  |
| <b>Management Charge"</b>              | the sum specified in the Framework Award Form payable by the Agency to CCS in accordance with Framework Schedule 5 (Management Charges and Information);  |
| <b>Management Information" or "MI"</b> | the management information specified in Framework Schedule 5 (Management Charges and Information);  |
| <b>MI Default"</b>                     | means when two (2) MI Reports are not provided in any rolling six (6) month period  |
| <b>MI Failure"</b>                     | means when an MI report: <ul style="list-style-type: none"> <li>a. contains any material errors or material omissions or a missing mandatory field; or</li> <li>b. is submitted using an incorrect MI reporting Template; or</li> <li>c. is not submitted by the reporting date (including where a declaration of no business should have been filed);</li> </ul>   |
| <b>MI Report"</b>                      | means a report containing Management Information submitted to the Authority in accordance with Framework Schedule 5 (Management Charges and Information);   |
| <b>MI Reporting Template"</b>          | means the form of report set out in the Annex to Framework Schedule 5 (Management Charges and Information) setting out the information the Agency is required to supply to the Authority;   |
| <b>Milestone"</b>                      | an event or task described in the Implementation Plan;  |
| <b>Milestone Date"</b>                 | the target date set out against the relevant Milestone in the Implementation Plan by which the Milestone must be Achieved;  |
| <b>Month"</b>                          | a calendar month and <b>"Monthly"</b> shall be interpreted accordingly;   |
| <b>Moral Rights"</b>                   | all rights described in Part I, Chapter IV of the Copyright Designs and Patents Act 1988 and any similar rights of authors anywhere in the world;   |
| <b>National Insurance"</b>             | contributions required by the Social Security Contributions and Benefits Act 1992 and made in accordance with the Social Security (Contributions) Regulations 2001 (SI 2001/1004);  |
| <b>New IPR"</b>                        | <ul style="list-style-type: none"> <li>a. IPR in items created by the Agency (or by a third party on behalf of the Agency) specifically for the purposes of a Contract and updates and amendments of these items including (but not limited to) database schema; and/or</li> <li>b. IPR in or arising as a result of the performance of the Agency's obligations under a Contract and all updates and amendments to the same;</li> </ul> but shall not include the Agency's Existing IPR; |

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| <b>Occasion of Tax Non-compliance"</b> | <p>where :</p> <ul style="list-style-type: none"> <li>a. any Tax return of the Agency submitted to a Relevant Tax Authority on or after 1 October 2012 is found on or after 1 April 2013 to be incorrect as a result of: <ul style="list-style-type: none"> <li>i) a Relevant Tax Authority successfully challenging the Agency under the General Anti-Abuse Rule or the Halifax Abuse Principle or under any Tax rules or legislation in any jurisdiction that have an effect equivalent or similar to the General Anti-Abuse Rule or the Halifax Abuse Principle;</li> <li>ii) the failure of an avoidance scheme which the Agency was involved in, and which was, or should have been, notified to a Relevant Tax Authority under the DOTAS or any equivalent or similar regime in any jurisdiction; and/or</li> </ul> </li> <li>b. any Tax return of the Agency submitted to a Relevant Tax Authority on or after 1 October 2012 which gives rise, on or after 1 April 2013, to a criminal conviction in any jurisdiction for Tax related offences which is not spent at the Start Date or to</li> </ul>   |
| <b>Open Book Data"</b>                 | <p>complete and accurate financial and non-financial information which is sufficient to enable the Buyer to verify the Charges already paid or payable and Charges forecast to be paid during the remainder of the Call-Off Contract, including details and all assumptions relating to:</p> <ul style="list-style-type: none"> <li>a. the Agency's Costs broken down against each Good and/or Service and/or Deliverable, including actual capital expenditure (including capital replacement costs) and the unit cost and total actual costs of all Deliverables;</li> <li>b. operating expenditure relating to the provision of the Deliverables including an analysis showing: <ul style="list-style-type: none"> <li>i. the unit costs and quantity of Goods and any other consumables and bought-in Deliverables;</li> <li>ii. staff costs broken down into the number and grade/role of all Agency Staff (free of any contingency) together with a list of actual hours worked from the time recording system and agreed rates against each grade;</li> <li>iii. a list of Costs underpinning those rates for each grade, being the agreed rate less the Agency Profit Margin;</li> <li>iv. Reimbursable Expenses, if allowed under the Order Form;</li> </ul> </li> <li>c. Overheads;</li> <li>d. all interest, expenses and any other third-party financing costs incurred in relation to the provision of the Deliverables;</li> <li>e. the Agency Profit achieved over the Framework Contract Period and on an annual basis;</li> <li>f. confirmation that all methods of Cost apportionment and Overhead allocation are consistent with and not more onerous than such methods applied generally by the Agency;</li> <li>g. an explanation of the type and value of risk and contingencies associated with the provision of the Deliverables, including the amount of money attributed to each risk and/or contingency; and</li> </ul> |
| <b>Order"</b>                          | <p>means an order for the provision of the Deliverables placed by a Client with the Agency under a Contract;</p>   |



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| <b>Order Form"</b>                  | a completed Letter of Appointment Template (or equivalent information issued by the Client) used to create a Call-Off Contract;  |
| <b>Other Contracting Authority"</b> | any actual or potential Client under the Framework Contract;   |
| <b>Overhead"</b>                    | those amounts which are intended to recover a proportion of the Agency's or the Key Subcontractor's (as the context requires) indirect corporate costs (including financing, marketing, advertising, research and development and insurance costs and any fines or penalties) but excluding allowable indirect costs apportioned to facilities and administration in the provision of Agency Staff and accordingly included within limb (a) of the definition of "Costs";  |
| <b>Parliament"</b>                  | takes its natural meaning as interpreted by Law;   |
| <b>Party"</b>                       | in the context of the Framework Contract, CCS or the Agency, and in the in the context of a Call-Off Contract the Client or the Agency. " <b>Parties</b> " shall mean both of them where the context permits;  |
| <b>Personal Data"</b>               | has the meaning given to it in the UK GDPR;  |
| <b>Personal Data Breach"</b>        | has the meaning given to it in the UK GDPR;  |
| <b>Personnel"</b>                   | all directors, officers, employees, agents, consultants and suppliers of a Party and/or of any Subcontractor and/or Subprocessor engaged in the performance of its obligations under a Contract;   |
| <b>Prescribed Person"</b>           | a legal adviser, an MP or an appropriate body which a whistle-blower may make a disclosure to as detailed in 'Whistleblowing: list of prescribed people and bodies', 24 November 2016, available online at: <a href="https://www.gov.uk/government/publications/blowing-the-whistle-list-of-prescribed-people-and-bodies--2/whistleblowing-list-of-prescribed-people-and-bodies">https://www.gov.uk/government/publications/blowing-the-whistle-list-of-prescribed-people-and-bodies--2/whistleblowing-list-of-prescribed-people-and-bodies</a> ;  |
| <b>Processing"</b>                  | has the meaning given to it in the GDPR;   |
| <b>Processor"</b>                   | has the meaning given to it in the GDPR;   |
| <b>Progress Meeting"</b>            | a meeting between the Client Authorised Representative and the Agency Authorised Representative;   |
| <b>Progress Meeting Frequency"</b>  | the frequency at which the Agency shall conduct a Progress Meeting in accordance with Clause 6.1 as specified in the Order Form;   |
| <b>Progress Report"</b>             | a report provided by the Agency indicating the steps taken to achieve Milestones or delivery dates;  |
| <b>Progress Report Frequency"</b>   | the frequency at which the Agency shall deliver Progress Reports in accordance with Clause 6.1 as specified in the Order Form;   |
| <b>Prohibited Acts"</b>             | <ul style="list-style-type: none"> <li>a) to directly or indirectly offer, promise or give any person working for or engaged by a Client or any other public body a financial or other advantage to: <ul style="list-style-type: none"> <li>i. induce that person to perform improperly a relevant function or activity; or</li> <li>ii. reward that person for improper performance of a relevant function or activity;</li> </ul> </li> <li>b) to directly or indirectly request, agree to receive or accept any financial or other advantage as an inducement or a reward for improper performance of a relevant function or activity in connection with each Contract; or</li> <li>c) committing any offence: <ul style="list-style-type: none"> <li>i. under the Bribery Act 2010 (or any legislation repealed or revoked by such Act); or</li> <li>ii. under legislation or common law concerning fraudulent acts; or</li> </ul> </li> </ul> |

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|                                    | <p>iii. defrauding, attempting to defraud or conspiring to defraud a Buyer or other public body; or</p> <p>d) any activity, practice or conduct which would constitute one of the offences listed under (c) above if such activity, practice or conduct had been carried out in the UK;</p>  |
| <b>Proposal"</b>                   | the tender submitted by the Agency in response to the Client's Brief following a Further Competition Procedure and set out at Call-Off Schedule 4 (Call-Off Proposal);   |
| <b>Protective Measures"</b>        | appropriate technical and organisational measures which may include: pseudonymising and encrypting Personal Data, ensuring confidentiality, integrity, availability and resilience of systems and services, ensuring that availability of and access to Personal Data can be restored in a timely manner after an incident, and regularly assessing and evaluating the effectiveness of the such measures adopted by it including those outlined in Framework Schedule 9 (Cyber Essentials Scheme), if applicable, in the case of the Framework Contract or Call-Off Schedule 9 (Security), if applicable, in the case of a Call-Off Contract.   |
| <b>Recall"</b>                     | a request by the Agency to return Goods to the Agency or the manufacturer after the discovery of safety issues or defects (including defects in the right IPR rights) that might endanger health or hinder performance;  |
| <b>Recipient Party"</b>            | the Party which receives or obtains directly or indirectly Confidential Information;   |
| <b>Rectification Plan"</b>         | <p>The Agency's plan (or revised plan) to rectify its breach using the template in Joint Schedule 10 (Rectification Plan) which shall include:</p> <ul style="list-style-type: none"> <li>a. full details of the Default that has occurred, including a root cause analysis;</li> <li>b. the actual or anticipated effect of the Default; and</li> <li>c. the steps which the Agency proposes to take to rectify the Default (if applicable) and to prevent such Default from recurring, including timescales for such steps and for the rectification of the Default (where applicable);</li> </ul>   |
| <b>Rectification Plan Process"</b> | the process set out in Clause 10.3.1 to 10.3.4 (Rectification Plan Process);   |
| <b>Regulations"</b>                | the Public Contracts Regulations 2015 and/or the Public Contracts (Scotland) Regulations 2015 (as the context requires);   |
| <b>Reimbursable Expenses"</b>      | <p>the reasonable out of pocket travel and subsistence (for example, hotel and food) expenses, properly and necessarily incurred in the performance of the Services, calculated at the rates and in accordance with the Client's expenses policy current from time to time, but not including:</p> <ul style="list-style-type: none"> <li>a. travel expenses incurred as a result of Agency Staff travelling to and from their usual place of work, or to and from the premises at which the Services are principally to be performed, unless the Buyer otherwise agrees in advance in writing; and</li> <li>b. subsistence expenses incurred by Agency Staff whilst performing the Services at their usual place of work, or to and from the premises at which the Services are principally to be performed;</li> </ul> |
| <b>Relevant Authority"</b>         | the Authority which is party to the Contract to which a right or obligation is owed, as the context requires;  |

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| <b>Relevant Authority's Confidential Information"</b> | <p>a. all Personal Data and any information, however it is conveyed, that relates to the business, affairs, developments, property rights, trade secrets, Know-How and IPR of the Relevant Authority (including all Relevant Authority Existing IPR and New IPR);</p> <p>b. any other information clearly designated as being confidential (whether or not it is marked "confidential") or which ought reasonably be considered confidential which comes (or has come) to the Relevant Authority's attention or into the Relevant Authority's possession in connection with a Contract; and</p> <p>information derived from any of the above;</p> |
| <b>Relevant Requirements"</b>                         | all applicable Law relating to bribery, corruption and fraud, including the Bribery Act 2010 and any guidance issued by the Secretary of State pursuant to section 9 of the Bribery Act 2010;   |
| <b>Relevant Tax Authority"</b>                        | HMRC, or, if applicable, the tax authority in the jurisdiction in which the Agency is established;  |
| <b>Reminder Notice"</b>                               | a notice sent in accordance with Clause 10.5 given by the Agency to the Client providing notification that payment has not been received on time;   |
| <b>Replacement Deliverables"</b>                      | any deliverables which are substantially similar to any of the Deliverables and which the Client receives in substitution for any of the Deliverables following the Call-Off Expiry Date, whether those goods are provided by the Client internally and/or by any third party;  |
| <b>Replacement Subcontractor"</b>                     | a Subcontractor of the Replacement Agency to whom Transferring Agency Employees will transfer on a Service Transfer Date (or any Subcontractor of any such Subcontractor);  |
| <b>Replacement Agency"</b>                            | any third-party provider of Replacement Deliverables appointed by or at the direction of the Client from time to time or where the Client is providing Replacement Deliverables for its own account, shall also include the Client;   |
| <b>Request For Information"</b>                       | a request for information or an apparent request relating to a Contract for the provision of the Deliverables or an apparent request for such information under the FOIA or the EIRs;   |
| <b>Required Insurances"</b>                           | the insurances required by Joint Schedule 3 (Insurance Requirements) or any additional insurances specified in the Order Form;  |
| <b>Satisfaction Certificate"</b>                      | the certificate (materially in the form of the document contained in of Annex 2 Part B of Call-Off Schedule 13 (Implementation Plan and Testing) or as agreed by the Parties where Call-Off Schedule 13 is not used in this Contract) granted by the Buyer when the Agency has met all of the requirements of an Order, Achieved a Milestone or a Test;   |
| <b>Security Management Plan"</b>                      | the Agency's security management plan prepared pursuant to Call-Off Schedule 9 (Security) (if applicable);  |
| <b>Security Policy"</b>                               | the Client's security policy, referred to in the Order Form, in force as at the Call-Off Start Date (a copy of which has been supplied to the Agency) , as updated from time to time and notified to the Agency;  |
| <b>Self Audit Certificate"</b>                        | means the certificate in the form as set out in Framework Schedule 8 (Self Audit Certificate);  |
| <b>Serious Fraud Office"</b>                          | the UK Government body named as such as may be renamed or replaced by an equivalent body from time to time;   |

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| <b>Service Levels"</b>         | any service levels applicable to the provision of the Deliverables under the Call Off Contract (which, where Call Off Schedule 14 (Service Levels) is used in this Contract, are specified in the Annex to Part A of such Schedule);   |
| <b>Service Period"</b>         | has the meaning given to it in the Order Form;   |
| <b>Services"</b>               | services made available by the Agency as specified in Framework Schedule 1 (Specification) and in relation to a Call-Off Contract as specified in the Order Form;  |
| <b>Service Transfer"</b>       | any transfer of the Deliverables (or any part of the Deliverables), for whatever reason, from the Agency or any Subcontractor to a Replacement Agency or a Replacement Subcontractor;  |
| <b>Service Transfer Date"</b>  | the date of a Service Transfer;  |
| <b>Sites"</b>                  | any premises (including the Buyer Premises, the Agency's premises or third party premises) from, to or at which: <ul style="list-style-type: none"> <li>a. the Deliverables are (or are to be) provided; or</li> <li>b. the Agency manages, organises or otherwise directs the provision or the use of the Deliverables;</li> </ul>  |
| <b>SME"</b>                    | an enterprise falling within the category of micro, small and medium sized enterprises defined by the Commission Recommendation of 6 May 2003 concerning the definition of micro, small and medium enterprises;  |
| <b>Special Terms"</b>          | any additional Clauses set out in the Framework Award Form or Order Form which shall form part of the respective Contract;   |
| <b>Specific Change in Law"</b> | a Change in Law that relates specifically to the business of the Client and which would not affect a Comparable Supply where the effect of that Specific Change in Law on the Deliverables is not reasonably foreseeable at the Start Date;  |
| <b>Specification"</b>          | the specification set out in Framework Schedule 1 (Specification), as may, in relation to a Call-Off Contract, be supplemented by the Order Form;  |
| <b>Standards"</b>              | any: <ul style="list-style-type: none"> <li>a. standards published by BSI British Standards, the National Standards Body of the United Kingdom, the International Organisation for Standardisation or other reputable or equivalent bodies (and their successor bodies) that a skilled and experienced operator in the same type of industry or business sector as the Agency would reasonably and ordinarily be expected to comply with;</li> <li>b. standards detailed in the specification in Schedule 1 (Specification);</li> <li>c. standards detailed by the Client in the Order Form or agreed between the Parties from time to time;</li> <li>d. relevant Government codes of practice and guidance applicable from time to time;</li> </ul> |
| <b>Start Date"</b>             | in the case of the Framework Contract, the date specified on the Framework Award Form, and in the case of a Call-Off Contract, the date specified in the Order Form;   |
| <b>Statement of Work"</b>      | a supplemental Order under a Call-Off Contract to refine the Deliverables needed to complete the Brief;  |
| <b>Storage Media"</b>          | the part of any device that is capable of storing and retrieving data;   |

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| <b>Sub-Contract"</b>                        | any contract or agreement (or proposed contract or agreement), other than a Call-Off Contract or the Framework Contract, pursuant to which a third party: <ul style="list-style-type: none"> <li>a. provides the Deliverables (or any part of them);</li> <li>b. provides facilities or services necessary for the provision of the Deliverables (or any part of them); and/or</li> <li>c. is responsible for the management, direction or control of the provision of the Deliverables (or any part of them);</li> </ul>  |
| <b>Subcontractor"</b>                       | any person other than the Agency, who is a party to a Sub-Contract and the servants or agents of that person;  |
| <b>Subprocessor"</b>                        | any third Party appointed to process Personal Data on behalf of that Processor related to a Contract;  |
| <b>Supplier"</b>                            | means the Agency;  |
| <b>Supplier Assets"</b>                     | all assets and rights used by the Agency to provide the Deliverables in accordance with the Call-Off Contract but excluding the Client Assets;   |
| <b>Supplier Authorised representative"</b>  | the representative appointed by the Agency named in the Framework Award Form, or later defined in a Call-Off Contract;   |
| <b>Supplier's Confidential information"</b> | <ul style="list-style-type: none"> <li>c. any information, however it is conveyed, that relates to the business, affairs, developments, IPR of the Agency (including the Agency Existing IPR) trade secrets, Know-How, and/or personnel of the Agency;</li> <li>d. any other information clearly designated as being confidential (whether or not it is marked as "confidential") or which ought reasonably to be considered to be confidential and which comes (or has come) to the Agency's attention or into the Agency's possession in connection with a Contract;</li> <li>e. Information derived from any of (a) and (b) above;</li> </ul> |
| <b>"Supplier's Contract Manager"</b>        | the person identified in the Order Form appointed by the Agency to oversee the operation of the Call-Off Contract and any alternative person whom the Agency intends to appoint to the role, provided that the Agency informs the Buyer prior to the appointment;  |
| <b>Supplier Equipment"</b>                  | the Agency's hardware, computer and telecoms devices, equipment, plant, materials and such other items supplied and used by the Agency (but not hired, leased or loaned from the Client) in the performance of its obligations under this Call-Off Contract;   |
| <b>Supplier Marketing Contract"</b>         | shall be the person identified in the Framework Award Form;  |
| <b>Supplier Non-Performance"</b>            | where the Agency has failed to: <ul style="list-style-type: none"> <li>c. Achieve a Milestone by its Milestone Date;</li> <li>d. provide the Goods and/or Services in accordance with the Service Levels; and/or</li> <li>e. comply with an obligation under a Contract;</li> </ul>  |
| <b>Supplier Profit"</b>                     | in relation to a period, the difference between the total Charges (in nominal cash flow terms but excluding any Deductions and total Costs (in nominal cash flow terms) in respect of a Call-Off Contract for the relevant period;   |
| <b>Supplier Profit Margin"</b>              | in relation to a period or a Milestone (as the context requires), the Agency Profit for the relevant period or in relation to the relevant Milestone divided by the total Charges over the same period or in relation to the relevant Milestone and expressed as a percentage;   |

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| <b>Supplier Staff"</b>                  | all directors, officers, employees, agents, consultants and contractors of the Agency and/or of any Subcontractor engaged in the performance of the Agency's obligations under a Contract;  |
| <b>Supporting Documentation"</b>        | sufficient information in writing to enable the Client to reasonably assess whether the Charges, Reimbursable Expenses and other sums due from the Buyer under the Call-Off Contract detailed in the information are properly payable;  |
| <b>Tax"</b>                             | <ul style="list-style-type: none"> <li>a. all forms of taxation whether direct or indirect;</li> <li>b. national insurance contributions in the United Kingdom and similar contributions or obligations in any other jurisdiction;</li> <li>c. all statutory, governmental, state, federal, provincial, local government or municipal charges, duties, imports, contributions, levies or liabilities (other than in return for goods or services supplied or performed or to be performed) and withholdings; and</li> <li>d. any penalty, fine, surcharge, interest, charges or costs relating to any of the above,</li> </ul> in each case wherever chargeable and whether of the United Kingdom and any other jurisdiction; |
| <b>Termination Notice"</b>              | a written notice of termination given by one Party to the other, notifying the Party receiving the notice of the intention of the Party giving the notice to terminate a Contract on a specified date and setting out the grounds for termination;  |
| <b>Test Issue"</b>                      | any variance or non-conformity of the Deliverables from their requirements as set out in a Call-Off Contract;   |
| <b>Test Plan"</b>                       | a plan: <ul style="list-style-type: none"> <li>a. for the Testing of the Deliverables; and</li> <li>b. setting out other agreed criteria related to the achievement of Milestones;</li> </ul>   |
| <b>Tests"</b>                           | any tests required to be carried out pursuant to a Call-Off Contract as set out in the Test Plan or elsewhere in a Call-Off Contract and " <b>Tested</b> " and " <b>Testing</b> " shall be construed accordingly;   |
| <b>Third Party IPR"</b>                 | Intellectual Property Rights owned by a third party which is or will be used by the Agency for the purpose of providing the Deliverables;   |
| <b>Transferring Supplier employees"</b> | those employees of the Agency and/or the Agency's Subcontractors to whom the Employment Regulations will apply on the Service Transfer Date;  |
| <b>Transparency Information"</b>        | the Transparency Reports and the content of a Contract, including any changes to this Contract agreed from time to time, except for – <ul style="list-style-type: none"> <li>(i) any information which is exempt from disclosure in accordance with the provisions of the FOIA, which shall be determined by the Relevant Authority; and</li> <li>(ii) Commercially Sensitive Information;</li> </ul>   |
| <b>Transparency Reports"</b>            | the information relating to the Deliverables and performance of the Contracts which the Agency is required to provide to the Buyer in accordance with the reporting requirements in Call-Off Schedule 1 (Transparency Reports);   |
| <b>UK GDPR"</b>                         | the retained EU law version of the General Data Protection Regulation (Regulation (EU) 2016/679);   |
| <b>Variation"</b>                       | any change to a Contract;   |
| <b>Variation Form"</b>                  | the form set out in Joint Schedule 2 (Variation Form);  |
| <b>Variation Procedure"</b>             | the procedure set out in Clause 24 (Changing the contract);   |

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| <b>VAT"</b>         | value added tax in accordance with the provisions of the Value Added Tax Act 1994;   |
| <b>VCSE"</b>        | a non-governmental organisation that is value-driven and which principally reinvests its surpluses to further social, environmental or cultural objectives;  |
| <b>Worker"</b>      | any one of the Agency Staff which the Client, in its reasonable opinion, considers is an individual to which Procurement Policy Note 08/15 (Tax Arrangements of Public Appointees) ( <a href="https://www.gov.uk/government/publications/procurement-policy-note-0815-tax-arrangements-of-appointees">https://www.gov.uk/government/publications/procurement-policy-note-0815-tax-arrangements-of-appointees</a> ) applies in respect of the Deliverables; |
| <b>Working Day"</b> | any day other than a Saturday or Sunday or public holiday in England and Wales unless specified otherwise by the Parties in the Order Form;  |
| <b>Work Day"</b>    | 8.0 Work Hours, whether or not such hours are worked consecutively and whether or not they are worked on the same day; and   |
| <b>Work Hours"</b>  | the hours spent by the Agency Staff properly working on the provision of the Deliverables including time spent travelling (other than to and from the Agency's offices, or to and from the Sites) but excluding lunch breaks.  |

**Joint Schedule 2 (Variation Form)**

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

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| <b>Contract Details</b>                        |  |                   |
| This variation is between:                     | <del>[delete as applicable: CCS / Client]</del> ("CCS" "the Client")<br>And<br>[insert name of Agency] ("the Agency")                              |                   |
| Contract name:                                 | [insert name of contract to be changed] ("the Contract")   |                   |
| Contract reference number:                     | [insert contract reference number]   |                   |
| <b>Details of Proposed Variation</b>           |  |                   |
| Variation initiated by:                        | <del>[delete as applicable: CCS/Client/Agency]</del>   |                   |
| Variation number:                              | [insert variation number]  |                   |
| Date variation is raised:                      | [insert date]  |                   |
| Proposed variation                             |  |                   |
| Reason for the variation:                      | [insert reason]  |                   |
| An Impact Assessment shall be provided within: | [insert number] days   |                   |
| <b>Impact of Variation</b>                     |  |                   |
| Likely impact of the proposed variation:       | [Agency to insert assessment of impact]  |                   |
| <b>Outcome of Variation</b>                    |  |                   |
| Contract variation:                            | This Contract detailed above is varied as follows:<br>• [CCS/Client to insert original] Clauses or Paragraphs to be varied and the changed clause] |                   |
| Financial variation:                           | Original Contract Value:   | £ [insert amount] |
|  | Additional cost due to variation:  | £ [insert amount] |
|  | New Contract value:  | £ [insert amount] |



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

Signed by an authorised signatory for and on behalf of the **[delete as applicable: CCS / Client]**

Signature \_\_\_\_\_  
Date \_\_\_\_\_  
Name (in Capitals) \_\_\_\_\_  
Address \_\_\_\_\_

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

Signature \_\_\_\_\_  
Date \_\_\_\_\_  
Name (in Capitals) \_\_\_\_\_  
Address \_\_\_\_\_

## Joint Schedule 3 (Insurance Requirements)

### 1. THE INSURANCE YOU NEED TO HAVE

- 1.1 The Agency shall take out and maintain, or procure the taking out and maintenance of the insurances as set out in the Annex to this Schedule, any additional insurances required under a Call Off Contract (specified in the applicable Order Form) ("**Additional Insurances**") and any other insurances as may be required by applicable Law (together the "**Insurances**"). The Agency shall ensure that each of the Insurances is effective no later than:
  - 1.1.1 the Framework Start Date in respect of those Insurances set out in the Annex to this Schedule and those required by applicable Law; and
  - 1.1.2 the Call Off Contract Effective Date in respect of the Additional Insurances.
- 1.2 The Insurances shall be:
  - 1.2.1 maintained in accordance with Good Industry Practice;
  - 1.2.2 (so far as is reasonably practicable) on terms no less favourable than those generally available to a prudent contractor in respect of risks insured in the international insurance market from time to time;
  - 1.2.3 taken out and maintained with insurers of good financial standing and good repute in the international insurance market; and
  - 1.2.4 maintained for at least six (6) years after the End Date.
- 1.3 The Agency shall ensure that the public and products liability policy contain an indemnity to principals clause under which the Relevant Authority shall be indemnified in respect of claims made against the Relevant Authority in respect of death or bodily injury or third party property damage arising out of or in connection with the Deliverables and for which the Agency is legally liable.

### 2. HOW TO MANAGE THE INSURANCE

- 2.1 Without limiting the other provisions of this Contract, the Agency shall:
  - 2.1.1 take or procure the taking of all reasonable risk management and risk control measures in relation to the Deliverables as it would be reasonable to expect of a prudent contractor acting in accordance with Good Industry Practice, including the investigation and reports of relevant claims to insurers;
  - 2.1.2 promptly notify the insurers in writing of any relevant material fact under any Insurances of which the Agency is or becomes aware; and
  - 2.1.3 hold all policies in respect of the Insurances and cause any insurance broker effecting the Insurances to hold any insurance slips and other evidence of placing cover representing any of the Insurances to which it is a party.

### 3. WHAT HAPPENS IF YOU AREN'T INSURED

- 3.1 The Agency shall not take any action or fail to take any action or (insofar as is reasonably within its power) permit anything to occur in relation to it which would entitle any insurer to refuse to pay any claim under any of the Insurances.

- 3.2 Where the Agency has failed to purchase or maintain any of the Insurances in full force and effect, the Relevant Authority may elect (but shall not be obliged) following written notice to the Agency to purchase the relevant Insurances and recover the reasonable premium and other reasonable costs incurred in connection therewith as a debt due from the Agency.

#### **4. EVIDENCE OF INSURANCE YOU MUST PROVIDE**

- 4.1 The Agency shall upon the Start Date and within 15 Working Days after the renewal of each of the Insurances, provide evidence, in a form satisfactory to the Relevant Authority, that the Insurances are in force and effect and meet in full the requirements of this Schedule.

#### **5. MAKING SURE YOU ARE INSURED TO THE REQUIRED AMOUNT**

- 5.1 The Agency shall ensure that any Insurances which are stated to have a minimum limit "in the aggregate" are maintained at all times for the minimum limit of indemnity specified in this Contract and if any claims are made which do not relate to this Contract then the Agency shall notify the Relevant Authority and provide details of its proposed solution for maintaining the minimum limit of indemnity.

#### **6. CANCELLED INSURANCE**

- 6.1 The Agency shall notify the Relevant Authority in writing at least five (5) Working Days prior to the cancellation, suspension, termination or non-renewal of any of the Insurances.
- 6.2 The Agency shall ensure that nothing is done which would entitle the relevant insurer to cancel, rescind or suspend any insurance or cover, or to treat any insurance, cover or claim as voided in whole or part. The Agency shall use all reasonable endeavours to notify the Relevant Authority (subject to third party confidentiality obligations) as soon as practicable when it becomes aware of any relevant fact, circumstance or matter which has caused, or is reasonably likely to provide grounds to, the relevant insurer to give notice to cancel, rescind, suspend or void any insurance, or any cover or claim under any insurance in whole or in part.

#### **7. INSURANCE CLAIMS**

- 7.1 The Agency shall promptly notify to insurers any matter arising from, or in relation to, the Deliverables, or each Contract for which it may be entitled to claim under any of the Insurances. In the event that the Relevant Authority receives a claim relating to or arising out of a Contract or the Deliverables, the Agency shall co-operate with the Relevant Authority and assist it in dealing with such claims including without limitation providing information and documentation in a timely manner.
- 7.2 Except where the Relevant Authority is the claimant party, the Agency shall give the Relevant Authority notice within twenty (20) Working Days after any insurance claim in excess of 10% of the sum required to be insured pursuant to Paragraph 5.1 relating to or arising out of the provision of the Deliverables or this Contract on any of the Insurances or which, but for the application of the applicable policy excess, would be made on any of the Insurances and (if required by the Relevant Authority) full details of the incident giving rise to the claim.
- 7.3 Where any Insurance requires payment of a premium, the Agency shall be liable for and shall promptly pay such premium.

- 7.4 Where any Insurance is subject to an excess or deductible below which the indemnity from insurers is excluded, the Agency shall be liable for such excess or deductible. The Agency shall not be entitled to recover from the Relevant Authority any sum paid by way of excess or deductible under the Insurances whether under the terms of this Contract or otherwise.

## **ANNEX: REQUIRED INSURANCES**

The Agency shall hold the following standard insurance cover from the Framework Start Date in accordance with this Schedule:

1. professional indemnity insurance with cover (for a single event or a series of related events and in the aggregate) of not less than one million pounds (£1,000,000);
2. public liability insurance with cover (for a single event or a series of related events and in the aggregate) of not less than two million pounds (£2,000,000); and
3. employers' liability insurance with cover (for a single event or a series of related events and in the aggregate) of not less than with a minimum limit of indemnity as required by Law.

#### **Joint Schedule 4 (Commercially Sensitive Information)**

##### **1. What is the Commercially Sensitive Information?**

- 1.1 In this Schedule the Parties have sought to identify the Agency's Confidential Information that is genuinely commercially sensitive and the disclosure of which would be the subject of an exemption under the FOIA and the EIRs.
- 1.2 Where possible, the Parties have sought to identify when any relevant Information will cease to fall into the category of Information to which this Schedule applies in the table below and in the Order Form (which shall be deemed incorporated into the table below).
- 1.3 Without prejudice to the Relevant Authority's obligation to disclose Information in accordance with FOIA or Clause 16 (When you can share information), the Relevant Authority will, in its sole discretion, acting reasonably, seek to apply the relevant exemption set out in the FOIA to the following Information:

| No. | Date       | Item(s)              | Duration of Confidentiality                       |
|-----|------------|----------------------|---|
| 1   | 01/12/2022 | <b>Text Redacted</b> | Duration of the contract plus 3 years thereafter. |
| 2   | 01/12/2022 |                      | Duration of the contract plus 3 years thereafter. |
| 3   | 01/12/2022 |                      | Duration of the contract plus 5 years thereafter. |
| 4   | 01/12/2022 |                      | Duration of the contract plus 5 years thereafter. |
| 5   | 01/12/2022 |                      | Perpetual   |
| 6   | 01/12/2022 |                      | Duration of the contract plus 3 years thereafter. |

## Joint Schedule 5 (Corporate Social Responsibility)

### 1. What we expect from the Agency

- 1.1 In September 2017, HM Government published a Supplier Code of Conduct setting out the standards and behaviours expected of suppliers who work with government.  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/646497/2017-09-13\\_Official\\_Sensitive\\_Supplier\\_Code\\_of\\_Conduct\\_September\\_2017.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/646497/2017-09-13_Official_Sensitive_Supplier_Code_of_Conduct_September_2017.pdf)
- 1.2 CCS expects its suppliers and subcontractors to meet the standards set out in that Code. In addition, CCS expects its suppliers and subcontractors to comply with the standards set out in this Schedule.
- 1.3 The Agency acknowledges that the Client may have additional requirements in relation to corporate social responsibility. The Client expects that the Agency and its Subcontractors will comply with such corporate social responsibility requirements as the Client may notify to the Agency from time to time.

### 2. Equality and Accessibility

- 2.1 In addition to legal obligations, the Agency shall support CCS and the Client in fulfilling its Public Sector Equality duty under S149 of the Equality Act 2010 by ensuring that it fulfils its obligations under each Contract in a way that seeks to:
  - 2.1.1 eliminate discrimination, harassment or victimisation of any kind; and
  - 2.1.2 advance equality of opportunity and good relations between those with a protected characteristic (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation, and marriage and civil partnership) and those who do not share it.

### 3. Modern Slavery, Child Labour and Inhumane Treatment

**"Modern Slavery Helpline"** means the mechanism for reporting suspicion, seeking help or advice and information on the subject of modern slavery available online at <https://www.modernslaveryhelpline.org/report> or by telephone on 08000 121 700.

- 3.1 The Agency:
  - 3.1.1 shall not use, nor allow its Subcontractors to use forced, bonded or involuntary prison labour;
  - 3.1.2 shall not require any Agency Staff or Subcontractor Staff to lodge deposits or identify papers with the Employer and shall be free to leave their employer after reasonable notice;
  - 3.1.3 warrants and represents that it has not been convicted of any slavery or human trafficking offences anywhere around the world.
  - 3.1.4 warrants that to the best of its knowledge it is not currently under investigation, inquiry or enforcement proceedings in relation to any allegation of slavery or human trafficking offences anywhere around the world.
  - 3.1.5 shall make reasonable enquires to ensure that its officers, employees and Subcontractors have not been convicted of slavery or human trafficking offences anywhere around the world.



- 3.1.6 shall have and maintain throughout the term of each Contract its own policies and procedures to ensure its compliance with the Modern Slavery Act and include in its contracts with its Subcontractors anti-slavery and human trafficking provisions;
- 3.1.7 shall implement due diligence procedures to ensure that there is no slavery or human trafficking in any part of its supply chain performing obligations under a Contract;
- 3.1.8 shall prepare and deliver to CCS, an annual slavery and human trafficking report setting out the steps it has taken to ensure that slavery and human trafficking is not taking place in any of its supply chains or in any part of its business with its annual certification of compliance with Paragraph 3;
- 3.1.9 shall not use, nor allow its employees or Subcontractors to use physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation of its employees or Subcontractors;
- 3.1.10 shall not use or allow child or slave labour to be used by its Subcontractors;
- 3.1.11 shall report the discovery or suspicion of any slavery or trafficking by it or its Subcontractors to CCS, the Client and Modern Slavery Helpline.

#### **4. Income Security**

##### **4.1 The Agency shall:**

- 4.1.1 ensure that all wages and benefits paid for a standard working week meet, at a minimum, national legal standards in the country of employment;
- 4.1.2 ensure that all Agency Staff are provided with written and understandable Information about their employment conditions in respect of wages before they enter employment and about the particulars of their wages for the pay period concerned each time that they are paid;
- 4.1.3 ensure that all Workers are provided with written and understandable Information about their employment conditions in respect of wages before they enter employment and about the particulars of their wages for the pay period concerned each time that they are paid;
- 4.1.4 not make deductions from wages:
  - (a) as a disciplinary measure
  - (b) except where permitted by law; or
  - (c) without expressed permission of the worker concerned;
- 4.1.5 record all disciplinary measures taken against Agency Staff; and
- 4.1.6 ensure that Agency Staff are engaged under a recognised employment relationship established through national law and practice.

#### **5. Working Hours**

##### **5.1 The Agency shall:**

- 5.1.1 ensure that the working hours of Agency Staff comply with national laws, and any collective agreements;

- 5.1.2 Ensure that the working hours of Agency Staff, excluding overtime, shall be defined by contract, and shall not exceed 48 hours per week unless the individual has agreed in writing;
- 5.1.3 ensure that use of overtime is used responsibly, taking into account:
  - (a) the extent;
  - (b) frequency; and
  - (c) hours worked;by individuals and by the Agency Staff as a whole;
- 5.2 The total hours worked in any seven day period shall not exceed 60 hours, except where covered by Paragraph 5.3 below.
- 5.3 Working hours may exceed 60 hours in any seven day period only in exceptional circumstances where all of the following are met:
  - 5.3.1 this is allowed by national law;
  - 5.3.2 this is allowed by a collective agreement freely negotiated with a workers' organisation representing a significant portion of the workforce;
  - 5.3.3 appropriate safeguards are taken to protect the workers' health and safety; and
  - 5.3.4 the employer can demonstrate that exceptional circumstances apply such as unexpected production peaks, accidents or emergencies.
- 5.4 All Agency Staff shall be provided with at least one (1) day off in every seven (7) day period or, where allowed by national law, two (2) days off in every fourteen (14) day period.

## **6. Sustainability**

- 6.1 The Agency shall meet the applicable Government Buying Standards applicable to Goods or Services which can be found online at:

<https://www.gov.uk/government/collections/sustainable-procurement-the-government-buying-standards-gbs>

## Joint Schedule 7 (Financial Difficulties)

### 1. Definitions

- 1.1 In this Schedule, the following words shall have the following meanings and they shall supplement Joint Schedule 1 (Definitions):

**"Credit Rating Threshold"** 1 the minimum credit rating level for the Monitored Company as set out in Annex 2 and

**"Financial Distress Event"** 2 the occurrence or one or more of the following events:

- a) the credit rating of the Monitored Company dropping below the applicable Credit Rating Threshold;
- b) the Monitored Company issuing a profits warning to a stock exchange or making any other public announcement about a material deterioration in its financial position or prospects;
- c) there being a public investigation into improper financial accounting and reporting, suspected fraud or any other impropriety of the Monitored Party;
- d) Monitored Company committing a material breach of covenant to its lenders;
- e) a Key Subcontractor (where applicable) notifying CCS that the Agency has not satisfied any sums properly due under a specified invoice and not subject to a genuine dispute; or
- f) any of the following:
  - i) commencement of any litigation against the Monitored Company with respect to financial indebtedness or obligations under a contract;
  - ii) non-payment by the Monitored Company of any financial indebtedness;
  - iii) any financial indebtedness of the Monitored Company becoming due as a result of an event of default; or
  - iv) the cancellation or suspension of any financial indebtedness in respect of the Monitored Company

3 in each case which CCS reasonably believes (or would be likely reasonably to believe) could directly

|   |   |
|---|---|
|   | impact on the continued performance of any Contract and delivery of the Deliverables in accordance with any Call-Off Contract;  |
| <b>"Financial Distress Service Continuity Plan"</b> | 4 a plan setting out how the Agency will ensure the continued performance and delivery of the Deliverables in accordance with [each Call-Off] Contract in the event that a Financial Distress Event occurs; |
| <b>"Monitored Company"</b>                          | 5 Agency [the Guarantor] or any Key Subcontractor] – Not Applicable   |
| <b>"Rating Agencies"</b>                            | 6 the rating agencies listed in Annex 1.  |

## 2. When this Schedule applies

- 2.1 The Parties shall comply with the provisions of this Schedule in relation to the assessment of the financial standing of the Monitored Companies and the consequences of a change to that financial standing.
- 2.2 The terms of this Schedule shall survive:
- 2.2.1 under the Framework Contract until the later of (a) the termination or expiry of the Framework Contract or (b) the latest date of termination or expiry of any call off contract entered into under the Framework Contract (which might be after the date of termination or expiry of the Framework Contract); and
- 2.2.2 under the Call Off Contract until the termination or expiry of the Call Off Contract.

## 3. What happens when your credit rating changes

- 3.1 The Agency warrants and represents to CCS that as at the Start Date the long term credit ratings issued for the Monitored Companies by each of the Rating Agencies are as set out in Annex 2.
- 3.2 The Agency shall promptly (and in any event within five (5) Working Days) notify CCS in writing if there is any downgrade in the credit rating issued by any Rating Agency for a Monitored Company.
- 3.3 If there is any downgrade credit rating issued by any Rating Agency for the Monitored Company the Agency shall ensure that the Monitored Company's auditors thereafter provide CCS within 10 Working Days of the end of each Contract Year and within 10 Working Days of written request by CCS (such requests not to exceed 4 in any Contract Year) with written calculations of the quick ratio for the Monitored Company as at the end of each Contract Year or such other date as may be requested by CCS. For these purposes the "quick ratio" on any date means:

$$\frac{A + B + C}{D}$$

where:

- A is the value at the relevant date of all cash in hand and at the bank of the Monitored Company;

- B is the value of all marketable securities held by the Agency the Monitored Company determined using closing prices on the Working Day preceding the relevant date;
- C is the value at the relevant date of all account receivables of the Monitored and;
- D is the value at the relevant date of the current liabilities of the Monitored Company.

3.4 The Agency shall:

3.4.1 regularly monitor the credit ratings of each Monitored Company with the Rating Agencies; and

3.4.2 promptly notify (or shall procure that its auditors promptly notify) CCS in writing following the occurrence of a Financial Distress Event or any fact, circumstance or matter which could cause a Financial Distress Event and, in any event, ensure that such notification is made within 10 Working Days of the date on which the Agency first becomes aware of the Financial Distress Event or the fact, circumstance or matter which could cause a Financial Distress Event.

3.5 For the purposes of determining whether a Financial Distress Event has occurred the credit rating of the Monitored Company shall be deemed to have dropped below the applicable Credit Rating Threshold if any of the Rating Agencies have rated the Monitored Company at or below the applicable Credit Rating Threshold.

#### 4. What happens if there is a financial distress event

4.1 In the event of a Financial Distress Event then, immediately upon notification of the Financial Distress Event (or if CCS becomes aware of the Financial Distress Event without notification and brings the event to the attention of the Agency), the Agency shall have the obligations and CCS shall have the rights and remedies as set out in Paragraphs 4.3 to 4.6.

4.2 In the event that a Financial Distress Event arises due to a Key Subcontractor notifying CCS that the Agency has not satisfied any sums properly due under a specified invoice and not subject to a genuine dispute then, CCS shall not exercise any of its rights or remedies under Paragraph 4.3 without first giving the Agency ten (10) Working Days to:

4.2.1 rectify such late or non-payment; or

4.2.2 demonstrate to CCS's reasonable satisfaction that there is a valid reason for late or non-payment.

4.3 The Agency shall and shall procure that the other Monitored Companies shall:

4.3.1 at the request of CCS meet CCS as soon as reasonably practicable (and in any event within three (3) Working Days of the initial notification (or awareness) of the Financial Distress Event) to review the effect of the Financial Distress Event on the continued performance of each Contract and delivery of the Deliverables in accordance each Call Off Contract; and

4.3.2 where CCS reasonably believes (taking into account the discussions and any representations made under Paragraph 4.3.1) that the Financial Distress Event

could impact on the continued performance of each Contract and delivery of the Deliverables in accordance with each Call Off Contract:

- (a) submit to CCS for its Approval, a draft Financial Distress Service Continuity Plan as soon as reasonably practicable (and in any event, within ten (10) Working Days of the initial notification (or awareness) of the Financial Distress Event); and
  - (b) provide such financial information relating to the Monitored Company as CCS may reasonably require.
- 4.4 If CCS does not (acting reasonably) approve the draft Financial Distress Service Continuity Plan, it shall inform the Agency of its reasons and the Agency shall take those reasons into account in the preparation of a further draft Financial Distress Service Continuity Plan, which shall be resubmitted to CCS within five (5) Working Days of the rejection of the first or subsequent (as the case may be) drafts. This process shall be repeated until the Financial Distress Service Continuity Plan is Approved by CCS or referred to the Dispute Resolution Procedure.
- 4.5 If CCS considers that the draft Financial Distress Service Continuity Plan is insufficiently detailed to be properly evaluated, will take too long to complete or will not remedy the relevant Financial Distress Event, then it may either agree a further time period for the development and agreement of the Financial Distress Service Continuity Plan or escalate any issues with the draft Financial Distress Service Continuity Plan using the Dispute Resolution Procedure.
- 4.6 Following Approval of the Financial Distress Service Continuity Plan by CCS, the Agency shall:
  - 4.6.1 on a regular basis (which shall not be less than Monthly), review the Financial Distress Service Continuity Plan and assess whether it remains adequate and up to date to ensure the continued performance of each Contract and delivery of the Deliverables in accordance with each Call Off Contract;
  - 4.6.2 where the Financial Distress Service Continuity Plan is not adequate or up to date in accordance with Paragraph 4.6.1, submit an updated Financial Distress Service Continuity Plan to CCS for its Approval, and the provisions of Paragraphs 4.5 and 4.6 shall apply to the review and Approval process for the updated Financial Distress Service Continuity Plan; and
  - 4.6.3 comply with the Financial Distress Service Continuity Plan (including any updated Financial Distress Service Continuity Plan).
- 4.7 Where the Agency reasonably believes that the relevant Financial Distress Event (or the circumstance or matter which has caused or otherwise led to it) no longer exists, it shall notify CCS and subject to the agreement of the Parties, the Agency may be relieved of its obligations under Paragraph 4.6.4.
- 4.8 CCS shall be able to share any information it receives from the Client in accordance with this Paragraph with any Buyer who has entered into a Call Off Contract with the Agency.

## **5. When CCS or the Client can terminate for financial distress**

- 5.1 CCS shall be entitled to terminate this Contract and Clients shall be entitled to terminate their Call Off Contracts for material Default if:
  - 5.1.1 the Agency fails to notify CCS of a Financial Distress Event in accordance with Paragraph 3.4;

5.1.2 CCS and the Agency fail to agree a Financial Distress Service Continuity Plan (or any updated Financial Distress Service Continuity Plan) in accordance with Paragraphs 4.3 to 4.5; and/or

5.1.3 the Agency fails to comply with the terms of the Financial Distress Service Continuity Plan (or any updated Financial Distress Service Continuity Plan) in accordance with Paragraph 4.6.3.

5.2 If the Contract is terminated in accordance with Paragraph 5.1, Clauses 10.6.1 and 10.6.2 of the Core Terms shall apply as if the Contract had been terminated under Clause 10.4.1.

## **6. What happens If your credit rating is still good**

6.1 Without prejudice to the Agency's obligations and CCS' and the Client's rights and remedies under Paragraph 5, if, following the occurrence of a Financial Distress Event, the Rating Agencies review and report subsequently that the credit ratings do not drop below the relevant Credit Rating Threshold, then:

6.1.1 the Agency shall be relieved automatically of its obligations under Paragraphs 4.3 to 4.6; and

6.1.2 CCS shall not be entitled to require the Agency to provide financial information in accordance with Paragraph 4.3.2(b).

**ANNEX 1: RATING AGENCIES**

Dun & Bradstreet

**ANNEX 2: CREDIT RATINGS & CREDIT RATING THRESHOLDS**

Part 1: Current Rating – Lot 3

| Entity | Credit rating (long term) |
|--------|---------------------------|
| Agency | 60                        |



**Joint Schedule 10 (Rectification Plan)**

| Request for <b>[Revised]</b> Rectification Plan                 |  |                  |  |
|---|--|------------------|--|
| Details of the Default:   | <b>[Guidance]</b> Explain the Default, with clear schedule and clause references as appropriate] |                  |  |
| Deadline for receiving the <b>[Revised]</b> Rectification Plan: | <b>[add]</b> date (minimum 10 days from request)]  |                  |  |
| Signed by <b>[CCS/Client]:</b>                                  |  | Date:            |  |
| Agency <b>[Revised]</b> Rectification Plan                      |  |                  |  |
| Cause of the Default  | <b>[add]</b> cause]  |                  |  |
| Anticipated impact assessment:                                  | <b>[add]</b> impact]   |                  |  |
| Actual effect of Default:                                       | <b>[add]</b> effect]   |                  |  |
| Steps to be taken to rectification:                             | <b>Steps</b>   | <b>Timescale</b> |  |
|   | 1.   | <b>[date]</b>    |  |
|   | 2.   | <b>[date]</b>    |  |
|   | 3.   | <b>[date]</b>    |  |
|   | 4.   | <b>[date]</b>    |  |
|   | <b>[...]</b>   | <b>[date]</b>    |  |
| Timescale for complete Rectification of Default                 | [X <sup>Working</sup> Days<br>]  |                  |  |
| Steps taken to prevent recurrence of Default                    | <b>Steps</b>   | <b>Timescale</b> |  |
|   | 1.   | <b>[date]</b>    |  |
|   | 2.   | <b>[date]</b>    |  |
|   | 3.   | <b>[date]</b>    |  |
|   | 4.   | <b>[date]</b>    |  |
|   | <b>[...]</b>   | <b>[date]</b>    |  |
| Signed by the Agency:   |  | Date:            |  |
| Review of Rectification Plan <b>[CS/CI]</b>                     |  |                  |  |
| Outcome of review   | <b>[PlanAccepted]</b> <b>[Plan Rejected]</b> <b>[Revised Plan Requested]</b>                     |                  |  |
| Reasons for Rejection (if applicable)                           | <b>[add]</b> reasons]  |                  |  |

|                        |  |       |  |
|------------------------|--|-------|--|
| Signed by [CCS/Client] |  | Date: |  |
|                        |  |       |  |

## Joint Schedule 11 (Processing Data)

### Definitions

1. In this Schedule, the following words shall have the following meanings and they shall supplement Joint Schedule 1 (Definitions):
 

|                              |  |
|------------------------------|--|
| <b>“Processor Personnel”</b> | all directors, officers, employees, agents, consultants and suppliers of the Processor and/or of any Sub processor engaged in the performance of its obligations under a Contract; and |
| <b>“Supplier”</b>            | means the Agency.  |

### Status of the Controller

2. The Parties acknowledge that for the purposes of the Data Protection Legislation, the nature of the activity carried out by each of them in relation to their respective obligations under a Contract dictates the status of each party under the DPA 2018. A Party may act as:
  - (a) “Controller” in respect of the other Party who is “Processor”;
  - (b) “Processor” in respect of the other Party who is “Controller”;
  - (c) “Joint Controller” with the other Party;
  - (d) “Independent Controller” of the Personal Data where the other Party is also “Controller”,  
  
in respect of certain Personal Data under a Contract and shall specify in Annex 1 (*Processing Personal Data*) which scenario they think shall apply in each situation.

### Where one Party is Controller and the other Party its Processor

3. Where a Party is a Processor, the only Processing that it is authorised to do is listed in Annex 1 (*Processing Personal Data*) by the Controller.
4. The Processor shall notify the Controller immediately if it considers that any of the Controller’s instructions infringe the Data Protection Legislation.
5. The Processor shall provide all reasonable assistance to the Controller in the preparation of any Data Protection Impact Assessment prior to commencing any Processing. Such assistance may, at the discretion of the Controller, include:
  - (a) a systematic description of the envisaged Processing and the purpose of the Processing;
  - (b) an assessment of the necessity and proportionality of the Processing in relation to the Deliverables;
  - (c) an assessment of the risks to the rights and freedoms of Data Subjects; and
  - (d) the measures envisaged to address the risks, including safeguards, security measures and mechanisms to ensure the protection of Personal Data.

6. The Processor shall, in relation to any Personal Data Processed in connection with its obligations under the Contract:
  - (a) Process that Personal Data only in accordance with Annex 1 (*Processing Personal Data*), unless the Processor is required to do otherwise by Law. If it is so required the Processor shall notify the Controller before Processing the Personal Data unless prohibited by Law;
  - (b) ensure that it has in place Protective Measures, including in the case of the Supplier the measures set out in Clause 14.3 of the Core Terms, which the Controller may reasonably reject (but failure to reject shall not amount to approval by the Controller of the adequacy of the Protective Measures) having taken account of the:
    - (i) nature of the data to be protected;
    - (ii) harm that might result from a Personal Data Breach;
    - (iii) state of technological development; and
    - (iv) cost of implementing any measures;
  - (c) ensure that:
    - (i) the Processor Personnel do not Process Personal Data except in accordance with the Contract (and in particular Annex 1 (*Processing Personal Data*));
    - (ii) it takes all reasonable steps to ensure the reliability and integrity of any Processor Personnel who have access to the Personal Data and ensure that they:
      - (A) are aware of and comply with the Processor's duties under this Joint Schedule 11, Clauses 14 (*Data protection*), 15 (*What you must keep confidential*) and 16 (*When you can share information*);
      - (B) are subject to appropriate confidentiality undertakings with the Processor or any Subprocessor;
      - (C) are informed of the confidential nature of the Personal Data and do not publish, disclose or divulge any of the Personal Data to any third party unless directed in writing to do so by the Controller or as otherwise permitted by the Contract; and
      - (D) have undergone adequate training in the use, care, protection and handling of Personal Data;
  - (d) not transfer Personal Data outside of the EU unless the prior written consent of the Controller has been obtained and the following conditions are fulfilled:
    - (i) the Controller or the Processor has provided appropriate safeguards in relation to the transfer (whether in accordance with UK GDPR Article 46 or LED Article 37) as determined by the Controller;
    - (ii) the Data Subject has enforceable rights and effective legal remedies;
    - (iii) the Processor complies with its obligations under the Data Protection Legislation by providing an adequate level of protection to any Personal Data that is transferred (or, if it is not so bound, uses its best endeavours to assist the Controller in meeting its obligations); and
    - (iv) the Processor complies with any reasonable instructions notified to it in advance by the Controller with respect to the Processing of the Personal Data; and

- (e) at the written direction of the Controller, delete or return Personal Data (and any copies of it) to the Controller on termination of the Contract unless the Processor is required by Law to retain the Personal Data.
7. Subject to paragraph 7 of this Joint Schedule 11, the Processor shall notify the Controller immediately if in relation to it Processing Personal Data under or in connection with the Contract it:
    - (a) receives a Data Subject Access Request (or purported Data Subject Access Request);
    - (b) receives a request to rectify, block or erase any Personal Data;
    - (c) receives any other request, complaint or communication relating to either Party's obligations under the Data Protection Legislation;
    - (d) receives any communication from the Information Commissioner or any other regulatory authority in connection with Personal Data Processed under the Contract;
    - (e) receives a request from any third Party for disclosure of Personal Data where compliance with such request is required or purported to be required by Law; or
    - (f) becomes aware of a Personal Data Breach.
  8. The Processor's obligation to notify under paragraph 6 of this Joint Schedule 11 shall include the provision of further information to the Controller, as details become available.
  9. Taking into account the nature of the Processing, the Processor shall provide the Controller with assistance in relation to either Party's obligations under Data Protection Legislation and any complaint, communication or request made under paragraph 6 of this Joint Schedule 11 (and insofar as possible within the timescales reasonably required by the Controller) including by immediately providing:
    - (a) the Controller with full details and copies of the complaint, communication or request;
    - (b) such assistance as is reasonably requested by the Controller to enable it to comply with a Data Subject Access Request within the relevant timescales set out in the Data Protection Legislation;
    - (c) the Controller, at its request, with any Personal Data it holds in relation to a Data Subject;
    - (d) assistance as requested by the Controller following any Personal Data Breach; and/or
    - (e) assistance as requested by the Controller with respect to any request from the Information Commissioner's Office, or any consultation by the Controller with the Information Commissioner's Office.
  10. The Processor shall maintain complete and accurate records and information to demonstrate its compliance with this Joint Schedule 11. This requirement does not apply where the Processor employs fewer than 250 staff, unless:
    - (a) the Controller determines that the Processing is not occasional;
    - (b) the Controller determines the Processing includes special categories of data as referred to in Article 9(1) of the UK GDPR or Personal Data relating to criminal convictions and offences referred to in Article 10 of the UK GDPR; or
    - (c) the Controller determines that the Processing is likely to result in a risk to the rights and freedoms of Data Subjects.

11. The Processor shall allow for audits of its Data Processing activity by the Controller or the Controller's designated auditor.
12. The Parties shall designate a Data Protection Officer if required by the Data Protection Legislation.
13. Before allowing any Subprocessor to Process any Personal Data related to the Contract, the Processor must:
  - (a) notify the Controller in writing of the intended Subprocessor and Processing;
  - (b) obtain the written consent of the Controller;
  - (c) enter into a written agreement with the Subprocessor which give effect to the terms set out in this Joint Schedule 11 such that they apply to the Subprocessor; and
  - (d) provide the Controller with such information regarding the Subprocessor as the Controller may reasonably require.
14. The Processor shall remain fully liable for all acts or omissions of any of its Sub processors.
15. The Relevant Authority may, at any time on not less than thirty (30) Working Days' notice, revise this Joint Schedule 11 by replacing it with any applicable controller to processor standard clauses or similar terms forming part of an applicable certification scheme (which shall apply when incorporated by attachment to the Contract).
16. The Parties agree to take account of any guidance issued by the Information Commissioner's Office. The Relevant Authority may on not less than thirty (30) Working Days' notice to the Supplier amend the Contract to ensure that it complies with any guidance issued by the Information Commissioner's Office.

#### **Where the Parties are Joint Controllers of Personal Data**

17. In the event that the Parties are Joint Controllers in respect of Personal Data under the Contract, the Parties shall implement paragraphs that are necessary to comply with UK GDPR Article 26 based on the terms set out in Annex 2 to this Joint Schedule 11.

#### **Independent Controllers of Personal Data**

18. With respect to Personal Data provided by one Party to another Party for which each Party acts as Controller but which is not under the Joint Control of the Parties, each Party undertakes to comply with the applicable Data Protection Legislation in respect of their Processing of such Personal Data as Controller.
19. Each Party shall Process the Personal Data in compliance with its obligations under the Data Protection Legislation and not do anything to cause the other Party to be in breach of it.
20. Where a Party has provided Personal Data to the other Party in accordance with paragraph 8 of this Joint Schedule 11 above, the recipient of the Personal Data will provide all such relevant documents and information relating to its data protection policies and procedures as the other Party may reasonably require.
21. The Parties shall be responsible for their own compliance with Articles 13 and 14 UK GDPR in respect of the Processing of Personal Data for the purposes of the Contract.

22. The Parties shall only provide Personal Data to each other:
- (a) to the extent necessary to perform their respective obligations under the Contract;
  - (b) in compliance with the Data Protection Legislation (including by ensuring all required data privacy information has been given to affected Data Subjects to meet the requirements of Articles 13 and 14 of the UK GDPR); and
  - (c) where it has recorded it in Annex 1 (*Processing Personal Data*).
23. Taking into account the state of the art, the costs of implementation and the nature, scope, context and purposes of Processing as well as the risk of varying likelihood and severity for the rights and freedoms of natural persons, each Party shall, with respect to its Processing of Personal Data as Independent Controller, implement and maintain appropriate technical and organisational measures to ensure a level of security appropriate to that risk, including, as appropriate, the measures referred to in Article 32(1)(a), (b), (c) and (d) of the UK GDPR, and the measures shall, at a minimum, comply with the requirements of the Data Protection Legislation, including Article 32 of the UK GDPR.
24. A Party Processing Personal Data for the purposes of the Contract shall maintain a record of its Processing activities in accordance with Article 30 UK GDPR and shall make the record available to the other Party upon reasonable request.
25. Where a Party receives a request by any Data Subject to exercise any of their rights under the Data Protection Legislation in relation to the Personal Data provided to it by the other Party pursuant to the Contract (**"Request Recipient"**):
- (a) the other Party shall provide any information and/or assistance as reasonably requested by the Request Recipient to help it respond to the request or correspondence, at the cost of the Request Recipient; or
  - (b) where the request or correspondence is directed to the other Party and/or relates to that other Party's Processing of the Personal Data, the Request Recipient will:
    - (i) promptly, and in any event within five (5) Working Days of receipt of the request or correspondence, inform the other Party that it has received the same and shall forward such request or correspondence to the other Party; and
    - (ii) provide any information and/or assistance as reasonably requested by the other Party to help it respond to the request or correspondence in the timeframes specified by Data Protection Legislation.
26. Each Party shall promptly notify the other Party upon it becoming aware of any Personal Data Breach relating to Personal Data provided by the other Party pursuant to the Contract and shall:
- (a) do all such things as reasonably necessary to assist the other Party in mitigating the effects of the Personal Data Breach;

- (b) implement any measures necessary to restore the security of any compromised Personal Data;
  - (c) work with the other Party to make any required notifications to the Information Commissioner's Office and affected Data Subjects in accordance with the Data Protection Legislation (including the timeframes set out therein); and
  - (d) not do anything which may damage the reputation of the other Party or that Party's relationship with the relevant Data Subjects, save as required by Law.
27. Personal Data provided by one Party to the other Party may be used exclusively to exercise rights and obligations under the Contract as specified in Annex 1 (*Processing Personal Data*).
28. Personal Data shall not be retained or processed for longer than is necessary to perform each Party's respective obligations under the Contract which is specified in Annex 1 (*Processing Personal Data*).
29. Notwithstanding the general application of paragraphs 2 to 16 of this Joint Schedule 11 to Personal Data, where the Supplier is required to exercise its regulatory and/or legal obligations in respect of Personal Data, it shall act as an Independent Controller of Personal Data in accordance with paragraphs 18 to 27 of this Joint Schedule 11.



## Annex 1 - Processing Personal Data

This Annex shall be completed by the Controller, who may take account of the view of the Processors, however the final decision as to the content of this Annex shall be with the Relevant Authority at its absolute discretion.

1.1.1.1 The contact details of the Relevant Authority's Data Protection Officer is **Text Redacted**  
**Text Redacted**

1.1.1.2 The contact details of the Supplier's Data Protection Officer is **Text Redacted**  
**Text Redacted**

1.1.1.3 The Processor shall comply with any further written instructions with respect to Processing by the Controller.

1.1.1.4 Any such further instructions shall be incorporated into this Annex.

| Description   | Details   |
|---|---|
| Identity of Controller for each Category of Personal Data | <p><b>The Relevant Authority is Controller and the Supplier is Processor</b></p> <p>The Parties acknowledge that in accordance with paragraph 2 to paragraph 15 and for the purposes of the Data Protection Legislation, the Relevant Authority is the Controller and the Supplier is the Processor of the following Personal Data:</p> <ul style="list-style-type: none"> <li>The data which will be processed as part of commissioning the agency work would be personnel name(s) and email address(es).</li> </ul> |
|   | <p><b>The Supplier is Controller and the Relevant Authority is Processor</b></p> <p><i>The Parties acknowledge that for the purposes of the Data Protection Legislation, the Supplier is the Controller and the Relevant Authority is the Processor in accordance with paragraph 2 to paragraph 15 of the following Personal Data:</i></p> <ul style="list-style-type: none"> <li>Not applicable</li> </ul>   |
|   | <p><b>The Parties are Joint Controllers</b></p> <p><i>The Parties acknowledge that they are Joint Controllers for the purposes of the Data Protection Legislation in respect of:</i></p> <ul style="list-style-type: none"> <li>Not applicable</li> </ul>   |

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|  | <p><b>The Parties are Independent Controllers of Personal Data</b></p> <p><i>The Parties acknowledge that they are Independent Controllers for the purposes of the Data Protection Legislation in respect of:</i></p> <p><input type="checkbox"/> Not applicable</p> |
| Duration of the Processing   | Varies depending on the duration of the individual projects.   |
| Nature and purposes of the Processing  | As part of commissioning work to the agency and for contacting purposes.   |
| Type of Personal Data  | Personnel name(s) and email address(es).   |
| Categories of Data Subject   | Staff  |
| 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 | Duration of the project/ work.   |