



The Secretary of State for Foreign, Commonwealth and
Development Affairs
King Charles Street,
London,
SW1A 2AH
(**"we"**, **"us"**, **"our"**)

REDACTED

Westham Business Park
Identity House
Eastbourne Rd
Westham
Eastbourne
BN24 5NP

Dear Paul

Letter of Appointment

This letter of Appointment is issued in accordance with the provisions of the Framework Agreement (RM3796) between CCS and the Agency dated 16 January 2017.

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

Order Number:	CCMA20A03
From:	The Secretary of State for Foreign, Commonwealth and Development Affairs (" Client ")
To:	Identity Holdings Limited (" Agency ")

Effective Date:	1 April 2021
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Relevant Lot:	Lot 2 - Events
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Expiry Date:	21 March 2023
Extension Expiry Date:	N/A

Services required:	The Agency shall supply production and media services to the Client in support of the Events, and the venues hired by the Client to host the Events, as set out in the Client's Brief attached at Annex A, the Agency's Proposal attached at Annex B, the Project Requirements and the Project Plan agreed in accordance with the applicable Statement of Work.
Statement of Work	The Parties may enter into such Statements of Work as are agreed between the Parties under Clause 1.2 of the Call-Off Contract. A template Statement of Work can be found in Schedule 2 of the Call-Off Contract and the first Statement of Work is attached at Annex C of this letter.

Key Individuals:	REDACTED
Guarantor(s)	Not required.

<p>Call Off Contract Charges (including any applicable discount(s), but excluding VAT):</p>	<p>(a) G7 Leaders' Summit – capped at £3,359,586.50, subject to the terms of Statement of Work 1 and the Project Plan, in accordance with the following rate card submitted by the Agency in its Tender: REDACTED</p> <p>(b) any other Events agreed between the Parties pursuant to a Statement of Work as envisaged by the terms of this Call-Off Contract (see Attachment 3 – Statement of Requirements in Annex A of this letter), including the following Events:</p> <ul style="list-style-type: none"> - G7 Finance Ministers - G7 Foreign Ministers - Global Partnership for Education - Preventing Sexual Violence in Conflict - Free to be me
<p>Liability</p>	<p>Agency Liability: per clause 18.3 of the Call-Off Terms.</p> <p>For the purposes of clause 18.3 of the Call-Off Terms, twelve million pounds (£12m).</p> <p>Client Liability: In accordance with Clause 18.5 of the Call-Off Terms, the Client's total liability under the Call-Off Contract (in aggregate) shall not exceed the Contract Charges.</p>
<p>Insurance Requirements</p>	<p>The Agency shall procure the following minimum levels of insurance:</p> <p>Additional public liability insurance to cover all risks in the performance of the Call-Off Contract, with a minimum limit of ten million pounds (£10,000,000) for a single event or a series of related events and in the aggregate.</p> <p>Additional employers' liability insurance with a minimum limit of five million pounds (£5,000,000) for a single event or a series of related events and in the aggregate.</p> <p>Additional professional indemnity insurance adequate to cover all risks in the performance of the Call-Off Contract with a minimum limit of indemnity of ten million pounds (£10,000,000) for a single event or a series of related events and in the aggregate.</p> <p>Product liability insurance covering all risks in the provision of Deliverables under the Call-Off Contract, with a minimum limit of ten million pounds (£10,000,000) for each individual claim.</p>

Client billing address for invoicing:	Foreign, Commonwealth and Development Office King Charles Street London SW1A 2AH United Kingdom
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GDPR	Per Call-Off Schedule 7 (Authorised Processing Template).
Alternative and/or additional provisions:	N/A

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 a Call-Off Contract with the Client to provide the Services in accordance with the terms of this letter and the Call-Off Contract.

The Parties hereby acknowledge and agree that they have read this letter and the Call-Off Contract. 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:	
Name:	REDACTED	Name:	REDACTED
Title:	REDACTED	Title:	REDACTED
Signature:	REDACTED	Signature:	REDACTED
Date:	5/12/2021	Date:	5/12/2021

ANNEX A

Client Brief

Client tender documents to be embedded here post signature due to file size constraints

ANNEX B
Agency Proposal

REDACTED

ANNEX C

First Statement of Work – NOT APPLICABLE

ANNEX D
Call-Off Terms and Schedules

OPA/OPA/46177/120045/UKM/109719934.2