



Department
for Environment
Food & Rural Affairs

Suite D, Unex House
Bourges Boulevard
Peterborough
PE1 1NG

helpline@defra.gsi.gov.uk
www.defra.gov.uk



RSK ADAS Ltd
Rosermaund
Preston Wynne
Hereford
HR1 3PG

Our ref: ECM 61206

Your ref:

Date: 17th June 2021

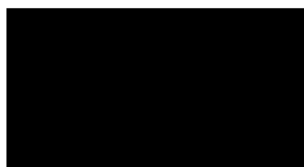
Dear 


CONTRACT AWARD: SURVEY OF CROP PESTS & DISEASES

With regard to my award decision letter of 1st April 2021, thank you for providing the requested insurance/ liability documents and agreed EVID documentation (which is reflected in pricing schedule).

Below is the contract for your approval and acceptance

Kind regards




Technical Services Team
Defra Group Commercial

T: 020 802 
E: @Defra.Gov.uk



INVESTORS
IN PEOPLE



Department
for Environment
Food & Rural Affairs

Conditions of Contract Research & Development Survey of Crop Pests and Diseases ECM61206

April 2021

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SECTION 1 - FORM OF CONTRACT

PARTIES:

(1) THE SECRETARY OF STATE FOR ENVIRONMENT, FOOD AND RURAL AFFAIRS of Nobel House, 17 Smith Square, London, SW1P 3JR (the “**Authority**”);

AND

(2) RSK ADAS Ltd of Spring lodge, 172 Chester Road, Helsby, Cheshire, WA6 0AR (the “**Contractor**”)

(each a “Party” and together the “Parties”)

WHEREAS

a) Following a competitive tender process, the Authority wishes to appoint the Contractor to provide the certain services and the Contractor agrees to provide those services in accordance with these terms and conditions.

NOW IT IS HEREBY AGREED as follows:

1. TERMS OF CONTRACT

1.1 The “Contract” comprises the following:

Section 1: Form of Contract

Section 2: Terms and Conditions

Schedule 1: Specification

Schedule 2: Prices

Schedule 3: Change Control

Schedule 4: Commercially Sensitive Information

Schedule 5: Processing, Personal Data and Data Subjects

1.2 Execution of the Contract is carried out in accordance with EU Directive 99/93 (Community framework for electronic signatures) and the Electronic Communications Act 2000. The Contract is formed on the date on which both Parties communicate acceptance of its terms on the Authority’s electronic contract management system (“Bravo”).

1.3 The Contract starts on 1 April 2021 (the “Commencement Date”) and ends on 31 March 2024 (the “End Date”) unless it is terminated early or extended in accordance with the Contract.

1.4 The Authority may extend the term of the Contract (via 2 x 12 month extensions) until 31 March 2026 ("Extension"). The terms of the Contract will apply throughout the period of any Extension.

SECTION 2 - TERMS AND CONDITIONS

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A GENERAL PROVISIONS

A1 Definitions and Interpretation

Unless the context otherwise requires the following terms shall have the meanings given to them below:

“Affected Party” means the Party seeking to claim relief in respect of a Force Majeure Event.

“Affiliate” means 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 with, that body corporate from time to time.

“Approval” and “Approved” means the prior written consent of the Authority.

“Authorised Representative” means the Authority representative named in the CCN as authorised to approve agreed Variations.

“Authority Data” means

(a) 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, and which are: (i) supplied to the Contractor by or on behalf of the Authority; or (ii) which the Contractor is required to generate, process, store or transmit pursuant to the Contract; or

(b) any Personal Data for which the Authority is the Controller.

“Authority Premises” means any premises owned, occupied or controlled by the Authority or any other Crown Body which are made available for use by the Contractor or its Sub-Contractors for provision of the Services.

“Authority Software” means software which is owned by or licensed to the Authority (other than under or pursuant to the Contract) and which is or will be used by the Contractor for the purposes of providing the Services.

“Authority System” means the Authority’s computing environment (consisting of hardware, software and/or telecommunications networks or equipment) used by the Authority or the Contractor in connection with the Contract which is owned by or licensed to the Authority by a third party and which interfaces with the Contractor System or which is necessary for the Authority to receive the Services.

“Biological Materials” means any material (including, without limitation, plants, animals, microbes or viruses) of biological origin which contains genetic information capable of reproduction and/or material derived from the same that is collected or produced through the Contract.

“BPSS” means the HMG Baseline Personnel Security Standard for Government employees.

“Bravo” has the meaning given in paragraph 1.2 of the Form of Contract.

“CCN” means a change control notice in the form set out in Schedule 3.

“Commencement Date” means the date set out in paragraph 1.3 of the Form of Contract.

“Commercially Sensitive Information” means the information listed in Schedule 4 comprising the information of a commercially sensitive nature relating to:

- (a) the Price;
- (b) details of the Contractor’s Intellectual Property Rights; and
- (c) the Contractor’s business and investment plans which the Contractor has indicated to the Authority that, if disclosed by the Authority, would cause the Contractor significant commercial disadvantage or material financial loss.

“Confidential Information” means any information which has been designated as confidential by either Party in writing or that ought to be considered as confidential (however it is conveyed or on whatever media it is stored) including information the disclosure of which would, or would be likely to, prejudice the commercial interests of any person or trade secrets or Intellectual Property Rights of either Party and all Personal Data. Confidential Information shall not include information which:

- (a) was public knowledge at the time of disclosure otherwise than by breach of clause E4;
- (b) was in the possession of the receiving Party, without restriction as to its disclosure, before receiving it from the disclosing Party;

(c) is received from a third party (who lawfully acquired it) without restriction as to its disclosure; or

(d) is independently developed without access to the Confidential Information.

“Contract” has the meaning given in paragraph 1.1 of the Form of Contract.

“Contract Period” means the period from the Commencement Date to:

(a) the End Date; or

(b) following an Extension the end date of the Extension

or such earlier date of termination or partial termination of the Contract in accordance with the Law or the Contract.

“Contracting Authority” means any contracting authority (other than the Authority) as defined in regulation 3 of the Regulations.

“Contractor Software” means software which is proprietary to the Contractor, including software which is or will be used by the Contractor for the purposes of providing the Services and which is set out in Schedule 7.

“Contractor System” means the information and communications technology system used by the Contractor in performing the Services including the Software, the Contractor Equipment and related cabling (but excluding the Authority System).

“Control” means that a person possesses, directly or indirectly, the power to direct or cause the direction of the management and policies of the other person (whether through the ownership of voting shares, by contract or otherwise) and “Controls” and “Controlled” shall be interpreted accordingly.

“Conventions” means any and all of: i) the Convention on Biological Diversity and the International Treaty on Plant Genetic Resources for Food and Agriculture, including any Protocols and other additions or amendments from time to time; ii) any guidelines adopted by the parties to the same (including, without limitation, the Bonn Guidelines on Access to Genetic Resources and Fair and Equitable Sharing of the Benefits Arising out of their Utilization); and iii) any national legal or regulatory requirements made in pursuance of the provisions of the same in any territory.

“Controller” has the meaning given in the GDPR.

“Copyright” means as it is defined in s.1 of Part 1 Chapter 1 of the Copyright, Designs and Patents Act 1988.

“Crown” means the government of the United Kingdom (including the Northern Ireland Executive Committee and Northern Ireland Departments, the Scottish Executive and the

National Assembly for Wales), including, but not limited to, government ministers, government departments, government offices and government agencies and “Crown Body” is an emanation of the foregoing.

“Data Loss Event” means any event that results, or may result, in unauthorised access to Personal Data held by the Contractor under this Contract, and/or actual or potential loss and/or destruction of Personal Data in breach of this Contract, including any Personal Data Breach.

“Data Protection Impact Assessment” means an assessment by the Controller of the impact of the envisaged processing on the protection of Personal Data.

“Data Protection Legislation” means (i) the GDPR, the LED and any applicable national implementing Laws as amended from time to time (ii) the DPA 2018 to the extent that it relates to processing of personal data and privacy; and (iii) all applicable Law about the processing of personal data and privacy.

“Data Protection Officer” has the meaning given in the GDPR.

“Data Subject” has the meaning given in the GDPR.

“Data Subject Request” means 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.

“Database Rights” means as rights in databases are defined in s.3A of Part 1 Chapter 1 of the Copyright, Designs and Patents Act 1988.

“Default” means any breach of the obligations of the relevant Party (including abandonment of the Contract in breach of its terms, repudiatory breach or breach of a fundamental term) or any other default, act, omission, negligence or statement of the relevant Party or the Staff in connection with the subject-matter of the Contract and in respect of which such Party is liable to the other.

“DOTAS” means the Disclosure of Tax Avoidance Schemes rules which require a promotor 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 NICs by the National Insurance (Application of Part 7 of the Finance Act 2004) regulations 2012, SI 2012/1868 made under section 132A of the Social Security Administration Act 1992.

“DPA 2018” means the Data Protection Act 2018.

“EIR” means the Environmental Information Regulations 2004 (SI 2004/3391) and any guidance and/or codes of practice issued by the Information Commissioner or relevant government department in relation to such regulations.

“End Date” means the date set out in paragraph 1.3 of the Form of Contract.

“Equipment” means the Contractor’s equipment, consumables, plant, materials and such other items supplied and used by the Contractor in the delivery of the Services.

“Extension” has the meaning given in paragraph 1.4 of the Form of Contract.

“FOIA” means 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.

“Force Majeure Event” means 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 acts of God, riots, war or armed conflict, acts of terrorism, acts of government, local government or regulatory bodies, for flood, storm or earthquake, or disaster but excluding any industrial dispute relating to the Contractor or the Staff or any other failure in the Contractor’s supply chain.

“Form of Contract” means Section 1 of the Contract.

“GDPR” means the General Data Protection Regulation (Regulation (EU) 2016/679).

“General Anti-Abuse Rule” means:

- (a) the legislation in Part 5 of the Finance Act 2013; and
- (b) any future legislation introduced into parliament to counteract tax advantages arising from abusive arrangements to avoid NICs;

“Good Industry Practice” means standards, practices, methods and procedures conforming to the Law and 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 in a similar type of undertaking under the same or similar circumstances.

“Goods” means any goods supplied by the Contractor (or by a Sub-Contractor) under the Contract as specified in Schedule 1 including any modified or alternative goods.

“Halifax Abuse Principle” means the principle explained in the CJEU Case C-255/02 Halifax and others.

“HMRC” means HM Revenue & Customs.

“ICT Environment” means the Authority System and the Contractor System.

“Income” means any revenues received by the Contractor (including, without limitation, the sale or disposal of products or services, royalties, payments for licences or options and stage payments) irrespective of whether such payment is in money or other consideration, arising from the use or exploitation of the Results or any part of the Results.

“Information” has the meaning given under section 84 of the FOIA.

“Initial Contract Period” means the period from the Commencement Date to the End Date.

“Intellectual Property Rights” means patents, utility models, inventions, trademarks, service marks, logos, design rights (whether registrable or otherwise), applications for any of the foregoing, copyright, database rights, domain names, plant variety rights, Know-How, trade or business names, moral rights and other similar rights or obligations whether registrable or not in any country (including but not limited to the United Kingdom) and the right to sue for passing off.

“ITEPA” means the Income Tax (Earnings and Pensions) Act 2003.

“Joint Controllers” means where two or more Controllers jointly determine the purposes and means of processing.

“Key Biological Materials” means Biological Materials held by or on behalf of the Contractor that are agreed by the Contractor, the Authority and (if relevant) the appropriate independent scientific advisory body (in each case acting reasonably) to be of national or international importance.

“Key Personnel” mean those persons named in the Specification as key personnel.

“Know-How” means all information not in the public domain held in any form (including without limitation that comprised in or derived from drawings, data formulae, patterns, specifications, notes, samples, chemical compounds, biological materials, computer software, component lists, instructions, manuals, brochures, catalogues and process descriptions and scientific approaches and methods).

“Law” means any law, statute, subordinate legislation within the meaning of section 21(1) of the Interpretation Act 1978, bye-law, enforceable right within the meaning of 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 of any Regulatory Body with which the relevant Party is bound to comply.

“LED” means Law Enforcement Directive (Directive (EU) 2016/680).

“Malicious Software” means 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.

“Material Breach” means a breach (including an anticipatory breach) that is serious in the widest sense of having a serious effect on the benefit which the Authority would otherwise derive from:

- (a) a substantial portion of the Contract; or
- (b) any of the obligations set out in clauses A6, B16, D1, E1, E2, E3, E4, E7, E8 or E11.

“Month” means calendar month.

“NICs” means National Insurance Contributions.

“Occasion of Tax Non-Compliance” means:

- (a) any tax return of the Contractor submitted to a Relevant Tax Authority on or after 1 October 2012 which is found on or after 1 April 2013 to be incorrect as a result of:
 - i. a Relevant Tax Authority successfully challenging the Contractor under the General Anti-Abuse Rule or the Halifax Abuse principle or under any tax rules or legislation that have an effect equivalent or similar to the General Anti-Abuse Rule or the Halifax Abuse Principle;
 - ii. the failure of an avoidance scheme which the Contractor was involved in, and which was, or should have been, notified to the Relevant Tax Authority under the DOTAS or any equivalent or similar regime; and/or
- (b) any tax return of the Contractor submitted to a Relevant Tax Authority on or after 1 October 2012 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 Commencement Date or to a civil penalty for fraud or evasion.

“Personal Data” has the meaning given in the GDPR.

“Personal Data Breach” has the meaning given in the GDPR.

“Premises” means the location where the Services are to be supplied as set out in the Specification.

“Price” means the price (excluding any applicable VAT) payable to the Contractor by the Authority under the Contract, as set out in Schedule 2 for the full and proper performance by the Contractor of its obligations under the Contract.

“Processor” has the meaning given in the GDPR.

“Prohibited Act” means:

- (a) to directly or indirectly offer, promise or give any person working for or engaged by the Authority a financial or other advantage to:
 - i. induce that person to perform improperly a relevant function or activity; or

- ii. reward that person for improper performance of a relevant function or activity;
- (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 the Contract;
- (c) an offence:
 - i. under the Bribery Act 2010 (or any legislation repealed or revoked by such Act);
 - ii. under legislation or common law concerning fraudulent acts; or
 - iii. the defrauding, attempting to defraud or conspiring to defraud the Authority;
- (d) any activity, practice or conduct which would constitute one of the offences listed under (c) above if such activity, practice or conduct has been carried out in the UK.

“Project Year” means each period of 12 months during the Contract Period beginning with the Commencement Date.

“Protective Measures” means 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.

“Property” means the property, other than real property, issued or made available to the Contractor by the Authority in connection with the Contract.

“Purchase Order” means the document in which the Authority specifies the Services which are to be supplied by the Contractor under the Contract.

“Quality Standards” means the quality standards published by BSI British Standards, the National Standards Body of the United Kingdom, the International Organisation for Standardization or other reputable or equivalent body (and their successor bodies) that a skilled and experienced operator in the same type of industry or business sector as the Contractor would reasonably and ordinarily be expected to comply with, and as may be further detailed in Schedule 1.

“Receipt” means the physical or electronic arrival of the invoice at the address specified in clause A4.4 or at any other address given by the Authority to the Contractor for the submission of invoices from time to time.

“Regulations” means the Public Contract Regulations 2015 (SI 2015/102).

“Regulatory Body” means a government department and regulatory, statutory and other entities, committees, ombudsmen and bodies which, whether under statute, rules, regulations, codes of

practice or otherwise, are entitled to regulate, investigate, or influence the matters dealt with in the Contract or any other affairs of the Authority.

"Relevant Conviction" means a conviction that is relevant to the nature of the Services or as listed by the Authority and/or relevant to the work of the Authority.

"Relevant Requirements" means all applicable Law relating to bribery, corruption and fraud, including the Bribery Act 2010 and any guidance issued by the Secretary of State for Justice pursuant to section 9 of the Bribery Act 2010.

"Relevant Tax Authority" means HMRC or, if applicable, a tax authority in the jurisdiction in which the Contractor is established.

"Replacement Contractor" means any third party supplier appointed by the Authority to supply any goods and/or services which are substantially similar to any of the Services in substitution for any of the Services following the expiry, termination or partial termination of the Contract.

"Request for Information" means a request for information under the FOIA or the EIR.

"Results" means any guidance, specifications, reports, studies, instructions, toolkits, plans, data, drawings, databases, patents, patterns, models, designs or other material which is:

- a) prepared by or for the Contractor for use in relation to the performance of its obligations under the Contract; or
- b) the result of any work done by the Contractor, the Staff or any Sub-Contractor in relation to the provision of the Services.

"Returning Employees" means those persons agreed by the Parties to be employed by the Contractor (and/or any Sub-Contractor) wholly or mainly in the supply of the Services immediately before the end of the Contract Period.

"Security Policy Framework" means the HMG Security Policy Framework (available from the Cabinet Office's Government Security Secretariat) as updated from time to time.

"Services" means the services set out in Schedule 1 (including any modified or alternative services) and, if the context so requires, includes Goods.

"Specification" means the description of the Services to be supplied under the Contract as set out in Schedule 1 including, where appropriate, the Key Personnel, the Premises and the Quality Standards.

"SSCBA" means the Social Security Contributions and Benefits Act 1992.

"Staff" means all persons employed by the Contractor to perform its obligations under the Contract together with the Contractor's servants, agents, students, suppliers and Sub-Contractors used in the performance of its obligations under the Contract.

“Sub–Contract” means a contract between 2 or more suppliers, at any stage of remoteness from the Authority in a sub-contracting chain, made wholly or substantially for the purpose of performing (or contributing to the performance of) the whole or any part of the Contract and “Sub-Contractor” shall be construed accordingly.

“Sub-processor” means any third party appointed to process Personal Data on behalf of the Contractor related to this Contract.

“Tender” means the document submitted by the Contractor to the Authority in response to the Authority’s invitation to suppliers for formal offers to supply the Services.

“TFEU” means the Treaty on the Functioning of the European Union.

“Third Party IP Claim” has the meaning given to it in clause E8.7 (Intellectual Property Rights).

“Third Party Software” means software which is proprietary to any third party which is or will be used by the Contractor to provide the Services including the software and which is specified as such in Schedule 7.

“Treaties” means the Treaty on European Union and the TFEU.

“TUPE” means the Transfer of Undertakings (Protection of Employment) Regulations 2006.

“TUPE Information” means the information set out in clause B17.1.

“Valid Invoice” means an invoice containing the information set out in clause C2.5.

“Variation” means a variation to the Specification, the Price or any of the terms or conditions of the Contract.

“VAT” means value added tax charged or regulated in accordance with the provisions of the Value Added Tax Act 1994.

“Working Day” means a day (other than a Saturday or Sunday) on which banks are open for general business in the City of London.

In the Contract, unless the context implies otherwise:

- (a) the singular includes the plural and vice versa;
- (b) words importing the masculine include the feminine and the neuter;
- (c) reference to a clause is a reference to the whole of that clause unless stated otherwise;
- (d) references to a person include an individual, company, body corporate, corporation, unincorporated association, firm, partnership or other legal entity or central Government body;

- (e) the words “other”, “in particular”, “for example”, “including” 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”;
- (f) headings are included for ease of reference only and shall not affect the interpretation or construction of the Contract;
- (g) a reference to any Law includes a reference to that Law as amended, extended, consolidated or re-enacted from time to time;
- (h) references to the Contract are references to the Contract as amended from time to time; and
- (i) if there are no Co-funders, references to the Co-funders shall have no meaning or effect.

A2 The Authority’s Obligations

A2.1 Save as otherwise expressly provided, the obligations of the Authority under the Contract are obligations of the Authority in its capacity as a contracting counterparty and nothing in the Contract shall operate as an obligation upon, or in any other way fetter or constrain the Authority in any other capacity, and the exercise by the Authority of its duties and powers in any other capacity shall not lead to any liability (howsoever arising) on the part of the Authority to the Contractor.

A3 Contractor’s Status

A3.1 The Contractor shall be an independent contractor and nothing in the Contract shall create a contract of employment, a relationship of agency or partnership or a joint venture between the Parties and accordingly neither Party shall be authorised to act in the name of, or on behalf of, or otherwise bind the other Party save as expressly permitted by the terms of the Contract.

A3.2 The Contractor shall not (and shall ensure that any other person engaged in relation to the Contract shall not) say or do anything that might lead any other person to believe that the Contractor is acting as the agent or employee of the Authority.

A4 Notices and Communications

A4.1 Subject to clause A4.3, where the Contract states that a notice or communication between the Parties must be “written” or “in writing” it is not valid unless it is made by letter (sent by hand, first class post, recorded delivery or special delivery) or by email or by communication via Bravo.

A4.2 If it is not returned as undelivered a notice served:

- (a) in a letter is deemed to have been received 2 Working Days after the day it was sent; and

(b) in an email is deemed to have been received 4 hours after the time it was sent provided it was sent on a Working Day

or when the other Party acknowledges receipt, whichever is the earlier.

A4.3 Notices pursuant to clauses G3 (Force Majeure), I2 (Dispute Resolution) or to terminate the Contract or any part of the Services are valid only if served in a letter by hand, recorded delivery or special delivery.

A4.4 Notices shall be sent to the addresses set out below or at such other address as the relevant Party may give notice to the other Party for the purpose of service of notices under the Contract:

(a) For the Authority:

Contact Name: [REDACTED]

Address: Food and Farming Strategy, Defra, Foss House, Kings Pool 1-2 Peasholme Green, York, YO1 7PX; and

Email: [REDACTED]@Defra.Gov.uk.

(b) For the Contractor:

Contact Name: [REDACTED]

Address: RSK ADAS Ltd, Rosemaund, Preston Wynne, Hereford, HR1 3PG; and

Email: [REDACTED]@Adas.Co.uk.

A5 Mistakes in Information

A5.1 The Contractor is responsible for the accuracy of all drawings, documentation and information supplied to the Authority by the Contractor in connection with the Services and shall pay the Authority any extra costs occasioned by any discrepancies, errors or omissions therein.

A6 Conflicts of Interest

A6.1 The Contractor shall take appropriate steps to ensure that neither the Contractor nor any Staff is placed in a position where, in the reasonable opinion of the Authority, there is or may be an actual conflict, or a potential conflict, between the pecuniary or personal interests of the Contractor and the duties owed to the Authority under the provisions of the Contract. The Contractor will notify the Authority without delay giving full particulars of any such conflict of interest which may arise.

A6.2 The Authority may terminate the Contract immediately by notice and/or take or require the Contractor to take such other steps it deems necessary if, in the Authority's reasonable opinion, there is or may be an actual conflict, or a potential conflict, between the pecuniary or

personal interests of the Contractor and the duties owed to the Authority under the provisions of the Contract. The actions of the Authority pursuant to this clause A6 shall not prejudice or affect any right of action or remedy which shall have accrued or shall thereafter accrue to the Authority.

B. THE SERVICES

B1 Specification

B1.1 In consideration of the Contractor supplying the Services the Contractor shall be paid the Price.

B2 Samples

B2.1 If requested by the Authority, the Contractor shall provide the Authority with samples of Goods for evaluation and Approval, at the Contractor's cost and expense.

B2.2 The Contractor shall ensure that the Goods are fully compatible with any equipment, to the extent specified in the Specification.

B2.3 The Contractor acknowledges that the Authority relies on the skill and judgment of the Contractor in the supply of the Goods and the performance of the Contractor's obligations under the Contract.

B3 Delivery

B3.1 Unless otherwise stated in the Specification, where the Goods are delivered by the Contractor, the point of delivery shall be when the Goods are removed from the transporting vehicle at the Premises. If the Goods are collected by the Authority, the point of delivery shall be when the Goods are loaded on the Authority's vehicle.

B3.2 Except where otherwise provided in the Contract, delivery shall include the unloading, stacking or installation of the Goods by the Staff or the Contractor's suppliers or carriers at such place as the Authority or duly authorised person shall reasonably direct.

B3.3 Any access to the Premises and any labour and equipment that may be provided by the Authority in connection with delivery shall be provided without acceptance by the Authority of any liability whatsoever to the extent permitted by law.

B3.4 Where access to the Premises is necessary in connection with delivery or installation of the Goods, the Contractor and its Sub-Contractors shall at all times comply with the security requirements of the Authority.

B3.5 The Authority shall be under no obligation to accept or pay for any Goods supplied earlier than the date for delivery stated in the Specification.

B3.6 The Authority is under no obligation to accept or pay for any Goods delivered in excess of the quantity ordered. If the Authority elects not to accept such over-delivered Goods it shall give notice to the Contractor to remove them within 5 Working Days and to refund to the Authority any expenses incurred by it as a result of such over-delivery (including but not limited to the costs of moving and storing the Goods), failing which the Authority may dispose of such Goods and charge the Contractor for the costs of such disposal. The risk in any over-delivered Goods shall remain with the Contractor unless they are accepted by the Authority.

B3.7 Unless expressly agreed to the contrary, the Authority shall not accept delivery by instalments. If, however, the Authority does specify or agree to delivery by instalments, delivery of any instalment later than the date specified or agreed for its delivery shall, without prejudice to any other rights or remedies of the Authority, entitle the Authority to terminate the whole of any unfulfilled part of the Contract without further liability to the Authority.

B3.8 The Authority may inspect and examine the manner in which the Contractor supplies the Services at the Premises during normal business hours on reasonable notice. The Contractor shall provide free of charge all such facilities as the Authority may reasonably require for such inspection and examination. In this clause B3, Services include planning or preliminary work in connection with the supply of the Services.

B3.9 If reasonably requested to do so by the Authority, the Contractor shall co-ordinate its activities in supplying the Services with those of the Authority and other contractors engaged by the Authority.

B3.10 Timely supply of the Services is of the essence of the Contract, including in relation to commencing the supply of the Services within the time agreed or on a specified date. If the Contractor fails materially to deliver the Services within the time promised or specified in the Specification, the Authority is released from any obligation to accept and pay for the Services and may terminate the Contract, in either case without prejudice to any other rights and remedies of the Authority.

B4 Risk and Ownership

B4.1 Subject to clauses B3.5 and B3.6, risk in the Goods shall, without prejudice to any other rights or remedies of the Authority (including the Authority's rights and remedies under clause F1 (Failure to meet Requirements)), pass to the Authority at the time of delivery.

B4.2 Ownership in the Goods shall, without prejudice to any other rights or remedies of the Authority (including the Authority's rights and remedies under clause F1), pass to the Authority at the time of delivery (or payment, if earlier).

B5 Non-Delivery

B5.1 On dispatch of any consignment of the Goods the Contractor shall send the Authority an advice note specifying the means of transport, the place and date of dispatch, the number of packages and their weight and volume.

B5.2 If the Authority has been informed in writing of the despatch of the Goods and, having been placed in transit, the Goods are not delivered to the Authority on the due date for delivery, the Authority shall, within 10 Working Days of the notified date of delivery, give notice to the Contractor that the Goods have not been delivered and may request the Contractor to deliver substitute Goods free of charge within the timescales specified by the Authority or terminate the Contract in accordance with clause B3.10.

B6 Labelling and Packaging

B6.1 The Contractor shall ensure that the Goods are labelled and packaged in accordance with the Contract.

B6.2 The Contractor shall comply with the Packaging & Packaging Waste Directive (94/62/EC), implemented in the UK by the Packaging (Essential Requirements) Regulations 2003. The container in which the Goods are held shall be labelled with the Contractor's name, the net, gross and tare weights, and contain a description of its contents. All containers of hazardous Goods (and all documents relating thereto) shall bear prominent and adequate warnings.

B6.3 The Contractor is responsible for the removal and disposal of all packaging materials from the Premises within the period specified by the Authority and at no cost to the Authority.

B6.4 If no period for collection and disposal is specified by the Authority, the Contractor shall collect the packaging from the Premises no later than 10 Working Days from the date of delivery of the Goods. The Authority shall be entitled to dispose of any packaging materials which have not been collected by the Contractor within those 10 Working Days or such other period specified by the Authority for collection. The Contractor shall be responsible for the payment of any costs incurred by the Authority in connection with its collection and disposal of that packaging material.

B6.5 The Contractor shall:

- (a) use packaging capable of easy recovery for further use or recycling. Packaging materials shall be easily separable by hand into recyclable parts consisting of one material (e.g. cardboard, paper, plastic, textile);
- (b) reuse the packaging and, where reuse is not practicable, recycle the materials in the manufacture of crates, pallets, boxes, cartons, cushioning and other forms of packaging, where these fulfil other packaging specifications;
- (c) make maximum use of materials taken from renewable sources, if recycled materials are not suitable or not readily available;
- (d) if using wooden pallets or timber derived products for the packaging and supply of Goods comply with the Authority's timber procurement policy;

(e) review packaging specifications periodically to ensure that no unnecessary limitations on the use of recycled materials exist; and

(f) if requested to do so, provide the Authority with a description of the product packaging and evidence to satisfy the Authority that it is reusing, recycling and reviewing its use of packaging. The evidence should provide proof of compliance with BS EN 13430 on recyclability or BS EN 13429 on reusability, or equivalent.

B7 Training

B7.1 If included in the Specification, the Price includes the cost of instruction of the Authority's personnel in the use and maintenance of the Goods and such instruction shall be in accordance with the requirements detailed in the Specification.

B8 Provision and Removal of Equipment

B8.1 The Contractor shall provide all the Equipment and resource necessary for the supply of the Services.

B8.2 The Contractor shall not deliver any Equipment to or begin any work on the Premises without obtaining Approval.

B8.3 All Equipment brought onto the Premises is at the Contractor's own risk and the Authority has no liability for any loss of or damage to any Equipment unless the Contractor is able to demonstrate that such loss or damage was caused or contributed to by the Authority's Default. The Contractor shall provide for the haulage or carriage thereof to the Premises and the removal of Equipment when no longer required at its sole cost.

B8.4 Unless otherwise agreed, Equipment brought onto the Premises remains the property of the Contractor.

B8.5 If the cost of any Equipment is reimbursed to the Contractor such Equipment is the property of the Authority and shall on request be delivered to the Authority as directed by the Authority. The Contractor will keep a full and accurate inventory of such Equipment and will deliver that inventory to the Authority on request and on completion of the Services.

B8.6 The Contractor shall maintain all Equipment in a safe, serviceable and clean condition.

B8.7 The Contractor shall, at the Authority's written request, at its own expense and as soon as reasonably practicable:

(a) remove immediately from the Premises Equipment which is, in the Authority's opinion, hazardous, noxious or not supplied in accordance with the Contract; and

(b) replace such item with a suitable substitute item of Equipment.

B8.8 Within 20 Working Days of the end of the Contract Period, the Contractor shall remove the Equipment together with any other materials used by the Contractor to supply the Services and shall leave the Premises in a clean, safe and tidy condition. The Contractor shall make good any damage to those Premises and any fixtures and fitting in the Premises which is caused by the Contractor or Staff.

B9 Goods Delivery

B9.1 The Contractor shall perform its obligations under the Contract:

- (a) with appropriately experienced, qualified and trained personnel with all due skill, care and diligence;
- (b) in accordance with Good Industry Practice; and
- (c) in compliance with all applicable Laws.

B9.2 The Contractor shall ensure the Goods:

- (a) conform in all respects with the Specification and, where applicable, with any sample approved by the Authority;
- (b) operate in accordance with the relevant technical specifications and correspond with the requirements of the Specification;
- (c) conform in all respects with all applicable Laws; and
- (d) are free from defects in design, materials and workmanship and are fit and sufficient for all the purposes for which such goods are ordinarily used and for any particular purpose made known to the Contractor by the Authority.

B10 Service Delivery

B10.1 The Contractor shall at all times comply with the Quality Standards and, where applicable, shall maintain accreditation with the relevant Quality Standards authorisation body. To the extent that the standard of the Service has not been specified in the Contract, the Contractor shall agree the relevant standard of the Services with the Authority prior to the supply of the Services and, in any event, the Contractor shall perform its obligations under the Contract in accordance with the Law and Good Industry Practice.

B10.2 The Contractor shall ensure that all Staff supplying the Services do so with all due skill, care and diligence and shall possess such qualifications, skills and experience as are necessary for the proper supply of the Services. The Contractor shall ensure that those Staff are properly managed and supervised.

B10.3 If the Specification includes installation of equipment the Contractor shall notify the Authority in writing when it has completed installation. Following receipt of such notice, the Authority shall inspect the installation and shall, by giving notice to the Contractor:

- (a) accept the installation; or
- (b) reject the installation and inform the Contractor why, in the Authority's reasonable opinion, the installation does not satisfy the Specification.

B10.4 If the Authority rejects the installation pursuant to clause B10.3(b), the Contractor shall immediately rectify or remedy any defects and if, in the Authority's reasonable opinion, the installation does not, within 2 Working Days or such other period agreed by the Parties, satisfy the Specification, the Authority may terminate the Contract with immediate effect by notice.

B10.5 The installation shall be complete when the Contractor receives a notice issued by the Authority in accordance with clause B10.3(a). Notwithstanding acceptance of any installation in accordance with clause B10.3(a), the Contractor shall remain solely responsible for ensuring that the Services and the installation conform to the Specification. No rights of estoppel or waiver shall arise as a result of the acceptance by the Authority of the installation.

B10.6 During the Contract Period, the Contractor shall:

- (a) at all times have all licences, approvals and consents necessary to enable the Contractor and Staff to carry out the installation;
- (b) provide all tools and equipment (or procure the provision of all tools and equipment) necessary for completion of the installation; and
- (c) not, in delivering the Services, in any manner endanger the safety or convenience of the public.

B11 Key Personnel

B11.1 The Contractor acknowledges that the Key Personnel are essential to the proper provision of the Services.

B11.2 The Key Personnel shall not be released from supplying the Services without the agreement of the Authority, except by reason of long-term sickness, maternity leave, paternity leave or termination of employment or other similar extenuating circumstances.

B11.3 Any replacements to the Key Personnel shall be subject to Approval. Such replacements shall be of at least equal status, experience and skills to the Key Personnel being replaced and be suitable for the responsibilities of that person in relation to the Services.

B11.4 The Authority shall not unreasonably withhold its agreement under clauses B11.2 or B11.3. Such agreement shall be conditional on appropriate arrangements being made by the

Contractor to minimise any adverse effect on the Services which could be caused by a change in Key Personnel.

B11.5 The Authority may, by notice to the Contractor, ask it to remove any Staff whose presence is, in the Authority's reasonable opinion, undesirable. The Contractor shall comply with any such request immediately.

B12 Contractor's Staff

B12.1 The Authority may, by notice to the Contractor, refuse to admit onto, or withdraw permission to remain on, the Authority's Premises:

- (a) any member of the Staff; or
- (b) any person employed or engaged by any member of the Staff

whose admission or continued presence would, in the Authority's reasonable opinion, be undesirable.

B12.2 At the Authority's written request, the Contractor shall provide a list of the names and addresses of all persons who may require admission in to the Authority's Premises, specifying the capacities in which they are concerned with the Contract and giving such other particulars as the Authority may reasonably request.

B12.3 The decision of the Authority as to whether any person is to be refused access to the Authority's Premises and as to whether the Contractor has failed to comply with clause B12.2 shall be final.

B12.4 The Contractor shall ensure that all Staff who have access to the Authority's Premises, the Authority System or the Authority Data have been cleared in accordance with the BPSS.

B13 Inspection of Premises

B13.1 Save as the Authority may otherwise direct, the Contractor is deemed to have inspected the Premises before submitting its Tender and to have complete due diligence in relation to all matters connected with the performance of its obligations under the Contract.

B14 Licence to Occupy Premises

B14.1 Any land or Premises made available from time to time to the Contractor by the Authority in connection with the Contract shall be on a non-exclusive licence basis free of charge and shall be used by the Contractor solely for the purpose of performing its obligations under the Contract. The Contractor shall have the use of such land or Premises as licensee and shall vacate the same on termination of the Contract.

B14.2 The Contractor shall limit access to the land or Premises to such Staff as is necessary for it to perform its obligations under the Contract and the Contractor shall co-operate (and ensure

that its Staff co-operate) with such other persons working concurrently on such land or Premises as the Authority may reasonably request.

B14.3 Should the Contractor require modifications to the Authority's Premises, such modifications shall be subject to Approval and shall be carried out by the Authority at the Contractor's expense. The Authority shall undertake approved modification work without undue delay.

B14.4 The Contractor shall (and shall ensure that any Staff on the Authority's Premises shall) observe and comply with such rules, regulations and requirements (including those relating to security arrangements) as may be in force from time to time for the conduct of personnel when on the Authority's Premises as determined by the Authority.

B14.5 The Contract does not create a tenancy of any nature whatsoever in favour of the Contractor or its Staff and no such tenancy has or shall come into being and, notwithstanding any rights granted pursuant to the Contract, the Authority retains the right at any time to use the Premises owned or occupied by it in any manner it sees fit.

B15 Property

B15.1 All Property is and shall remain the property of the Authority and the Contractor irrevocably licenses the Authority and its agents to enter any Premises of the Contractor during normal business hours on reasonable notice to recover any such Property. The Contractor shall not in any circumstances have a lien or any other interest on the Property and the Contractor shall at all times possess the Property as fiduciary agent and bailee of the Authority. The Contractor shall take all reasonable steps to ensure that the title of the Authority to the Property and the exclusion of any such lien or other interest are brought to the notice of all Sub-Contractors and other appropriate persons and shall, at the Authority's request, store the Property separately and ensure that it is clearly identifiable as belonging to the Authority.

B15.2 The Property shall be deemed to be in good condition when received by or on behalf of the Contractor unless the Contractor notifies the Authority otherwise within 5 Working Days of receipt.

B15.3 The Contractor shall maintain the Property in good order and condition (excluding fair wear and tear) and shall use the Property solely in connection with the Contract and for no other purpose without Approval.

B15.4 The Contractor shall ensure the security of all the Property whilst in its possession, either on the Premises or elsewhere during the supply of the Services, in accordance with the Authority's reasonable security requirements as required from time to time.

B15.5 The Contractor shall be liable for all loss of or damage to the Property, unless such loss or damage was caused by the Authority's negligence. The Contractor shall inform the Authority immediately of becoming aware of any defects appearing in, or losses or damage occurring to, the Property.

B16 Biological Materials

B16.1 The Contractor shall ensure that any Biological Materials collected by or on behalf of the Contractor in the course of performance of the Services are:

- (a) collected and used in accordance with the Conventions, where relevant;
- (b) made available to the Authority (or such other person as the Authority may specify) whenever and wherever and in whatever format the Authority may reasonably require for any purpose (including, without limitation, handover on termination of the Services); and
- (c) stored for whatever period is reasonably required by the Authority (or, in the absence of any such requirement, an appropriate period in all the circumstances taking into account the nature of the relevant Biological Materials) following termination of the Contract.

B16.2 The Contractor recognises and acknowledges for the purposes of clause B16.1 (c) that Key Biological Materials in its possession are likely to require long term maintenance and shall put in place appropriate procedures for ensuring that relevant samples are selected for this purpose where applicable.

B16.3 The Contractor shall identify any requirements of the Conventions (including, without limitation, benefit-sharing requirements arising from use of Biological Materials) which may apply in connection with the Services. The Contractor shall comply with any such requirements and inform the Authority of the same. This clause B16.3 shall be without prejudice to the generality of clause B10.1.

B16.4 Failure to comply with any obligation in clause B16 shall amount to a Material Breach for the purpose of clause H2 (Termination on Default). For the avoidance of doubt, where no Biological Materials are, or are to be, collected by or on behalf of the Contractor in the course of performance of the Contract all references to Biological Materials in this clause B16 or elsewhere in the Contract shall have no effect.

B17 Offers of Employment

B17.1 Except in respect of any transfer of Staff under TUPE, for the Contract Period and for 12 Months thereafter the Contractor shall not employ or offer employment to any of the Authority's staff who have been associated with the Services and/or the Contract without Approval.

B18 Employment Provisions

B18.1 Not later than 12 Months prior to the end of the Contract Period, the Contractor shall fully and accurately disclose to the Authority all information that the Authority may reasonably request in relation to the Staff including the following:

- (a) the total number of Staff whose employment/engagement shall terminate at the end of the Contract Period, save for any operation of Law;

- (b) the age, gender, salary or other remuneration, future pay settlements and redundancy and pensions entitlement of the Staff referred to in clause B18.1(a);
- (c) the terms and conditions of employment/engagement of the Staff referred to in clause B18.1(a), their job titles and qualifications;
- (d) details of any current disciplinary or grievance proceedings ongoing or circumstances likely to give rise to such proceedings and details of any claims current or threatened; and
- (e) details of all collective agreements with a brief summary of the current state of negotiations with any such bodies and with details of any current industrial disputes and claims for recognition by any trade union.

B18.2 At intervals determined by the Authority (which shall not be more frequent than once every 30 days) the Contractor shall give the Authority updated TUPE Information.

B18.3 Each time the Contractor supplies TUPE Information to the Authority it shall warrant its completeness and accuracy and the Authority may assign the benefit of this warranty to any Replacement Contractor.

B18.4 The Authority may use TUPE Information it receives from the Contractor for the purposes of TUPE and/or any retendering process in order to ensure an effective handover of all work in progress at the end of the Contract Period. The Contractor shall provide the Replacement Contractor with such assistance as it shall reasonably request.

B18.5 If TUPE applies to the transfer of the Services on termination of the Contract, the Contractor shall indemnify and keep indemnified the Authority, the Crown and any Replacement Contractor against all actions, suits, claims, demands, losses, charges, damages, costs and expenses and other liabilities which the Authority or the Crown or any Replacement Contractor may suffer or incur as a result of or in connection with:

- (a) the provision of TUPE Information;
- (b) any claim or demand by any Returning Employee (whether in contract, tort, under statute, pursuant to EU Law or otherwise) in each case arising directly or indirectly from any act, fault or omission of the Contractor or any Sub-Contractor in respect of any Returning Employee on or before the end of the Contract Period;
- (c) any failure by the Contractor or any Sub-Contractor to comply with its obligations under regulations 13 or 14 of TUPE or any award of compensation under regulation 15 of TUPE save where such failure arises from the failure of the Authority or a Replacement Contractor to comply with its duties under regulation 13 of TUPE;
- (d) any claim (including any individual employee entitlement under or consequent on such a claim) by any trade union or other body or person representing any Returning Employees arising from or connected with any failure by the Contractor or any Sub-Contractor to comply with any legal obligation to such trade union, body or person; and

(e) any claim by any person who is transferred by the Contractor to the Authority and/or a Replacement Contractor whose name is not included in the list of Returning Employees.

B18.6 If the Contractor becomes aware that TUPE Information it provided has become inaccurate or misleading, it shall notify the Authority and provide the Authority with up to date TUPE Information.

B18.7 This clause B18 applies during the Contract Period and indefinitely thereafter.

B18.8 The Contractor undertakes to the Authority that, during the 12 Months prior to the end of the Contract Period the Contractor shall not (and shall procure that any Sub-Contractor shall not) without Approval (such Approval not to be unreasonably withheld or delayed):

(a) amend or vary (or purport to amend or vary) the terms and conditions of employment or engagement (including, for the avoidance of doubt, pay) of any Staff (other than where such amendment or variation has previously been agreed between the Contractor and the Staff in the normal course of business and where any such amendment or variation is not in any way related to the transfer of the Services);

(b) terminate or give notice to terminate the employment or engagement of any Staff (other than in circumstances in which the termination is for reasons of misconduct or lack of capability);

(c) transfer away, remove, reduce or vary the involvement of any other Staff from or in the provision of the Services (other than where such transfer or removal: (i) was planned as part of the individual's career development; (ii) takes place in the normal course of business; and (iii) will not have any adverse impact upon the delivery of the Services by the Contractor, (provided that any such transfer, removal, reduction or variation is not in any way related to the transfer of the Services); or

(d) recruit or bring in any new or additional individuals to provide the Services who were not already involved in providing the Services prior to the relevant period.

C PAYMENT

C1 Price

C1.1 In consideration of the Contractor's performance of its obligations under the Contract, the Authority shall pay the Price in accordance with clause C2.

C2 Payment and VAT

C2.1 The Contractor shall submit invoices to the Authority on the dates set out in Schedule 2.

C2.2 The Authority shall, in addition to the Price and following Receipt of a Valid Invoice, pay the Contractor a sum equal to the VAT chargeable on the value of the Services supplied in accordance with the Contract.

C2.3 The Contractor shall add VAT to the Price at the prevailing rate as applicable and shall show the amount of VAT payable separately on all invoices as an extra charge. If the Contractor fails to show VAT on an invoice, the Authority will not, at any later date, be liable to pay the Contractor any additional VAT.

C2.4 All Contractor invoices shall be expressed in sterling or such other currency as shall be permitted by the Authority in writing.

C2.5 Valid Invoices shall include:

- (a) the Contractor's full name, address and title of the Contract;
- (b) (if Goods are included in the Specification) the name and quantity of the Goods delivered including batch numbers;
- (c) the Purchase Order number

and, if requested by the Authority:

- (d) timesheets for Staff engaged in providing the Services signed and dated by the Authority's representative on the Premises on the day;
- (e) the name of the individuals to whom the timesheet relates and hourly rates for each;
- (f) identification of which individuals are Contractor's staff and which are Sub-Contractors;
- (g) the address of the Premises and the date on which work was undertaken;
- (h) the time spent working on the Premises by the individuals concerned;
- (i) details of the type of work undertaken by the individuals concerned;
- (j) details of plant or materials operated and on standby;
- (k) separate identification of time spent travelling and/or meal or rest breaks; and
- (l) where appropriate, details of journeys made and distances travelled.

C2.6 The Authority shall not pay Contractor time spent on meal or rest breaks and the Contractor shall ensure that all workers take adequate meal or rest breaks.

C2.7 The Authority shall not pay for plant which is not in use during a meal or rest break.

C2.8 Meal and rest breaks will include breaks both in or outside an individual's workplace along with any time taken in travelling to or from the break location and/or any facilities for cleaning/changing/washing in preparation for or return from a meal or rest break.

C2.9 Timesheets must include a minimum of 30 minutes break for each shift of 8 hours, a minimum of 45 minutes break in a shift of between 8 and 12 hours and a minimum of one hour break will be taken within a shift in excess of 12 hours and the Contractor's rates and Contract Price must include such breaks.

C2.10 The Authority shall not pay the Contractor's overhead costs unless specifically agreed in writing by the Authority and overhead costs shall include, without limitation; facilities, utilities, insurance, tax, head office overheads, indirect staff costs and other costs not specifically and directly ascribable solely to the provision of the Services.

C2.11 If Schedule 2 expressly provides that the Authority may be charged for plant which is on standby then in circumstances where plant was waiting to be transferred between Premises or where the Authority has instructed that the plant is retained on the Premises then a standby charge of 60% of agreed rates may be made in respect of such relevant periods if supported by timesheets.

C2.12 The Authority shall pay only for the time spent by Staff working on the Premises.

C2.13 The Authority shall not pay a stand-by rate if plant is on standby because no work was being carried out on the Premises at that time or no operator or other relevant staff were available (unless the standby is because the Contractor is awaiting licensing of the Premises on the Authority's instructions).

C2.14 The Authority shall not pay for plant or equipment which is stood down during any notice period pursuant to clauses H1, H2 and/or H3 and the Contractor shall mitigate such costs as far as is reasonably possible, for example, by reutilising Staff, plant, materials and services on other contracts.

C2.15 The Contractor may claim expenses only if they are clearly identified, supported by original receipts and Approved.

C2.16 If the Authority pays the Contractor prior to the submission of a Valid Invoice this payment shall be on account of and deductible from the next payment to be made.

C2.17 If any overpayment has been made or the payment or any part is not supported by a Valid Invoice the Authority may recover this payment against future invoices raised or directly from the Contractor. All payments made by the Authority to the Contractor shall be on an interim basis pending final resolution of an account with the Contractor in accordance with the terms of this clause C2.

C2.18 The Authority shall pay all sums due to the Contractor within 30 days of Receipt of a Valid Invoice. Valid Invoices should be submitted for payment to the following address:

Accounts-payable@defra.sscl.gov.uk (the Authority's preferred option); or SSCL AP, Defra, PO Box 790, Newport Gwent, NP10 8FZ.

C2.19 If a payment of an undisputed amount is not made by the Authority by the due date, then the Authority shall pay the Contractor interest at the interest rate specified in the Late Payment of Commercial Debts (Interest) Act 1998.

C2.20 The Contractor shall ensure that a provision is included in all Sub-Contracts which requires payment to be made of all sums due to Sub-Contractors within 30 days from the receipt of a valid invoice.

C2.21 The Contractor shall indemnify the Authority on a continuing basis against any liability, including any interest, penalties or costs incurred, which is levied, demanded or assessed on the Authority at any time in respect of the Contractor's failure to account for or to pay any VAT relating to payments made to the Contractor under the Contract. Any amounts due under this clause C2.21 shall be paid by the Contractor to the Authority not less than 5 Working Days before the date upon which the tax or other liability is payable by the Authority.

C2.22 The Contractor shall not suspend the Services unless the Contractor is entitled to terminate the Contract under clause H2.3 for failure to pay undisputed sums of money.

C2.23 The Authority shall not pay an invoice which is not Valid Invoice.

C3 Recovery of Sums Due

C3.1 If under the Contract any sum of money is recoverable from or payable by the Contractor to the Authority (including any sum which the Contractor is liable to pay to the Authority in respect of any breach of the Contract), the Authority may unilaterally deduct that sum from any sum then due, or which at any later time may become due to the Contractor from the Authority under the Contract or under any other agreement with the Authority or the Crown.

C3.2 Any overpayment by either Party, whether of the Price or of VAT or otherwise, shall be a sum of money recoverable by the Party who made the overpayment from the Party in receipt of the overpayment.

C3.3 The Contractor shall make all payments due to the Authority without any deduction whether by way of set-off, counterclaim, discount, abatement or otherwise unless the Contractor has a valid court order requiring an amount equal to such deduction to be paid by the Authority to the Contractor.

C3.4 All payments due shall be made within a reasonable time unless otherwise specified in the Contract, in cleared funds, to such bank or building society account as the recipient Party may from time to time direct.

C4 Price during Extension

C4.1 Subject to Schedule 2 and clause F7 (Variation), the Price shall apply for the Initial Contract Period and until the end date of any extension or such earlier date of termination or partial termination of the Contract in accordance with the Law or the Contract.

D. STATUTORY OBLIGATIONS

D1 Prevention of Fraud and Bribery

D1.1 The Contractor represents and warrants that neither it, nor to the best of its knowledge any Staff, have at any time prior to the Commencement Date:

- (a) committed a Prohibited Act or been formally notified that it is subject to an investigation or prosecution which relates to an alleged Prohibited Act; and/or
- (b) been listed by any government department or agency as being debarred, suspended, proposed for suspension or debarment, or otherwise ineligible for participation in government procurement programmes or contracts on the grounds of a Prohibited Act.

D1.2 The Contractor shall not during the Contract Period:

- (a) commit a Prohibited Act; and/or
- (b) do or suffer anything to be done which would cause the Authority or any of its employees, consultants, contractors, sub-contractors or agents to contravene any of the Relevant Requirements or otherwise incur any liability in relation to the Relevant Requirements.

D1.3 The Contractor shall, during the Contract Period:

- (a) establish, maintain and enforce, and require that its Sub-Contractors establish, maintain and enforce, policies and procedures which are adequate to ensure compliance with the Relevant Requirements and prevent the occurrence of a Prohibited Act; and
- (b) keep appropriate records of its compliance with its obligations under clause D1.3(a) and make such records available to the Authority on request.

D1.4 The Contractor shall immediately notify the Authority in writing if it becomes aware of any breach of clauses D1.1 and/or D1.2, or has reason to believe that it has or any of the Staff have:

- (a) been subject to an investigation or prosecution which relates to an alleged Prohibited Act;
- (b) been listed by any government department or agency as being debarred, suspended, proposed for suspension or debarment, or otherwise ineligible for participation in government procurement programmes or contracts on the grounds of a Prohibited Act; and/or

(c) received a request or demand for any undue financial or other advantage of any kind in connection with the performance of the Contract or otherwise suspects that any person directly or indirectly connected with the Contract has committed or attempted to commit a Prohibited Act.

D1.5 If the Contractor notifies the Authority pursuant to clause D1.4, the Contractor shall respond promptly to the Authority's enquiries, co-operate with any investigation, and allow the Authority to audit any books, records and/or any other relevant documentation.

D1.6 If the Contractor is in Default under clauses D1.1 and/or D1.2, the Authority may by notice:

- (a) require the Contractor to remove from performance of the Contract any Staff whose acts or omissions have caused the Default; or
- (b) immediately terminate the Contract.

D1.7 Any notice served by the Authority under clause D1.6 shall specify the nature of the Prohibited Act, the identity of the party who the Authority believes has committed the Prohibited Act and the action that the Authority has taken (including, where relevant, the date on which the Contract shall terminate).

D2 Discrimination

D2.1 The Contractor shall:

- (a) perform its obligations under the Contract in accordance with:
 - i) all applicable equality Law (whether in relation to race, sex, gender reassignment, age, disability, sexual orientation, religion or belief, pregnancy maternity or otherwise);
 - ii) the Authority's equality and diversity policy as given to the Contractor from time to time;
 - iii) any other requirements and instructions which the Authority reasonably imposes in connection with any equality obligations imposed on the Authority at any time under applicable equality Law; and
- (b) take all necessary steps and inform the Authority of the steps taken to prevent unlawful discrimination designated as such by any court or tribunal, or the Equality and Human Rights Commission (or any successor organisation).

D3 Rights of Third Parties

D3.1 The provisions of clause B18.5 and E8.3 confer benefits on persons named in such provisions (together "Third Party Provisions") other than the Parties (each person a "Third Party Beneficiary") and are intended to be enforceable by Third Party Beneficiaries by virtue of the Contracts (Rights of Third Parties) Act 1999 ("CRTPA").

D3.2 Subject to clause D3.1, a person who is not a Party has no right under the CRTPA to enforce any provisions of the Contract but this does not affect any right or remedy of any person which exists or is available otherwise than pursuant to the CRTPA and does not apply to the Crown.

D3.3 No Third Party Beneficiary may enforce or take steps to enforce any Third Party Provision without Approval.

D3.4 Any amendments to the Contract may be made by the Parties without the consent of any Third Party Beneficiary.

D4 Health and Safety

D4.1 The Contractor shall perform its obligations under the Contract in accordance with:

- (a) all applicable Law regarding health and safety; and
- (b) the Authority's health and safety policy while at the Authority's Premises.

D4.2 Each Party shall notify the other as soon as practicable of any health and safety incidents or material health and safety hazards at the Authority's Premises of which it becomes aware and which relate to or arise in connection with the performance of the Contract. The Contractor shall instruct Staff to adopt any necessary associated safety measures in order to manage any such material health and safety hazards.

D5 Environmental Requirements

D5.1 The Contractor shall in the performance of the Contract have due regard to the Authority's environmental, sustainable and ethical procurement policies ("Environmental Policies") which require the Authority through its procurement and management of suppliers to:

- (a) conserve energy, water, wood, paper and other resources and reduce waste;
- (b) phase out the use of ozone depleting substances;
- (c) minimise the release of greenhouse gases, volatile organic compounds and other substances damaging to health and the environment;
- (d) minimise the use of products harmful to health and the environment such as hazardous substances and solvents, replacing them with more benign substances where feasible and, where such substances are necessary, to ensure that they are stored in properly labelled containers, used and disposed of in compliance with legal and regulatory requirements and any instructions from the Authority;
- (e) reduce fuel emissions wherever possible;

- (f) maximise the use of recovered materials and, if recycled materials are not suitable or not readily available, to maximise the use of materials taken from renewable sources; and
- (g) promote the design of products that are capable of reuse or remanufacture or easily separable into recyclable parts consisting of one material (e.g. steel, plastic, textile).

D5.2 The Contractor shall ensure that any equipment and materials used in the provision of the Services do not contain:

- (a) ozone depleting substances such as hydrochlorofluorocarbons (HCFCs), halons, carbon tetrachloride, 111 trichloroethane, bromochloromethane or any other damaging substances; and/or
- (b) HFCs and other gaseous and non-gaseous substances with a high global warming potential;

unless given written permission by the Authority to do so.

D5.3 The Contractor shall conserve energy and water; reduce carbon emissions and other greenhouse gases; minimise the use of substances damaging or hazardous to health and the environment and reduce waste by, for example, using resources more efficiently and reusing, recycling and composting and respecting biodiversity.

D5.4 If required by the Authority the Contractor shall provide the Authority with information about its compliance with its obligations under clause D5.3.

D5.5 The Contractor shall ensure that its Staff are aware of the Authority's Environmental Policies.

D5.6 The Contractor shall comply with the minimum environmental mandatory standards in the "Government Buying Standards" and in addition where required by the Authority, comply with any relevant "Best Practice" and "Class Leader" standards in relation to any goods on that list which are supplied to the Authority by or on behalf of the Contractor under the Contract.

D5.7 The Contractor shall:

- (a) identify any risks from climate change and variable weather such as higher temperatures, droughts, flooding, sea and river level rises, coastal and riparian erosion, water scarcity, and loss of water quality which may disrupt and/or affect the supply of the Services; and
- (b) if such risks have been identified, enhance the resilience of its organisation to enable it to adapt and deal with the effects of such extreme events, including by having the necessary awareness-raising, evaluation, preventive, preparatory, recovery measures and support systems in place in order to minimise any disruption to the supply of the Services.

E PROTECTION OF INFORMATION

E1 Authority Data

E1.1 The Contractor shall not delete or remove any proprietary notices contained within or relating to the Authority Data.

E1.2 The Contractor shall not store, copy, disclose, or use the Authority Data except as necessary for the performance by the Contractor of its obligations under this Contract or as otherwise expressly authorised in writing by the Authority.

E1.3 To the extent that Authority Data is held and/or processed by the Contractor, the Contractor shall supply Authority Data to the Authority as requested by the Authority in the format specified in the Specification.

E1.4 The Contractor shall preserve the integrity of Authority Data and prevent the corruption or loss of Authority Data.

E1.5 The Contractor shall perform secure back-ups of all Authority Data and shall ensure that up-to-date back-ups are stored securely off-site. The Contractor shall ensure that such back-ups are made available to the Authority immediately upon request.

E1.6 The Contractor shall ensure that any system on which the Contractor holds any Authority Data, including back-up data, is a secure system that complies with the Security Policy Framework.

E1.7 If Authority Data is corrupted, lost or sufficiently degraded as a result of the Contractor's Default so as to be unusable, the Authority may:

- (a) require the Contractor (at the Contractor's expense) to restore or procure the restoration of Authority Data and the Contractor shall do so promptly; and/or
- (b) itself restore or procure the restoration of Authority Data, and shall be repaid by the Contractor any reasonable expenses incurred in doing so.

E1.8 If at any time the Contractor suspects or has reason to believe that Authority Data has or may become corrupted, lost or sufficiently degraded in any way for any reason, then the Contractor shall notify the Authority immediately and inform the Authority of the remedial action the Contractor proposes to take.

E2 Data Protection

E2.1 The Parties acknowledge that for the purposes of the Data Protection Legislation, the Authority is the Controller and the Contractor is the Processor unless otherwise specified in Schedule 5. The only processing that the Contractor is authorised to do is listed in Schedule 5 by the Authority and may not be determined by the Contractor.

E2.2 The Contractor shall notify the Authority immediately if it considers that any of the Authority's instructions infringe the Data Protection Legislation.

E2.3 The Contractor shall provide all reasonable assistance to the Authority in the preparation of any Data Protection Impact Assessment prior to commencing any processing. Such assistance may, at the discretion of the Authority, include:

- (a) a systematic description of the envisaged processing operations and the purpose of the processing;
- (b) an assessment of the necessity and proportionality of the processing operations in relation to the Services;
- (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.

E2.4 The Contractor shall, in relation to any Personal Data processed in connection with its obligations under this Contract:

- (a) process that Personal Data only in accordance with Schedule 5 unless the Contractor is required to do otherwise by Law. If it is so required the Contractor shall promptly notify the Authority before processing the Personal Data unless prohibited by Law;
- (b) ensure that it has in place Protective Measures which are appropriate to protect against a Data Loss Event, which the Authority may reasonably reject (but failure to reject shall not amount to approval by the Authority 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 Data Loss Event;
 - (iii) state of technological development; and
 - (iv) cost of implementing any measures;
- (c) ensure that:
 - (i) the Staff do not process Personal Data except in accordance with this Contract (and in particular Schedule 5);
 - (ii) it takes all reasonable steps to ensure the reliability and integrity of any Staff who have access to the Personal Data and ensure that they:
 - (A) are aware of and comply with the Contractor's duties under this clause;

- (B) are subject to appropriate confidentiality undertakings with the Contractor or any Sub-processor;
- (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 Authority or as otherwise permitted by this Contract; and
- (D) have undergone adequate training in the use, care, protection and handling of Personal Data; and
- (d) not transfer Personal Data outside of the European Union unless the prior written consent of the Authority has been obtained and the following conditions are fulfilled:
 - (i) the Authority or the Contractor has provided appropriate safeguards in relation to the transfer (whether in accordance with the GDPR Article 46 or LED Article 37) as determined by the Authority;
 - (ii) the Data Subject has enforceable rights and effective legal remedies;
 - (iii) the Contractor 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 Authority in meeting its obligations); and
 - (iv) the Contractor complies with any reasonable instructions notified to it in advance by the Authority with respect to the processing of the Personal Data;
- (e) at the written direction of the Authority, delete or return Personal Data (and any copies of it) to the Authority on termination of the Contract unless the Contractor is required by Law to retain the Personal Data.

E2.5 Subject to clause E2.6 the Contractor shall notify the Authority immediately if, in relation to any Personal Data processed in connection with its obligations under this Contract, it:

- (a) receives a Data Subject Request (or purported Data Subject 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;
- (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 Data Loss Event.

E2.6 The Contractor's obligation to notify under clause E2.5 shall include the provision of further information to the Authority in phases, as details become available.

E2.7 Taking into account the nature of the processing, the Contractor shall provide the Authority with full assistance in relation to either Party's obligations under Data Protection Legislation in relation to any Personal Data processed in connection with its obligations under this Contract and any complaint, communication or request made under Clause E2.5 (and insofar as possible within the timescales reasonably required by the Authority) including by promptly providing:

- (a) the Authority with full details and copies of the complaint, communication or request;
- (b) such assistance as is reasonably requested by the Authority to enable the Authority to comply with a Data Subject Request within the relevant timescales set out in the Data Protection Legislation;
- (c) the Authority, at its request, with any Personal Data it holds in relation to a Data Subject;
- (d) assistance as requested by the Authority following any Data Loss Event;
- (e) assistance as requested by the Authority with respect to any request from the Information Commissioner's Office, or any consultation by the Authority with the Information Commissioner's Office.

E2.8 The Contractor shall maintain complete and accurate records and information to demonstrate its compliance with this clause. This requirement does not apply where the Contractor employs fewer than 250 staff, unless:

- (a) the Authority determines that the processing is not occasional;
- (b) the Authority determines the processing includes special categories of data as referred to in Article 9(1) of the GDPR or Personal Data relating to criminal convictions and offences referred to in Article 10 of the GDPR; or
- (c) the Authority determines that the processing is likely to result in a risk to the rights and freedoms of Data Subjects.

E2.9 The Contractor shall allow for audits of its Personal Data processing activity by the Authority or the Authority's designated auditor.

E2.10 Each Party shall designate its own Data Protection Officer if required by the Data Protection Legislation.

E2.11 Before allowing any Sub-processor to process any Personal Data related to this Contract, the Contractor must:

- (a) notify the Authority in writing of the intended Sub-processor and processing;

- (b) obtain the written consent of the Authority;
- (c) enter into a written agreement with the Sub-processor which give effect to the terms set out in this clause E2 such that they apply to the Sub-processor; and
- (d) provide the Authority with such information regarding the Sub-processor as the Authority may reasonably require.

E2.12 The Contractor shall remain fully liable for all acts or omissions of any of its Sub-processors.

E2.13 The Authority may, at any time on not less than 30 Working Days' notice, revise this clause 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 this Contract).

E2.14 The Parties agree to take account of any non-mandatory guidance issued by the Information Commissioner's Office. The Authority may on not less than 30 Working Days' notice to the Contractor amend this Contract to ensure that it complies with any guidance issued by the Information Commissioner's Officer.

E2.15 This clause E2 shall apply during the Contract Period and indefinitely after its expiry.

E3 Official Secrets Acts and Finance Act 1989

E3.1 The Contractor shall comply with the provisions of:

- (a) the Official Secrets Acts 1911 to 1989; and
- (b) section 182 of the Finance Act 1989.

E4 Confidential Information

E4.1 Except to the extent set out in this clause E4 or if disclosure or publication is expressly permitted elsewhere in the Contract each Party shall treat all Confidential Information belonging to the other Party as confidential and shall not disclose any Confidential Information belonging to the other Party to any other person without the other party's consent, except to such persons and to such extent as may be necessary for the performance of the Party's obligations under the Contract.

E4.2 The Contractor hereby gives its consent for the Authority to publish the whole Contract (but with any information which is Confidential Information belonging to the Authority redacted) including from time to time agreed changes to the Contract, to the general public.

E4.3 If required by the Authority, the Contractor shall ensure that Staff, professional advisors and consultants sign a non-disclosure agreement prior to commencing any work in connection with the Contract in substantially the form attached in Schedule 5 and, if applicable,

incorporating the requirements of clause E2.11. The Contractor shall maintain a list of the non-disclosure agreements completed in accordance with this clause E4.3.

E4.4 If requested by the Authority, the Contractor shall give the Authority a copy of the list and, subsequently upon request by the Authority, copies of such of the listed non-disclosure agreements as required by the Authority. The Contractor shall ensure that its Staff, professional advisors and consultants are aware of the Contractor's confidentiality obligations under the Contract.

E4.5 The Contractor may only disclose the Authority's Confidential Information to the Staff who are directly involved in the provision of the Services and who need to know the information, and shall ensure that such Staff are aware of and shall comply with these obligations as to confidentiality.

E4.6 The Contractor shall not, and shall procure that the Staff do not, use any of the Authority's Confidential Information received otherwise than for the purposes of this Contract.

E4.7 Clause E4.1 shall not apply to the extent that:

- (a) such disclosure is a requirement of Law placed upon the Party making the disclosure, including any requirements for disclosure under the FOIA or the EIR;
- (b) such information was in the possession of the Party making the disclosure without obligation of confidentiality prior to its disclosure by the information owner;
- (c) such information was obtained from a third party without obligation of confidentiality;
- (d) such information was already in the public domain at the time of disclosure otherwise than by a breach of the Contract; or
- (e) it is independently developed without access to the other Party's Confidential Information.

E4.8 Nothing in clause E4.1 shall prevent the Authority disclosing any Confidential Information obtained from the Contractor:

- (a) for the purpose of the examination and certification of the Authority's accounts;
- (b) for the purpose of any examination pursuant to section 6(1) of the National Audit Act 1983 of the economy, efficiency and effectiveness with which the Authority has used its resources;
- (c) to any Crown Body or any Contracting Authority and the Contractor hereby acknowledges that all government departments or Contracting Authorities receiving such Confidential Information may further disclose the Confidential Information to other government departments or other Contracting Authorities on the basis that the information is confidential and is not to be disclosed to a third party which is not part of any government department or any Contracting Authority;

(d) to any consultant, contractor or other person engaged by the Authority

provided that in disclosing information under clauses E4.8 (c) and (d) the Authority discloses only the information which is necessary for the purpose concerned and requests that the information is treated in confidence and that a confidentiality undertaking is given where appropriate.

E4.9 Nothing in clauses E4.1 to E4.6 shall prevent either Party from using any techniques, ideas or Know-How gained during the performance of its obligations under the Contract in the course of its normal business, to the extent that this does not result in a disclosure of the other Party's Confidential Information or an infringement of the other Party's Intellectual Property Rights.

E4.10 The Authority shall use all reasonable endeavours to ensure that any government department, Contracting Authority, employee, third party or Sub-Contractor to whom the Contractor's Confidential Information is disclosed pursuant to clause E4.6 is made aware of the Authority's obligations of confidentiality.

E4.11 If the Contractor does not comply with clauses E4.1 to E4.6 the Authority may terminate the Contract immediately on notice to the Contractor.

E4.12 In order to ensure that no unauthorised person gains access to any Confidential Information or any data obtained in the supply of the Services, the Contractor shall maintain adequate security arrangements that meet the requirements of professional standards and best practice.

E4.13 The Contractor will immediately notify the Authority of any breach of security in relation to Confidential Information and all data obtained in the supply of the Services and will keep a record of such breaches. The Contractor will use its best endeavours to recover such Confidential Information or data however it may be recorded. The Contractor will co-operate with the Authority in any investigation as a result of any breach of security in relation to Confidential Information or data.

E4.14 The Contractor shall, at its own expense, alter any security systems at any time during the Contract Period at the Authority's request if the Authority reasonably believes the Contractor has failed to comply with clause E4.12.

E5 Freedom of Information

E5.1 The Contractor acknowledges that the Authority is subject to the requirements of the FOIA and the EIR.

E5.2 The Contractor shall transfer to the Authority all Requests for Information that it receives as soon as practicable and in any event within 2 Working Days of receipt:

- (a) give the Authority a copy of all Information in its possession or control in the form that the Authority requires within 5 Working Days (or such other period as the Authority may specify) of the Authority's request;
- (b) provide all necessary assistance as reasonably requested by the Authority to enable the Authority to comply with its obligations under the FOIA and EIR; and
- (c) not respond to directly to a Request for Information unless authorised to do so in writing by the Authority.

E5.3 The Authority shall determine in its absolute discretion and notwithstanding any other provision in the Contract or any other agreement whether the Commercially Sensitive Information and any other Information is exempt from disclosure in accordance with the provisions of the FOIA and/or the EIR.

E6 Publicity, Media and Official Enquiries

E6.1 Without prejudice to the Authority's obligations under the FOIA, the EIR or any obligations under the Regulations, or any policy requirements as to transparency, neither Party shall make any press announcement or publicise the Contract or any part thereof in any way, except with the written consent of the other Party.

E6.2 The Contractor shall use its best endeavours to ensure that its Staff, professional advisors and consultants comply with clause E6.1.

E6.3 Notwithstanding clause E6.1 but subject to clause E4 (Confidential Information) and Schedule 4, the Contractor shall endeavour to make the Results generally available (including in scientific journals where reasonably appropriate) and shall acknowledge in any public statement the financial support of the Authority and the Co-funders. The Contractor shall send details of any proposed publication to the Authority at least 2 weeks prior to the proposed publication and shall notify the Authority immediately if approached by the media about the Services.

E6.4 Subject to clause E4 (Confidential Information) and Schedule 4 the Authority may disclose, copy and otherwise distribute to the public or use in any way any information arising out of the Services or comprised in any work relating to the Services.

E6.5 Nothing in the Contract shall permit or require the Contractor or the Co-funders to make any disclosure of information which would jeopardise any commercial exploitation of the Results.

E7 Security

E7.1 The Authority shall be responsible for maintaining the security of the Authority's Premises in accordance with its standard security requirements. The Contractor shall comply with all security requirements of the Authority while on the Authority's Premises, and shall ensure that all Staff comply with such requirements.

E7.2 The Authority shall give the Contractor upon request copies of its written security procedures.

E7.3 The Contractor shall, as an enduring obligation during the Contract Period, use the latest versions of anti-virus definitions available from an industry accepted anti-virus software vendor to check for and delete Malicious Software from the ICT Environment.

E7.4 Notwithstanding clause E7.3, 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 the Authority Data, assist each other to mitigate any losses and to restore the provision of Services to their desired operating efficiency.

E7.5 Any cost arising out of the actions of the Parties taken in compliance with clause E7.4 shall be borne by the Parties as follows:

- (a) by the Contractor where the Malicious Software originates from the Contractor Software, the Third Party Software or the Authority Data (whilst the Authority Data was under the control of the Contractor); and
- (b) by the Authority if the Malicious Software originates from the Authority Software or Authority Data (whilst the Authority Data was under the control of the Authority).

E8 Intellectual Property Rights

E8.1 All Intellectual Property Rights in:

- (a) the Results; or
- (b) any guidance, specifications, reports, studies, instructions, toolkits, plans, data, drawings, databases, patents, patterns, models, designs or other material which is furnished to or made available to the Contractor by or on behalf of the Authority (together with the Results, the "IP Materials")

shall vest in the Authority (save for Copyright and Database Rights which shall vest in Her Majesty the Queen) and the Contractor shall not, and shall ensure that the Staff shall not, use or disclose any IP Materials without Approval save to the extent necessary for performance by the Contractor of its obligations under the Contract.

E8.2 The Contractor hereby assigns:

- (a) to the Authority, with full title guarantee, all Intellectual Property Rights (save for Copyright and Database Rights) which may subsist in the IP Materials. This assignment shall take effect on the date of the Contract or (in the case of rights arising after the date of the Contract) as a present assignment of future rights that will take effect immediately on the coming into existence of the Intellectual Property Rights produced by the Contractor;

(b) to Her Majesty the Queen, with full title guarantee, all Copyright and Database Rights which may subsist in the IP Materials prepared in accordance with clauses E8.1 (a) and (b),

and shall execute all documents and do all acts as are necessary to execute these assignments.

E8.3 The Contractor shall:

(a) ensure that the third party owner of any Intellectual Property Rights that are or which may be used to perform the Services grants to the Authority a non-exclusive licence or, if itself a licensee of those rights, shall grant to the Authority an authorised sub-licence, to use, reproduce, modify, develop and maintain the Intellectual Property Rights in the same. Such licence or sub-licence shall be non-exclusive, perpetual, royalty-free, worldwide and irrevocable and shall include the right for the Authority to sub-license, transfer, novate or assign to other Contracting Authorities, the Crown, the Replacement Contractor or to any other third party supplying goods and/or services to the Authority ("Indemnified Persons");

(b) not infringe any Intellectual Property Rights of any third party in supplying the Services; and

(c) during and after the Contract Period, indemnify and keep indemnified the Authority and the Indemnified Persons from and against all actions, suits, claims, demands, losses, charges, damages, costs and expenses and other liabilities which the Authority or the Indemnified Persons may suffer or incur as a result of or in connection with any breach of this clause E8.3, except to the extent that any such claim results directly from:

i) items or materials based upon designs supplied by the Authority; or

ii) the use of data supplied by the Authority which is not required to be verified by the Contractor under any provision of the Contract.

E8.4 The Authority shall notify the Contractor in writing of any claim or demand brought against the Authority for infringement or alleged infringement of any Intellectual Property Right in materials supplied and/or licensed by the Contractor to the Authority.

E8.5 The Contractor shall at its own expense conduct all negotiations and any litigation arising in connection with any claim, demand or action by any third party for infringement or alleged infringement of any third party Intellectual Property Rights (whether by the Authority, the Contractor or an Indemnified Person) arising from the performance of the Contractor's obligations under the Contract ("Third Party IP Claim"), provided that the Contractor shall at all times:

(a) consult the Authority on all material issues which arise during the conduct of such litigation and negotiations;

(b) take due and proper account of the interests of the Authority; and

(c) not settle or compromise any claim without Approval (not to be unreasonably withheld or delayed).

E8.6 The Authority shall at the request of the Contractor afford to the Contractor all reasonable assistance for the purpose of contesting any Third Party IP Claim and the Contractor shall indemnify the Authority for all costs and expenses (including, but not limited to, legal costs and disbursements) incurred in doing so. The Contractor shall not be required to indemnify the Authority under this clause E8.6 in relation to any costs and expenses to the extent that such arise directly from the matters referred to in clauses E8.3 (c) i) and ii).

E8.7 The Authority shall not, without the Contractor's consent, make any admissions which may be prejudicial to the defence or settlement of any Third Party IP Claim.

E8.8 If any Third Party IP Claim is made or in the reasonable opinion of the Contractor is likely to be made, the Contractor shall notify the Authority and, at its own expense and subject to Approval (not to be unreasonably withheld or delayed), shall (without prejudice to the rights of the Authority under clauses E8.3 and G2.1(g) use its best endeavours to:

(a) modify any or all of the Services without reducing the performance or functionality of the same, or substitute alternative services of equivalent performance and functionality, so as to avoid the infringement or the alleged infringement; or

(b) procure a licence to use the Intellectual Property Rights and supply the Services which are the subject of the alleged infringement, on terms which are acceptable to the Authority

and if the Contractor is unable to comply with clauses E8.8(a) or (b) within 20 Working Days of receipt by the Authority of the Contractor's notification the Authority may terminate the Contract immediately by notice to the Contractor.

E8.9 The Contractor grants to the Authority and, if requested by the Authority, any Replacement Contractor, a royalty-free, irrevocable, worldwide, non-exclusive licence (with a right to sub-license) to use any Intellectual Property Rights that the Contractor owned or developed prior to the Commencement Date and which the Authority (or the Replacement Contractor) reasonably requires in order for the Authority to exercise its rights under, and receive the benefit of, the Contract (including, without limitation, the Services).

E9 Commercial Exploitation

E9.1 The Contractor shall:

(a) ensure that its staff, students and sub-contractors are and will be engaged in relation to the Contract and the Services on terms which do not entitle any of them to any rights in the Results; and

(b) ensure that it is and remains entitled to transfer free from any encumbrances any title and/or rights necessary to effect the vesting of Intellectual Property Rights required by the Contract.

E9.2 Subject to clauses E9.3 and E9.4 the Contractor will use reasonable endeavours to exploit the Results commercially for its benefit and the benefit of the Authority and the Co-funders.

E9.3 The Contractor shall identify and inform the Authority of any Results which it considers suitable for commercial exploitation. If the Contractor has identified an opportunity for the commercial exploitation of the Results then it shall either apply to the Authority for a licence (with a right to sub-license as required) as may be necessary, or provide such assistance as is required by the Authority to facilitate a licence being granted by the Authority to a third party.

E9.4 The Contractor shall identify and inform the Authority of any Results which may be suitable for registration as a patent, copyright, registered design, trade mark or other legal protection and shall use its reasonable endeavours to apply for such protection throughout or in any part of the world in the name of the Authority, and shall maintain such protection in such part of the world as it considers suitable at its own expense.

E9.5 Subject to clause E9.6 the Income from the commercial exploitation of the Results shall, after deduction of allowable costs as described below, be apportioned between the Parties as follows:

- (a) the Authority and Co-Funders: 10%, to be divided in the proportion of the actual payments made to the Contractor under the Contract by the Authority and Co-Funders respectively; and
- (b) the Contractor: 90%.

E9.6 The Income referred to in clause E9.5 shall be payable for the longer of:

- (a) the term of any patent arising from or incorporating any of the Results; and
- (b) the period in which any Know-How arising from the Results and used in any products or services exploited by the Contractor remains secret and substantial.

E9.7 The allowable costs for the purposes of clause E9.5 shall be limited to:

- (a) the registration fees for the registering of any rights in relation to such Results;
- (b) any legal costs reasonably incurred in relation to legal proceedings in relation to such Results in any appropriate forum and before any appropriate tribunal in any country and any costs ordered by any such tribunal to be paid by the Parties or any of them;
- (c) any other reasonable cost or expenditure which may be agreed from time to time by the Authority and the Contractor; and
- (d) subject to Approval, any reasonable marketing, packaging and/or distribution costs, and any relevant experimental development costs including costs of field trials and/or demonstration projects incurred at the Contractor's expense.

E9.8 The Contractor shall have sole responsibility for making any payments due to Staff under any rewards or incentive schemes, whether contractual, ex gratia, or statutory, in relation to the Results, and any such payments shall not be a cost or expenditure liable to be subtracted from any Income pursuant to clause E9.5. Any payments in respect of a share of Income to be made to the Authority and/or the Co-funders by the Contractor shall be made promptly, in such format as the Authority may direct and accompanied by sufficient information to enable the Authority to identify: i) the contract to which such payments relate; and ii) the means (including a full breakdown of allowable costs) by which such payments have been calculated.

E9.9 If the Contractor does not intend to protect or exploit any Results then the Authority shall be entitled to obtain protection at its own cost and (if clause E8.1 has been amended or varied so that ownership of the Results vests in the Contractor) to have assigned to it at no charge all rights in the relevant Results. The Contractor will not be entitled to any share of the Income generated as the result of the protection or exploitation of the relevant Results obtained by the Authority.

E9.10 For the avoidance of doubt, clauses E9.5 to E9.9 do not apply to and do not affect any Intellectual Property Rights in existence before the commencement of the Services.

E10 Audit

E10.1 The Contractor shall keep and maintain until 6 years after the end of the Contract Period, or as long a period as may be agreed between the Parties, full and accurate records of the Contract including the Services supplied under it, all expenditure reimbursed by the Authority, and all payments made by the Authority. The Contractor shall on request afford the Authority or the Authority's representatives such access to those records and processes as may be requested by the Authority in connection with the Contract.

E10.2 The Contractor agrees to make available to the Authority, free of charge, whenever requested, copies of audit reports obtained by the Contractor in relation to the Services.

E10.3 The Contractor shall permit duly authorised representatives of the Authority and/or the National Audit Office to examine the Contractor's records and documents relating to the Contract and to provide such copies and oral or written explanations as may reasonably be required.

E10.4 The Contractor (and its agents) shall permit the Comptroller and Auditor General (and his appointed representatives) access free of charge during normal business hours on reasonable notice to all such documents (including computerised documents and data) and other information as the Comptroller and Auditor General may reasonably require for the purposes of his financial audit of the Authority and for carrying out examinations into the economy, efficiency and effectiveness with which the Authority has used its resources. The Contractor shall provide such explanations as are reasonably required for these purposes.

E11 Tax Compliance

E11.1 If, during the Contract Period, an Occasion of Tax Non-Compliance occurs, the Contractor shall:

- (a) notify the Authority in writing of such fact within 5 Working Days of its occurrence; and
- (b) promptly give the Authority:
 - i) details of the steps it is taking to address the Occasion of Tax Non-Compliance and to prevent the same from recurring, together with any mitigating factors it considers relevant; and
 - ii) such other information in relation to the Occasion of Tax Non-Compliance as the Authority may reasonably require.

E11.2 If the Contractor or any Staff are liable to be taxed in the UK or to pay NICs in respect of consideration received under the Contract, the Contractor shall:

- (a) at all times comply with ITEPA and all other statutes and regulations relating to income tax, and SSCBA and all other statutes and regulations relating to NICs, in respect of that consideration; and
- (b) indemnify the Authority against any income tax, NICs and social security contributions and any other liability, deduction, contribution, assessment or claim arising from or made in connection with the provision of the Services by the Contractor or any Staff.

F. CONTROL OF THE CONTRACT

F1 Failure to meet Requirements

F1.1 If the Authority informs the Contractor in writing that the Authority reasonably believes that any part of the Services do not meet the requirements of the Contract or differs in any way from those requirements, and this is not as a result of a default by the Authority, the Contractor shall at its own expense re-schedule and carry out the Services in accordance with the requirements of the Contract within such reasonable time as may be specified by the Authority.

F1.2 The Authority may by notice to the Contractor reject any of the Goods which fail to conform to the approved sample or fail to meet the Specification. Such notice shall be given within a reasonable time after delivery to the Authority of such Goods. If the Authority rejects any of the Goods pursuant to this clause the Authority may (without prejudice to its other rights and remedies) either:

- (a) have such Goods promptly, free of charge and in any event within 5 Working Days, either repaired by the Contractor or replaced by the Contractor with Goods which conform in all respects with the approved sample or with the Specification and due delivery shall not be deemed to have taken place until such repair or replacement has occurred; or

(b) treat the Contract as discharged by the Contractor's breach and obtain a refund (if payment for the Goods has already been made) from the Contractor in respect of the Goods concerned together with payment of any additional expenditure reasonably incurred by the Authority in obtaining other goods in replacement.

F1.3 The Authority will be deemed to have accepted the Goods if it expressly states the same in writing or fails to reject the Goods in accordance with clause F1.2.

F1.4 The issue by the Authority of a receipt note for delivery of the Goods shall not constitute any acknowledgement of the condition, quantity or nature of those Goods, or the Authority's acceptance of them.

F1.5 The Contractor hereby guarantees the Goods against faulty materials or workmanship for such period as may be specified in the Specification or, if no period is specified, for a period of 18 months from the date of delivery. If the Authority shall within such period or within 25 Working Days thereafter give notice to the Contractor of any defect in any of the Goods as may have arisen during such period under proper and normal use, the Contractor shall (without prejudice to any other rights and remedies which the Authority may have) promptly remedy such defects (whether by repair or replacement as the Authority shall elect) free of charge.

F1.6 Any Goods rejected or returned by the Authority as described in clause F1.2 shall be returned to the Contractor at the Contractor's risk and expense.

F2 Monitoring of Contract Performance

F2.1 The Contractor shall immediately inform the Authority if any of the Services are not being or are unable to be performed, the reasons for non-performance, any corrective action and the date by which that action will be completed.

F2.2 At or around 6 Months from the Commencement Date and each anniversary of the Commencement Date thereafter (each being a "Review Date"), the Authority shall carry out a review of the performance of the Contractor ("Checkpoint Review"). Without prejudice to the generality of the foregoing, the Authority may in respect of the period under review consider such items as (but not limited to): the Contractor's delivery of the Services; the Contractor's contribution to innovation in the Authority; whether the Services provide the Authority with best value for money; consideration of any changes which may need to be made to the Services; a review of future requirements in relation to the Services and progress against key milestones.

F2.3 The Contractor shall provide at its own cost any assistance reasonably required by the Authority to perform such Checkpoint Review including the provision of data and information.

F2.4 The Authority may produce a report (a "Checkpoint Review Report") of the results of each Checkpoint Review stating any areas of exceptional performance and areas for improvement in the provision of the Services and where there is any shortfall in any aspect of performance reviewed as against the Authority's expectations and the Contractor's obligations under this Contract.

F2.5 The Authority shall give the Contractor a copy of the Checkpoint Review Report (if applicable). The Authority shall consider any Contractor comments and may produce a revised Checkpoint Review Report.

F2.6 The Contractor shall, within 10 Working Days of receipt of the Checkpoint Review Report (revised as appropriate) provide the Authority with a plan to address resolution of any shortcomings and implementation of improvements identified by the Checkpoint Review Report.

F2.7 Actions required to resolve shortcomings and implement improvements (either as a consequence of the Contractor's failure to meet its obligations under this Contract identified by the Checkpoint Review Report, or those which result from the Contractor's failure to meet the Authority's expectations notified to the Contractor or of which the Contractor ought reasonably to have been aware) shall be implemented at no extra charge to the Authority.

F3 Reporting

F3.1 Unless otherwise authorised in writing by the Authority, the Contractor shall submit an annual report (the "Annual Report") for each Project Year to the Authority in accordance with this clause F3.

F3.2 The Contractor shall provide one hard copy of the Annual Report and one copy on either computer readable disk or e-mail in the format specified by or agreed with the Authority, no later than 4 weeks after the end of each Project Year, or, for work lasting one year or less, no later than 4 weeks after completion of the Services.

F3.3 The Annual Report shall:

- (a) list the scientific objectives set out in the Specification, indicating where amendments have been agreed;
- (b) indicate in non-scientific terms the scientific progress achieved since the Commencement Date or since the last Annual Report; how this relates to the policy objectives as set out in the relevant current statement of policy rationale and programme objectives relating to research and development issued by the Authority in accordance with the Specification, plus any findings of particular interest;
- (c) indicate whether the scientific objectives in the Specification are appropriate for the remainder of the Contract Period, giving reasons for any changes, together with financial, Staff and time implications;
- (d) list the milestones for the relevant Project Year as set out in the Specification, indicating which milestones have been met and whether the remaining milestones appear realistic (subject to clause F4);
- (e) list any outputs, for example, published papers or presentations and identify any opportunities for exploiting any Intellectual Property Rights or technology transfer arising out of the Services and any action taken to protect and exploit such Intellectual Property Rights; and

- (f) comment briefly on any new scientific opportunities which may arise from the Services.

F3.4 Unless Approved, the Contractor shall submit by the completion date of the Services a final report (the “Final Report”) consisting of 2 hard copies and one electronic copy on either computer readable disk or by e-mail in a format specified by the Authority. The Final Report shall include the following:

- (a) the Services’ code and title as set out in the Specification; the name of the Contractor; the total costs; and the Commencement Date and date of completion of the Services;
- (b) an executive summary of not more than 2 sides of A4 written in a style understandable to the intelligent non-scientist. This should include the main objectives of the Services; the methods and findings of the research; and any other significant events and options for new work; and
- (c) a scientific report.

F3.5 The scientific report referred to in clause F3.4(c) above shall contain:

- (a) the scientific objectives as set out in the Specification;
- (b) the extent to which the objectives set out in the Specification have been met;
- (c) details of methods used and the Results obtained, including statistical analysis where appropriate;
- (d) a discussion of the Results and their reliability;
- (e) the main implications of the findings;
- (f) possible future work; and
- (g) any action resulting from the research, for example, protection of Intellectual Property Rights and knowledge transfer.

F3.6 Notwithstanding clause E6 (Publicity, Media and Official Enquiries), the Authority may publish the Final Report on a website. When submitting the Final Report to the Authority the Contractor shall indicate any information contained in the Final Report which it considers to be commercially sensitive or which might otherwise merit non-publication and the Authority shall not disclose such information without first having consulted the Contractor (without prejudice to the Authority’s discretion as to whether to publish following such consultation).

F3.7 The Authority reserves the right to reject any Annual Report or Final Report submitted by the Contractor which is not, in the reasonable opinion of the Authority, satisfactory, either in form or content, having regard to the provisions of this Schedule. If an Annual Report or Final Report is rejected by the Authority, the Contractor shall remedy any deficiencies identified by

the Authority and submit a revised version at no additional cost to the Authority or the Co-funders.

F3.8 The Contractor shall supply any additional reports, including financial reports, in respect of the Services, at such time or times, and in such form, as the Authority may reasonably require. Without prejudice to the generality of the foregoing, the Contractor shall provide to the Authority such information as the Authority may reasonably require regarding commercial exploitation of the Results, including details of any licences granted to third parties in respect of any Intellectual Property Rights in the same. The Contractor shall further keep at its normal place of business detailed accurate and up to date records and accounts showing details of its commercial exploitation of the Results including the sale of products or services which incorporate the Results, Income received, allowable costs deducted and the amount of licensing revenues received by it in respect of the Results in a format sufficient to ascertain that revenue sharing pursuant to the Contract has been properly accounted for and apportioned in accordance with the Contract.

F3.9 The Contractor shall, subject to reasonable notice, attend all meetings specified in the Contract or otherwise arranged by the Authority for the purpose of discussion of the Services.

F4 Remedies for inadequate performance

F4.1 If the Authority reasonably believes the Contractor has committed a Material Breach it may, without prejudice to its rights under clause H2 (Termination on Default), do any of the following:

- (a) without terminating the Contract, itself supply or procure the supply of all or part of the Services until such time as the Contractor has demonstrated to the Authority's reasonable satisfaction that the Contractor will be able to supply the Services in accordance with the Specification;
- (b) without terminating the whole of the Contract, terminate the Contract in respect of part of the Services only (whereupon a corresponding reduction in the Price shall be made) and thereafter itself supply or procure a third party to supply such part of the Services;
- (c) withhold or reduce payments to the Contractor in such amount as the Authority reasonably deems appropriate in each particular case; and/or
- (d) terminate the Contract in accordance with clause H2.

F4.2 Without prejudice to its right under clause C3 (Recovery of Sums Due), the Authority may charge the Contractor for any costs reasonably incurred and any reasonable administration costs in respect of the supply of any part of the Services by the Authority or a third party to the extent that such costs exceed the payment which would otherwise have been payable to the Contractor for such part of the Services.

F4.3 If the Authority reasonably believes the Contractor has failed to supply all or any part of the Services in accordance with the Contract, professional or industry practice which could reasonably be expected of a competent and suitably qualified person, or any legislative or regulatory requirement, the Authority may give the Contractor notice specifying the way in which its performance falls short of the requirements of the Contract or is otherwise unsatisfactory.

F4.4 If the Contractor has been notified of a failure in accordance with clause F4.3 the Authority may:

- (a) direct the Contractor to identify and remedy the failure within such time as may be specified by the Authority and to apply all such additional resources as are necessary to remedy that failure at no additional charge to the Authority within the specified timescale; and/or
- (b) withhold or reduce payments to the Contractor in such amount as the Authority deems appropriate in each particular case until such failure has been remedied to the satisfaction of the Authority.

F4.5 If the Contractor has been notified of a failure in accordance with clause F4.3, it shall:

- (a) use all reasonable endeavours to immediately minimise the impact of such failure to the Authority and to prevent such failure from recurring; and
- (b) immediately give the Authority such information as the Authority may request regarding what measures are being taken to comply with the obligations in this clause F4.5 and the progress of those measures until resolved to the satisfaction of the Authority.

F4.6 If, having been notified of any failure, the Contractor fails to remedy it in accordance with clause F4.5 within the time specified by the Authority, the Authority may treat the continuing failure as a Material Breach and may terminate the Contract immediately on notice to the Contractor.

F5 Transfer and Sub-Contracting

F5.1 Except where clauses F5.5 and F5.6 both apply, the Contractor shall not transfer, charge, assign, sub-contract or in any other way dispose of the Contract or any part of it without Approval. All such documents shall be evidenced in writing and shown to the Authority on request. Sub-contracting any part of the Contract shall not relieve the Contractor of any of its obligations or duties under the Contract.

F5.2 The Contractor is responsible for the acts and/or omissions of its Sub-Contractors as though they are its own. If it is appropriate, the Contractor shall provide each Sub-Contractor with a copy of the Contract and obtain written confirmation from them that they will provide the Services fully in accordance with the Contract.

F5.3 The Contractor shall ensure that its Sub-Contractors and suppliers retain all records relating to the Services for at least 6 years from the date of their creation and make them available to the Authority on request in accordance with the provisions of clause E10 (Audit). If

any Sub-Contractor or supplier does not allow the Authority access to the records then the Authority shall have no obligation to pay any claim or invoice made by the Contractor on the basis of such documents or work carried out by the Sub-Contractor or supplier.

F5.4 If the Authority has consented to the award of a Sub-Contract the Contractor shall ensure that:

- (a) the Sub-Contract contains a right for the Contractor to terminate the Sub-Contract if the relevant Sub-Contractor does not comply in the performance of its contract with legal obligations in environmental, social or labour law;
- (b) the Sub-Contractor includes a provision having the same effect as set out in clause F5.4 (a) in any Sub-Contract which it awards; and
- (c) copies of each Sub-Contract shall, at the request of the Authority, be sent by the Contractor to the Authority immediately.

F5.5 If the Authority believes there are:

- (a) compulsory grounds for excluding a Sub-Contractor pursuant to regulation 57 of the Regulations, the Contractor shall replace or not appoint the Sub-Contractor; or
- (b) non-compulsory grounds for excluding a Sub-Contractor pursuant to regulation 57 of the Regulations, the Authority may require the Contractor to replace or not appoint the Sub-Contractor and the Contractor shall comply with such requirement.

F5.6 Notwithstanding clause F5.1, the Contractor may assign to a third party (the “Assignee”) the right to receive payment of the Price or any part thereof due to the Contractor (including any interest which the Authority incurs under clause C2 (Payment and VAT)). Any assignment under this clause F5.6 shall be subject to:

- (a) reduction of any sums in respect of which the Authority exercises its right of recovery under clause C3 (Recovery of Sums Due);
- (b) all related rights of the Authority under the Contract in relation to the recovery of sums due but unpaid; and
- (c) the Authority receiving notification under both clauses F5.7 and F5.8.

F5.7 If the Contractor assigns the right to receive the Price under clause F5.6, the Contractor or the Assignee shall notify the Authority in writing of the assignment and the date upon which the assignment becomes effective.

F5.8 The Contractor shall ensure that the Assignee notifies the Authority of the Assignee’s contact information and bank account details to which the Authority shall make payment.

F5.9 The provisions of clause C2 shall continue to apply in all other respects after the assignment and shall not be amended without Approval.

F5.10 Subject to clause F5.11, the Authority may assign, novate or otherwise dispose of its rights and obligations under the Contract or any part thereof to:

- (a) any Contracting Authority;
- (b) any other body established or authorised by the Crown or under statute in order substantially to perform any of the functions that had previously been performed by the Authority; or
- (c) any private sector body which substantially performs the functions of the Authority

provided that any such assignment, novation or other disposal shall not increase the burden of the Contractor's obligations under the Contract.

F5.11 Any change in the legal status of the Authority such that it ceases to be a Contracting Authority shall not, subject to clause F5.12, affect the validity of the Contract and the Contract shall bind and inure to the benefit of any successor body to the Authority.

F5.12 If the rights and obligations under the Contract are assigned, novated or otherwise disposed of pursuant to clause F5.10 to a body which is not a Contracting Authority or if there is a change in the legal status of the Authority such that it ceases to be a Contracting Authority (in the remainder of this clause F5 both such bodies being referred to as the "Transferee"):

- (a) the rights of termination of the Authority in clauses H1 and H2 shall be available to the Contractor in respect of the Transferee; and
- (b) the Transferee shall only be able to assign, novate or otherwise dispose of its rights and obligations under the Contract or any part thereof with the prior consent in writing of the Contractor.

F5.13 The Authority may disclose to any Transferee any Confidential Information of the Contractor which relates to the performance of the Contractor's obligations under the Contract. In such circumstances the Authority shall authorise the Transferee to use such Confidential Information only for purposes relating to the performance of the Contractor's obligations under the Contract and for no other purpose and shall take all reasonable steps to ensure that the Transferee gives a confidentiality undertaking in relation to such Confidential Information.

F5.14 Each Party shall at its own cost and expense carry out, or use all reasonable endeavours to ensure the carrying out of, whatever further actions (including the execution of further documents) the other Party reasonably requires from time to time for the purpose of giving that other Party the full benefit of the provisions of the Contract.

F6 Waiver

F6.1 The failure of either Party to insist upon strict performance of any provision of the Contract, or the failure of either Party to exercise, or any delay in exercising, any right or remedy shall not constitute a waiver of that right or remedy and shall not cause a diminution of the obligations established by the Contract.

F6.2 No waiver shall be effective unless it is expressly stated to be a waiver and communicated to the other Party in writing in accordance with clause A4.2 (Notices).

F6.3 A waiver of any right or remedy arising from a breach of the Contract shall not constitute a waiver of any right or remedy arising from any other or subsequent breach of the Contract.

F7 Variation

F7.1 If, after the Commencement Date, the Authority's requirements change, the Authority may request a Variation subject to the terms of this clause 7.

F7.2 The Authority may request a Variation by notifying the Contractor in writing of the Variation and giving the Contractor sufficient information to assess the extent of the Variation and consider whether any change to the Price is required in order to implement the Variation within a reasonable time limit specified by the Authority. If the Contractor accepts the Variation it shall confirm it in writing.

F7.3 If the Contractor is unable to accept the Variation or where the Parties are unable to agree a change to the Price, the Authority may:

- (a) allow the Contractor to fulfil its obligations under the Contract without the Variation to the Specification; or
- (b) terminate the Contract immediately except where the Contractor has already delivered all or part of the Services or where the Contractor can show evidence of substantial work being carried out to fulfil the requirements of the Specification; and in such case the Parties shall attempt to agree upon a resolution to the matter. If a resolution cannot be reached, the matter shall be dealt with under the Dispute Resolution procedure detailed in clause I2 (Dispute Resolution).

F7.4 No Variation will take effect unless and until recorded in a validly executed CCN. Execution of a CCN shall be made via electronic signature as described in clause 1.2 of Section 1 of the Contract.

F7.5 A CCN takes effect on the date both Parties communicate acceptance of the CCN via Bravo and, on the date it communicates its acceptance of the CCN in this way, the Contractor is deemed to warrant and represent that the CCN has been executed by a duly authorised representative of the Contractor in addition to the warranties and representations set out in clause G2.

F7.6 The provisions of clauses F7.4 and F7.5 may be varied in an emergency if it is not practicable to obtain the Authorised Representative's approval within the time necessary to make the Variation in order to address the emergency. In an emergency, Variations may be approved by a different representative of the Authority. However, the Authorised Representative shall have the right to review such a Variation and require a CCN to be entered into on a retrospective basis which may itself vary the emergency Variation.

F8 Severability

F8.1 If any provision of the Contract which is not of a fundamental nature is held invalid, illegal or unenforceable for any reason by any court of competent jurisdiction, such provision shall be severed and the remainder of the provisions of the Contract shall continue in full force and effect as if the Contract had been executed with the invalid, illegal or unenforceable provision eliminated.

F9 Remedies Cumulative

F9.1 Except as expressly provided in the Contract all remedies available to either Party for breach of the Contract are cumulative and may be exercised concurrently or separately, and the exercise of any one remedy shall not be deemed an election of such remedy to the exclusion of other remedies.

F10 Entire Agreement

F10.1 The Contract constitutes the entire agreement between the Parties in respect of the matters dealt with therein. The Contract supersedes all prior negotiations between the Parties and all representations and undertakings made by one Party to the other, whether written or oral, except that this clause shall not exclude liability in respect of any fraudulent misrepresentation.

F11 Counterparts

F11.1 The Contract may be executed in counterparts, each of which when executed and delivered shall constitute an original but all counterparts together shall constitute one and the same instrument.

G LIABILITIES

G1 Liability, Indemnity and Insurance

G1.1 Neither Party limits its liability for:

- (a) death or personal injury caused by its negligence;
- (b) fraud or fraudulent misrepresentation;

- (c) any breach of any obligations implied by section 12 of the Sale of Goods Act 1979 or section 2 of the Supply of Goods and Services Act 1982;
- (d) any breach of clauses D1, E1, E2 or E4 or any breach of Schedule 8; or
- (e) any liability to the extent it cannot be limited or excluded by Law.

G1.2 Subject to clauses G1.3 and G1.4, the Contractor shall indemnify the Authority and keep the Authority indemnified fully against all claims, proceedings, demands, charges, actions, damages, costs, breach of statutory duty, expenses and any other liabilities which may arise out of the supply, or the late or purported supply, of the Services or the performance or non-performance by the Contractor of its obligations under the Contract or the presence of the Contractor or any Staff on the Premises, including in respect of any death or personal injury, loss of or damage to property, financial loss arising from any advice given or omitted to be given by the Contractor, or any other loss which is caused directly by any act or omission of the Contractor.

G1.3 Subject to clause G1.1 the Contractor's aggregate liability in respect of the Contract shall not exceed [REDACTED]

G1.4 The Contractor shall not be responsible for any injury, loss, damage, cost or expense if and to the extent that it is caused by the negligence or wilful misconduct of the Authority or by breach by the Authority of its obligations under the Contract.

G1.5 The Authority may recover from the Contractor the following losses incurred by the Authority to the extent they arise as a result of a Default by the Contractor:

- (a) any additional operational and/or administrative costs and expenses incurred by the Authority, including costs relating to time spent by or on behalf of the Authority in dealing with the consequences of the Default;
- (b) any wasted expenditure or charges;
- (c) the additional costs of procuring a Replacement Contractor for the remainder of the Contract Period and or replacement deliverables which shall include any incremental costs associated with the Replacement Contractor and/or replacement deliverables above those which would have been payable under the Contract;
- (d) any compensation or interest paid to a third party by the Authority; and
- (e) any fine or penalty incurred by the Authority pursuant to Law and any costs incurred by the Authority in defending any proceedings which result in such fine or penalty.

G1.6 Subject to clauses G1.1 and G1.5, neither Party shall be liable to the other for any:

- (a) loss of profits, turnover, business opportunities or damage to goodwill (in each case whether direct or indirect); or

(b) indirect, special or consequential loss.

G1.7 Unless otherwise specified by the Authority, the Contractor shall, with effect from the Commencement Date for such period as necessary to enable the Contractor to comply with its obligations herein, take out and maintain with a reputable insurance company a policy or policies of insurance providing an adequate level of cover in respect of all risks which may be incurred by the Contractor, arising out of the Contractor's performance of its obligations under the Contract, including death or personal injury, loss of or damage to property or any other loss. Such policies shall include cover in respect of any financial loss arising from any advice given or omitted to be given by the Contractor. Such insurance shall be maintained for the duration of the Contract Period and for a minimum of 6 years following the end of the Contract.

G1.8 The Contractor shall hold employer's liability insurance in respect of Staff and such insurance shall be in accordance with any legal requirement from time to time in force.

G1.9 The Contractor shall give the Authority, on request, copies of all insurance policies referred to in this clause or a broker's verification of insurance to demonstrate that the appropriate cover is in place, together with receipts or other evidence of payment of the latest premiums due under those policies.

G1.10 If the Contractor does not give effect to and maintain the insurances required by the provisions of the Contract, the Authority may make alternative arrangements to protect its interests and may recover the costs of such arrangements from the Contractor.

G1.11 The provisions of any insurance or the amount of cover shall not relieve the Contractor of any liabilities under the Contract.

G1.12 The Contractor shall not take any action or fail to take any reasonable action, or (to the extent that it is reasonably within its power) permit anything to occur in relation to the Contractor, which would entitle any insurer to refuse to pay any claim under any insurance policy in which the Contractor is an insured, a co-insured or additional insured person.

G2 Warranties and Representations

G2.1 The Contractor warrants and represents on the Commencement Date and for the Contract Period that:

- (a) it has full capacity and authority and all necessary consents to enter into and perform the Contract and that the Contract is executed by a duly authorised representative of the Contractor;
- (b) in entering the Contract it has not committed any fraud;
- (c) as at the Commencement Date, all information contained in the Tender or other offer made by the Contractor to the Authority remains true, accurate and not misleading, save as may have been specifically disclosed in writing to the Authority prior to execution of the Contract and

in addition, that it will advise the Authority of any fact, matter or circumstance of which it may become aware which would render such information to be false or misleading;

(d) no claim is being asserted and no litigation, arbitration or administrative proceeding is presently in progress or, to the best of its knowledge and belief, pending or threatened against it or any of its assets which will or might have an adverse effect on its ability to perform its obligations under the Contract;

(e) it is not subject to any contractual obligation, compliance with which is likely to have a material adverse effect on its ability to perform its obligations under the Contract;

(f) no proceedings or other steps have been taken and not discharged (nor, to the best of its knowledge, are threatened) for the winding up of the Contractor or for its dissolution or for the appointment of a receiver, administrative receiver, liquidator, manager, administrator or similar officer in relation to any of the Contractor's assets or revenue;

(g) it owns, or has obtained or is able to obtain valid licences for, all Intellectual Property Rights that are necessary for the performance of its obligations under the Contract;

(h) any person engaged by the Contractor shall be engaged on terms which do not entitle them to any Intellectual Property Right in any IP Materials;

(i) in the 3 years (or period of existence where the Contractor has not been in existence for 3 years) prior to the date of the Contract:

(i) it has conducted all financial accounting and reporting activities in compliance in all material respects with the generally accepted accounting principles that apply to it in any country where it files accounts;

(ii) it has been in full compliance with all applicable securities and tax laws and regulations in the jurisdiction in which it is established; and

(iii) it has not done or omitted to do anything which could have a material adverse effect on its assets, financial condition or position as an ongoing business concern or its ability to fulfil its obligations under the Contract;

(j) it has and will continue to hold all necessary (if any) regulatory approvals from the Regulatory Bodies necessary to perform its obligations under the Contract; and

(k) it has notified the Authority in writing of any Occasions of Tax Non-Compliance and any litigation in which it is involved that is in connection with any Occasion of Tax Non-Compliance.

G3 Force Majeure

G3.1 Subject to the remaining provisions of this clause G3, a Party may claim relief under this clause G3 from liability for failure to meet its obligations under the Contract for as long as and only to the extent that the performance of those obligations is directly affected by a Force

Force Majeure Event. Any failure or delay by the Contractor in performing its obligations under the Contract which results from a failure or delay by an agent, Sub-Contractor or supplier shall be regarded as due to a Force Majeure Event only if that agent, Sub-Contractor or supplier is itself impeded by a Force Majeure Event from complying with an obligation to the Contractor.

G3.2 The Affected Party shall as soon as reasonably practicable issue a Force Majeure Notice, which shall include details of the Force Majeure Event, its effect on the obligations of the Affected Party and any action the Affected Party proposes to take to mitigate its effect.

G3.3 If the Contractor is the Affected Party, it shall not be entitled to claim relief under this clause G3 to the extent that consequences of the relevant Force Majeure Event:

- (a) are capable of being mitigated by any of the Services, but the Contractor has failed to do so; and/or
- (b) should have been foreseen and prevented or avoided by a prudent provider of services similar to the Services, operating to the standards required by the Contract.

G3.4 Subject to clause G3.5, as soon as practicable after the Affected Party issues the Force Majeure Notice, and at regular intervals thereafter, the Parties shall consult in good faith and use reasonable endeavours to agree any steps to be taken and an appropriate timetable in which those steps should be taken, to enable continued provision of the Services affected by the Force Majeure Event.

G3.5 The Parties shall at all times following the occurrence of a Force Majeure Event and during its subsistence use their respective reasonable endeavours to prevent and mitigate the effects of the Force Majeure Event. Where the Contractor is the Affected Party, it shall take all steps in accordance with Good Industry Practice to overcome or minimise the consequences of the Force Majeure Event.

G3.6 Where, as a result of a Force Majeure Event:

- (a) an Affected Party fails to perform its obligations in accordance with the Contract, then during the continuance of the Force Majeure Event:
 - i) the other Party shall not be entitled to exercise its rights to terminate the Contract in whole or in part as a result of such failure pursuant to clause H2.1 or H2.3; and
 - ii) neither Party shall be liable for any Default arising as a result of such failure;
- (b) the Contractor fails to perform its obligations in accordance with the Contract it shall be entitled to receive payment of the Price (or a proportional payment of it) only to the extent that the Services (or part of the Services) continue to be performed in accordance with the terms of the Contract during the occurrence of the Force Majeure Event.

G3.7 The Affected Party shall notify the other Party as soon as practicable after the Force Majeure Event ceases or no longer causes the Affected Party to be unable to comply with its obligations under the Contract.

G3.8 Relief from liability for the Affected Party under this clause G3 shall end as soon as the Force Majeure Event no longer causes the Affected Party to be unable to comply with its obligations under the Contract and shall not be dependent on the serving of notice under clause G3.7.

H DEFAULT, DISRUPTION AND TERMINATION

H1 Termination on Insolvency and Change of Control

H1.1 The Authority may terminate the Contract with immediate effect by notice and without compensation to the Contractor where the Contractor is a company and in respect of the Contractor:

- (a) a proposal is made for a voluntary arrangement within Part I of the Insolvency Act 1986 or of any other composition scheme or arrangement with, or assignment for the benefit of, its creditors;
- (b) a shareholders' meeting is convened for the purpose of considering a resolution that it be wound up or a resolution for its winding-up is passed (other than as part of, and exclusively for the purpose of, a bona fide reconstruction or amalgamation);
- (c) a petition is presented for its winding up (which is not dismissed within 14 days of its service) or an application is made for the appointment of a provisional liquidator or a creditors' meeting is convened pursuant to section 98 of the Insolvency Act 1986;
- (d) a receiver, administrative receiver or similar officer is appointed over the whole or any part of its business or assets;
- (e) an application order is made either for the appointment of an administrator or for an administration order, an administrator is appointed, or notice of intention to appoint an administrator is given;
- (f) it is or becomes insolvent within the meaning of section 123 of the Insolvency Act 1986;
- (g) being a "small company" within the meaning of section 247(3) of the Companies Act 1985, a moratorium comes into force pursuant to Schedule A1 of the Insolvency Act 1986; or
- (h) any event similar to those listed in H1.1(a)-(g) occurs under the law of any other jurisdiction.

H1.2 The Authority may terminate the Contract with immediate effect by notice and without compensation to the Contractor where the Contractor is an individual and:

- (a) an application for an interim order is made pursuant to sections 252-253 of the Insolvency Act 1986 or a proposal is made for any composition scheme or arrangement with, or assignment for the benefit of, the Contractor's creditors;
- (b) a petition is presented and not dismissed within 14 days or order made for the Contractor's bankruptcy;
- (c) a receiver, or similar officer is appointed over the whole or any part of the Contractor's assets or a person becomes entitled to appoint a receiver, or similar officer over the whole or any part of his assets;
- (d) the Contractor is unable to pay his debts or has no reasonable prospect of doing so, in either case within the meaning of section 268 of the Insolvency Act 1986;
- (e) a creditor or encumbrancer attaches or takes possession of, or a distress, execution, sequestration or other such process is levied or enforced on or sued against, the whole or any part of the Contractor's assets and such attachment or process is not discharged within 14 days;
- (f) he dies or is adjudged incapable of managing his affairs within the meaning of Part VII of the Mental Capacity Act 2005;
- (g) he suspends or ceases, or threatens to suspend or cease, to carry on all or a substantial part of his business; or
- (h) any event similar to those listed in clauses H1.2(a) to (g) occurs under the law of any other jurisdiction.

H1.3 The Contractor shall notify the Authority immediately in writing of any proposal or negotiations which will or may result in a merger, take-over, change of control, change of name or status including where the Contractor undergoes a change of control within the meaning of section 1124 of the Corporation Taxes Act 2010 ("Change of Control"). The Authority may terminate the Contract with immediate effect by notice and without compensation to the Contractor within 6 Months of:

- (a) being notified that a Change of Control has occurred; or
- (b) where no notification has been made, the date that the Authority becomes aware of the Change of Control,

but shall not be permitted to terminate where Approval was granted prior to the Change of Control.

H1.4 The Authority may terminate the Contract with immediate effect by notice and without compensation to the Contractor where the Contractor is a partnership and:

- (a) a proposal is made for a voluntary arrangement within Article 4 of the Insolvent Partnerships Order 1994 or a proposal is made for any other composition, scheme or arrangement with, or assignment for the benefit of, its creditors; or
- (b) it is for any reason dissolved; or
- (c) a petition is presented for its winding up or for the making of any administration order, or an application is made for the appointment of a provisional liquidator; or
- (d) a receiver, or similar officer is appointed over the whole or any part of its assets; or
- (e) the partnership is deemed unable to pay its debts within the meaning of section 222 or 223 of the Insolvency Act 1986 as applied and modified by the Insolvent Partnerships Order 1994; or
- (f) any of the following occurs in relation to any of its partners:
 - (i) an application for an interim order is made pursuant to sections 252-253 of the Insolvency Act 1986 or a proposal is made for any composition scheme or arrangement with, or assignment for the benefit of, his creditors;
 - (ii) a petition is presented for his bankruptcy; or
 - (iii) a receiver, or similar officer is appointed over the whole or any part of his assets;
- (g) any event similar to those listed in clauses H1.4(a) to (f) occurs under the law of any other jurisdiction.

H1.5 The Authority may terminate the Contract with immediate effect by notice and without compensation to the Contractor where the Contractor is a limited liability partnership and:

- (a) a proposal is made for a voluntary arrangement within Part I of the Insolvency Act 1986 or a proposal is made for any other composition, scheme or arrangement with, or assignment for the benefit of, its creditors;
- (b) it is for any reason dissolved;
- (c) an application is made either for the appointment of an administrator or for an administration order, an administrator is appointed, or notice of intention to appoint an administrator is given within Part II of the Insolvency Act 1986;
- (d) any step is taken with a view to it being determined that it be wound up (other than as part of, and exclusively for the purpose of, a bona fide reconstruction or amalgamation) within Part IV of the Insolvency Act 1986;

- (e) a petition is presented for its winding up (which is not dismissed within 14 days of its service) or an application is made for the appointment of a provisional liquidator within Part IV of the Insolvency Act 1986;
- (f) a receiver, or similar officer is appointed over the whole or any part of its assets; or
- (g) it is or becomes unable to pay its debts within the meaning of section 123 of the Insolvency Act 1986;
- (h) a moratorium comes into force pursuant to Schedule A1 of the Insolvency Act 1986; or
- (i) any event similar to those listed in clauses H1.5 (a) to (h) occurs under the law of any other jurisdiction.

H1.6 References to the Insolvency Act 1986 in clause H1.5(a) shall be construed as being references to that Act as applied under the Limited Liability Partnerships Act 2000 subordinate legislation.

H2 Termination on Default

H2.1 The Authority may terminate the Contract with immediate effect by notice if the Contractor commits a Default and:

- (a) the Contractor has not remedied the Default to the satisfaction of the Authority within 25 Working Days or such other period as may be specified by the Authority, after issue of a notice specifying the Default and requesting it to be remedied;
- (b) the Default is not, in the opinion of the Authority, capable of remedy; or
- (c) the Default is a Material Breach.

H2.2 If, through any Default of the Contractor, data transmitted or processed in connection with the Contract is either lost or sufficiently degraded as to be unusable, the Contractor shall be liable for the cost of reconstitution of that data and shall reimburse the Authority in respect of any charge levied for its transmission and any other costs charged in connection with such Default.

H2.3 If the Authority fails to pay the Contractor undisputed sums of money when due, the Contractor shall give notice to the Authority of its failure to pay. If the Authority fails to pay such undisputed sums within 90 Working Days of the date of such notice, the Contractor may terminate the Contract in writing with immediate effect, save that such right of termination shall not apply where the failure to pay is due to the Authority exercising its rights under clause C3.1 (Recovery of Sums Due) or to a Force Majeure Event.

H3 Termination on Notice

H3.1 The Authority may terminate the Contract at any time by giving 30 days' notice to the Contractor.

H4 Other Termination Grounds

H4.1 The Authority may terminate the Contract on written notice to the Contractor if:

- (a) the Contract has been subject to a substantial modification which requires a new procurement procedure pursuant to regulation 72(9) of the Regulations;
- (b) the Contractor was, at the time the Contract was awarded, in one of the situations specified in regulation 57(1) of the Regulations, including as a result of the application of regulation 57 (2), and should therefore have been excluded from the procurement procedure which resulted in its award of the Contract;
- (c) the Contract should not have been awarded to the Contractor in view of a serious infringement of the obligations under the Treaties and the Regulations that has been declared by the Court of Justice of the European Union in a procedure under Article 258 of the TFEU; or
- (d) the Contractor has not, in performing the Services, complied with its legal obligations in respect of environmental, social or labour law.

H5 Consequences of Expiry or Termination

H5.1 If the Authority terminates the Contract under clauses H2 or H4 and makes other arrangements for the supply of the Services the Authority may recover from the Contractor the cost reasonably incurred of making those other arrangements and any additional expenditure incurred by the Authority throughout the remainder of the Contract Period.

H5.2 If Contract is terminated under clauses H2 or H4 the Authority shall make no further payments to the Contractor (for Services supplied by the Contractor prior to termination and in accordance with the Contract but where the payment has yet to be made by the Authority), until the Authority has established the final cost of making the other arrangements envisaged under this clause.

H5.3 If the Authority terminates the Contract under clause H3 the Authority shall make no further payments to the Contractor except for Services supplied by the Contractor prior to termination and in accordance with the Contract but where the payment has yet to be made by the Authority.

H5.4 Save as otherwise expressly provided in the Contract:

- (a) termination or expiry of the Contract shall be without prejudice to any rights, remedies or obligations accrued under the Contract prior to termination or expiration and nothing in the

Contract shall prejudice the right of either Party to recover any amount outstanding at such termination or expiry; and

(b) termination of the Contract shall not affect the continuing rights, remedies or obligations of the Authority or the Contractor under clauses C2 (Payment and VAT), C3 (Recovery of Sums Due), D1 (Prevention of Fraud and Bribery), E2 (Data Protection), E3 (Official Secrets Acts 1911 to 1989, Section 182 of the Finance Act 1989), E4 (Confidential Information), E5 (Freedom of Information), E8 (Intellectual Property Rights), E10 (Audit), F10 (Remedies Cumulative), G1 (Liability, Indemnity and Insurance), H5 (Consequences of Expiry or Termination), H7 (Recovery upon Termination) and I1 (Governing Law and Jurisdiction).

H6 Disruption

H6.1 The Contractor shall take reasonable care to ensure that in the performance of its obligations under the Contract it does not disrupt the operations of the Authority, its employees or any other contractor employed by the Authority.

H6.2 The Contractor shall immediately inform the Authority of any actual or potential industrial action, whether such action be by its own employees or others, which affects or might affect its ability at any time to perform its obligations under the Contract.

H6.3 If there is industrial action by the Staff, the Contractor shall seek Approval to its proposals to continue to perform its obligations under the Contract.

H6.4 If the Contractor's proposals referred to in clause H6.3 are considered insufficient or unacceptable by the Authority acting reasonably, then the Contract may be terminated with immediate effect by the Authority by notice.

H6.5 If the Contractor is unable to deliver the Services owing to disruption of the Authority's normal business, the Contractor may request a reasonable allowance of time, and, in addition, the Authority will reimburse any additional expense reasonably incurred by the Contractor as a direct result of such disruption.

H7 Recovery upon Termination

H7.1 On termination of the Contract for any reason, the Contractor shall at its cost:

(a) immediately return to the Authority all Confidential Information, Personal Data and IP Materials in its possession or in the possession or under the control of any permitted suppliers or Sub-Contractors, which was obtained or produced in the course of providing the Goods and Services;

(b) immediately deliver to the Authority all Property (including materials, documents, information and access keys) provided to the Contractor in good working order;

(c) immediately vacate any Authority Premises occupied by the Contractor;

- (d) assist and co-operate with the Authority to ensure an orderly transition of the provision of the Services to the Replacement Contractor and/or the completion of any work in progress; and
- (e) promptly provide all information concerning the provision of the Services which may reasonably be requested by the Authority for the purposes of adequately understanding the manner in which the Services have been provided and/or for the purpose of allowing the Authority and/or the Replacement Contractor to conduct due diligence.

H7.2 If the Contractor does not comply with clauses H7.1(a) and (b), the Authority may recover possession thereof and the Contractor grants a licence to the Authority or its appointed agents to enter (for the purposes of such recovery) any premises of the Contractor or its permitted suppliers or Sub-Contractors where any such items may be held.

H8 Retendering and Handover

H8.1 Within 21 days of being requested by the Authority, the Contractor shall provide, and thereafter keep updated, in a fully indexed and catalogued format, all the information necessary to enable the Authority to issue tender documents for the future provision of the Services.

H8.2 The Authority shall take all necessary precautions to ensure that the information referred to in clause H8.1 is given only to potential providers who have qualified to tender for the future provision of the Services.

H8.3 The Authority shall require that all potential providers treat the information in confidence; that they do not communicate it except to such persons within their organisation and to such extent as may be necessary for the purpose of preparing a response to an invitation to tender issued by the Authority; and that they shall not use it for any other purpose.

H8.4 The Contractor indemnifies the Authority against any claim made against the Authority at any time by any person in respect of any liability incurred by the Authority arising from any deficiency or inaccuracy in information which the Contractor is required to provide under clause H8.1.

H8.5 The Contractor shall allow access to the Premises in the presence of the Authorised Representative, to any person representing any potential provider whom the Authority has selected to tender for the future provision of the Services.

H8.6 If access is required to the Contractor's Premises for the purposes of clause H8.5, the Authority shall give the Contractor 7 days' notice of a proposed visit together with a list showing the names of all persons who will be visiting. Their attendance shall be subject to compliance with the Contractor's security procedures, subject to such compliance not being in conflict with the objectives of the visit.

H8.7 The Contractor shall co-operate fully with the Authority during any handover at the end of the Contract. This co-operation shall include allowing full access to, and providing copies of, all

documents, reports, summaries and any other information necessary in order to achieve an effective transition without disruption to routine operational requirements.

H8.8 Within 10 Working Days of being requested by the Authority, the Contractor shall transfer to the Authority, or any person designated by the Authority, free of charge, all computerised filing, recording, documentation, planning and drawing held on software and utilised in the provision of the Services. The transfer shall be made in a fully indexed and catalogued disk format, to operate on a proprietary software package identical to that used by the Authority.

H9 Exit Management

H9.1 Upon termination the Contractor shall render reasonable assistance to the Authority to the extent necessary to effect an orderly assumption by a Replacement Contractor in accordance with the procedure set out in clause H10.

H10 Exit Procedures

H10.1 Where the Authority requires a continuation of all or any of the Services on expiry or termination of this Contract, either by performing them itself or by engaging a third party to perform them, the Contractor shall co-operate fully with the Authority and any such third party and shall take all reasonable steps to ensure the timely and effective transfer of the Services without disruption to routine operational requirements.

H10.2 The following commercial approach shall apply to the transfer of the Services if the Contractor:

- (a) does not have to use resources in addition to those normally used to deliver the Services prior to termination or expiry, there shall be no change to the Price; or
- (b) reasonably incurs additional costs, the Parties shall agree a Variation to the Price based on the Contractor's rates either set out in Schedule 2 or forming the basis for the Price.

H10.3 When requested to do so by the Authority, the Contractor shall deliver to the Authority details of all licences for software used in the provision of the Services including the software licence agreements.

H10.4 Within one Month of receiving the software licence information described above, the Authority shall notify the Contractor of the licences it wishes to be transferred, and the Contractor shall provide for the approval of the Authority a plan for licence transfer.

H11 Knowledge Retention

H11.1 The Contractor shall co-operate fully with the Authority in order to enable an efficient and detailed knowledge transfer from the Contractor to the Authority on the completion or earlier termination of the Contract and in addition, to minimise any disruption to routine operational

requirements. To facilitate this transfer, the Contractor shall provide the Authority free of charge with full access to its Staff, and in addition, copies of all documents, reports, summaries and any other information requested by the Authority. The Contractor shall comply with the Authority's request for information no later than 15 Working Days from the date that that request was made.

I DISPUTES AND LAW

I1 Governing Law and Jurisdiction

I1.1 Subject to the provisions of clause I2 the Contract, including any matters arising out of or in connection with it, shall be governed by and interpreted in accordance with English Law and shall be subject to the jurisdiction of the Courts of England and Wales. The submission to such jurisdiction shall not limit the right of the Authority to take proceedings against the Contractor in any other court of competent jurisdiction, and the taking of proceedings in any other court of competent jurisdiction shall not preclude the taking of proceedings in any other jurisdiction whether concurrently or not.

I2 Dispute Resolution

I2.1 The Parties shall attempt in good faith to negotiate a settlement to any dispute between them arising out of or in connection with the Contract within 20 Working Days of either Party notifying the other of the dispute and such efforts shall involve the escalation of the dispute to the finance director of the Contractor and the commercial director of the Authority.

I2.2 Nothing in this dispute resolution procedure shall prevent the Parties from seeking from any court of competent jurisdiction an interim order restraining the other Party from doing any act or compelling the other Party to do any act.

I2.3 If the dispute cannot be resolved by the Parties pursuant to clause I2.1 either Party may refer it to mediation pursuant to the procedure set out in clause I2.5.

I2.4 The obligations of the Parties under the Contract shall not cease, or be suspended or delayed by the reference of a dispute to mediation (or arbitration) and the Contractor and the Staff shall comply fully with the requirements of the Contract at all times.

I2.5 The procedure for mediation and consequential provisions relating to mediation are as follows:

(a) a neutral adviser or mediator (the "Mediator") shall be chosen by agreement between the Parties or, if they are unable to agree upon a Mediator within 10 Working Days after a request by one Party to the other or if the Mediator agreed upon is unable or unwilling to act, either Party shall within 10 Working Days from the date of the proposal to appoint a Mediator or within 10 Working Days of notice to either Party that he is unable or unwilling to act, apply to the Centre for Effective Dispute Resolution to appoint a Mediator;

- (b) the Parties shall within 10 Working Days of the appointment of the Mediator meet with him in order to agree a programme for the exchange of all relevant information and the structure to be adopted for negotiations. If appropriate, the Parties may at any stage seek assistance from the Centre for Effective Dispute Resolution to provide guidance on a suitable procedure;
- (c) unless otherwise agreed, all negotiations connected with the dispute and any settlement agreement relating to it shall be conducted in confidence and without prejudice to the rights of the Parties in any future proceedings;
- (d) if the Parties reach agreement on the resolution of the dispute, the agreement shall be recorded in writing and shall be binding on the Parties once it is signed by their duly authorised representatives;
- (e) failing agreement, either of the Parties may invite the Mediator to provide a non-binding but informative written opinion. Such an opinion shall be provided on a without prejudice basis and shall not be used in evidence in any proceedings relating to the Contract without the prior written consent of both Parties; and
- (f) if the Parties fail to reach agreement within 60 Working Days of the Mediator being appointed, or such longer period as may be agreed by the Parties, then any dispute or difference between them may be referred to the Courts unless the dispute is referred to arbitration pursuant to the procedures set out in clause I2.6.

I2.6 Subject to clause I2.2, the Parties shall not institute court proceedings until the procedures set out in clauses I2.1 and I2.3 have been completed save that:

- (a) The Authority may at any time before court proceedings are commenced, serve a notice on the Contractor requiring the dispute to be referred to and resolved by arbitration in accordance with clause I2.7;
- (b) if the Contractor intends to commence court proceedings, it shall serve notice on the Authority of its intentions and the Authority shall have 21 days following receipt of such notice to serve a reply on the Contractor requiring the dispute to be referred to and resolved by arbitration in accordance with clause I2.7; and
- (c) the Contractor may request by notice to the Authority that any dispute be referred and resolved by arbitration in accordance with clause I2.7, to which the Authority may consent as it sees fit.

I2.7 If any arbitration proceedings are commenced pursuant to clause I2.6,

- (a) the arbitration shall be governed by the provisions of the Arbitration Act 1996 and the Authority shall give a notice of arbitration to the Contractor (the "Arbitration Notice") stating:
 - (i) that the dispute is referred to arbitration; and
 - (ii) providing details of the issues to be resolved;

- (b) the London Court of International Arbitration ("LCIA") procedural rules in force at the date that the dispute was referred to arbitration in accordance with 12.7(b) shall be applied and are deemed to be incorporated by reference to the Contract and the decision of the arbitrator shall be binding on the Parties in the absence of any material failure to comply with such rules;
- (c) the tribunal shall consist of a sole arbitrator to be agreed by the Parties;
- (d) if the Parties fail to agree the appointment of the arbitrator within 10 days of the Arbitration Notice being issued by the Authority under clause 12.7(a) or if the person appointed is unable or unwilling to act, the arbitrator shall be appointed by the LCIA;
- (e) the arbitration proceedings shall take place in London and in the English language; and
- (f) the arbitration proceedings shall be governed by, and interpreted in accordance with, English Law.

SCHEDULE 1 - SPECIFICATION

Survey of Crop Pests & Diseases

Background

Diseases (incorporating invertebrate pests and pathogens) can cause major losses in crop yield and quality which landowners try to minimise by using pesticides, fungicides and, where available, by growing resistant varieties. The incidence of disease poses a significant issue for crop production, ranging from complete losses of crops to compromised yields. Within the United Kingdom (UK), Statutory Plant Health Legislation is in place to combat potentially severe new threats from non-indigenous diseases. However, endemic diseases which pose a significant, recurring, annual threat to crop yields and yield stability are essentially managed at the farm business level. Farmers require accessible data to respond to emerging disease threats, whilst crop breeders require long term data on disease pressures to ensure new varieties respond to emerging pressures.

The incidence and severity of endemic diseases can fluctuate greatly from year to year; being influenced by many things such as climatic variables and the crop itself. Due to the fact that the relative importance of each individual disease varies in this way, annual assessments of their spatial and temporal distribution help in understanding their epidemiology and therefore the targeting of appropriate control measures in response to risk. The undertaking of highly coordinated national surveys is an efficient means of determining changes in the status of indigenous diseases and the resulting uptake of the most reliable advice on their appropriate control strategies.

The Department of Environment, Food and Rural Affairs (Defra) has funded annual monitoring of endemic disease levels and agronomic practice in both winter wheat and winter oilseed rape (the two most important UK combinable crops) for approximately forty years under the “Defra Survey of Crop Pests and Diseases” across England and Wales. The results have provided reliable data on the background incidence and risk of both endemic invertebrate pests and pathogens to their respective crops [1]. The work also augments levy funded survey work undertaken by the Agriculture, Horticulture and Development Board (AHDB), which is tailored to provide near real-time information on effective control strategies. The findings of the survey have also supported the development and functioning of the online data source, CropMonitor [2].

Information concerning the variables that influence crop production and sustainability therefore has been collected, measured and collated to provide a unique dataset. Over the years, essential to this type of study, a standard assessment methodology has been employed so that the data from each year are directly comparable. Farms and their individual fields to be sampled are randomly selected from Defra census returns to be representative of the regional area. Plant samples are collected from the field at the key crop growth stages and are visually assessed in the laboratory for leaf and stem base diseases and physically dissected for invertebrate pest assessment where necessary. In addition, the farmers involved have provided their agronomic practice data by completing a short questionnaire in advance of their crops being sampled.

This project will strengthen the legacy of the previous 40 years of monitoring, whilst securing the future of the Survey of Crop Pests and Diseases. The work is procured at a moment of

significant change for the UK agricultural sector, presenting a timely opportunity to review and reflect upon the survey, ensuring it is fit for purpose.

Policy drivers

This national survey project is uniquely positioned and has proven success in fulfilling its role by delivering information essential to establishing consensus across policy, research and industry perspectives. Data from the survey provides evidence vital in supporting Defra's policy objectives to meet the requirements of the Authorisations Regulation (1107/2009), the Statistics Regulation (1185/2009/EC) and the Sustainable Use Directive on pesticides (2009/128/EC). Looking to the future the data may well prove invaluable in supporting development of new UK policy and regulation in regard to crop production and disease management now that the UK is independent of the European Union. The long-term dataset also has a proven track record for use in supporting research projects across many key areas such as investigation of the factors causing yield plateaus in both oilseed rape and wheat, the effects of climate change on both invertebrate pests and pathogens, and in the development of risk assessments and risk forecasts for diseases of both respective crops (including informing breeding priorities for resilience in both Defra's wheat and oilseed rape genetic improvement networks), and also in regards to investigating the impact of changes to European pesticide legislation on crop yields.

Objectives

Defra is seeking a delivery body to continue with the survey for the next 3 years. The project team will seek a steer from stakeholders on future priorities for pest and disease monitoring in wheat and oilseed crops in order to determine its' longer term uses and viability. It will also support the collection and reporting of data over the next 3 years in a consistent manner with the historic survey. It will ensure the survey responds to trends for a greater use of digital data in farming, reporting results and collating historic data in farmer friendly web-based formats to make it more accessible and useful to the sector.

Detailed Requirements

WP1: Stakeholder engagement. It is essential that the survey meets the needs of industry both currently and going forward into the future. Stakeholder engagement is essential to identify the most important pest/diseases that require attention/monitoring. Appendix 1 (below) contains a list of pest/diseases that have been monitored (at one time or another) over the previous 20 plus years of the survey. It is essential that available survey resources are targeted where necessary.

WP2: Crop pest & disease assessment: The collection of statistically robust data on yearly disease levels in both winter wheat and winter oilseed rape. In addition, collect data on previous agronomic practice, including the application of pesticides. Previous surveys have been based on sample sizes (e.g. for wheat) ranging from between 250-350 farms at various crop growth stages. Survey stratification should seek to ensure as wide a national coverage as possible within available resources. The diseases to be monitored on a given cropping year will have been selected and confirmed via the stakeholder engagement (WP1).

WP3: Data accessibility. The collection, storing, sharing and reporting of the survey data is of utmost importance. Both past surveys and new data going forward must be easily accessible; 'open access,' via an online platform. This would incorporate timeliness of the provision of data from the current and immediately previous years, and easily accessible quick overviews on key trends.

WP4: Survey innovation: Investigation into ways of improving survey sampling techniques to ensure efficiency savings while maintaining/improving accuracy is to be desired. Continuing developments in (but not limited to) molecular diagnostics and image analysis for example should be explored.

Reporting

- Annual project report in the form of a bulletin along with the standard Defra EVID reporting template outlining annual trends and significance of findings which will be published online. In addition, project milestone reporting will be undertaken throughout the lifetime of the project.

- One-page layman's summary of seasonal trends/significance for individual pest/disease as requested by Defra.

- Peer-reviewed/trade press publications of the findings as appropriate following discussion with Defra.

- The production of freely accessible data sets (incorporating raw data and interpreted data).

- An annual presentation (should one be requested) to Defra officials and interested stakeholders setting out the findings, trends and significance of the survey results in Defra's London offices.

Scope

The geographic scope for this project is England and Wales only.

Resources

Defra is seeking to run the survey for the next three years (with the option to extend for a further 2 x 12 months). The contract will cover all time, travel and expenses for undertaking the survey and reporting by the Contractor in accordance with Defra's terms and conditions for research.

Travel and expenses costs should be no more than those rates indicated in the below table 'Travel and Subsistence' section, Appendix 2.

References:

1) Defra Final Project Report (CH0219): Monitoring arable disease incidence and crop protection practice (Wheat and Oilseed Rape):

<http://randd.defra.gov.uk/Default.aspx?Menu=Menu&Module=More&Location=None&ProjectID=20338&FromSearch=Y&Publisher=1&SearchText=survey&GridPage=9&SortString=ProjectCode&SortOrder=Asc&Paging=10#Description>

2) CropMonitor: Digital support for sustainable crop protection. Delivering robust pest and disease risk prediction to optimise treatment decisions. <http://www.cropmonitor.co.uk/>

3) Standard Defra EVID reporting template, please follow this link:

<https://www.gov.uk/government/publications/evidence-project-final-report>

Contractor Submission E03 – Approach and Methodology.

3.1 Project description

The pest and disease survey will focus on the needs of policy, research and industry stakeholders. These groups will form the Project Steering Committee, providing strategic direction to the project team.

Relevance to policy: The revised National Action Plan for the Sustainable Use of Pesticides (in the consultation phase currently) aims to increase uptake of Integrated Pest Management (IPM), in line with Defra's 25-year Environment Plan. Wider implementation of IPM should result in continued effective control of pests and diseases, but with reduced inputs of plant protection products (PPP), a switch towards lower risk products and an increase in natural enemies. The survey is uniquely placed to quantify pest and disease prevalence, and PPP inputs – measured in the same survey fields and with data on the associated agronomic IPM practices. We will add assessments of natural enemies. The survey will support implementation of Regulations 1107/2009 and 1185/2009 and Directive 2009/128. It will inform, and monitor future effects of, regulatory divergence. The survey will complement and underpin other IPM initiatives, such as the Defra ELM IPM Test and Trial (being delivered by ADAS on behalf of the NFU) and AHDB's IPM Network.

Relevance to research and knowledge exchange: Public, levy and industry researchers are generating new knowledge and technologies (such as sensing and image analysis) to facilitate IPM. Data accessibility and analysis of survey data will underpin this research and knowledge exchange, for example by guiding research priorities, providing data for predicting pest and disease risk and identifying new IPM approaches. Samples from surveyed crops will be made available to researchers monitoring new pest and pathogen variants. The survey will complement the Pesticides Usage Survey, inform the work of the Defra Genetic Improvement Networks and enable studies on the impact of climate change.

Relevance to industry: Industry is developing innovative products and services to enable IPM, such as pest and disease resistant crop varieties, and PPPs (such as biocontrol agents) which are categorised as 'low risk' in the regulatory process. Digital farming will increasingly aid the spatial and temporal targeting of inputs. We will produce analyses and summaries specifically for key industry groups, for example, identifying trends in prevalence which can guide the long-time horizon of plant breeding programmes.

Approach to meeting stakeholder needs: The proposal describes evolution of the survey methods; maintaining the integrity of the long-term data, whilst introducing innovations to increase survey outputs and improve efficiency. There will be a rapid revolution in open data accessibility, outreach and impact.

3.2 Introduction and project rationale

In recent decades ADAS has been a sub-contractor to the pest and disease survey, collecting field samples. That contractual role provided no agency to effect change. This proposal will effect change, whilst protecting the value of the long-term data set, guided by the following principles:

- Everyone will have simple, efficient and prompt access to the data.

- Methods will be implemented for open data access, whilst protecting the interests of surveyed farms.
- Priorities will be guided by stakeholders.
- The project team will propose approaches and inform stakeholders of the technical implications of choices.
- Analysis, interpretation and communication will focus on the needs of each group of stakeholders.
- Assessments of samples will continue to be done at one central location with a consistent assessment team, to ensure comparability between sites and seasons - which is the essential strength of the survey.
- Innovative methods and new technology will be introduced, to provide more valuable survey outputs and increase efficiency.
- Each innovation will be calibrated against previous methods to ensure the continued integrity of the long-term data set.

This proposal brings together the following groups of ADAS: Crop Protection (entomology and plant pathology), Modelling and Informatics (including statistics and software development) and Diagnostics. These groups work together effectively on many multi-disciplinary projects. Together they have the required skills, strength in depth and capacity to deliver. Technical teams based in Yorkshire, Norfolk, Cambridgeshire, Herefordshire, Nottinghamshire, Wales and Devon, provide geographic coverage for efficient sampling.

3.3 WP1: Stakeholder engagement

3.3.1 Objectives: Enable stakeholders' input to guide survey priorities, methodologies and innovations. Ensure data, analysis and findings are communicated effectively to stakeholders, to maximise impact and public good.

3.3.2 Methods: *Task 1(i) Project Steering Committee:* The Project Steering Committee (PSC) will be responsible for strategic direction and prioritising activities – such as the target pests and diseases to be assessed. The PSC will be informed by the Project Management Group (PMG; comprising the Project Manager and Work Package Leaders) on technical details and methodology, so the consequences of decisions are clear. The PSC will be Chaired independently of the PMG and will hold the project team to account for delivery.

Task 1(ii) Stakeholder recruitment: ADAS has contacts in all the major stakeholder groups and a good reputation within those groups for running effective projects. This will enable recruitment of representatives of stakeholder groups at a technical and managerial level able to provide strategic direction. The stakeholder group on the PSC needs to be sufficiently broad to be representative, but small enough to be efficient. Where stakeholder groups each comprise multiple organizations, those groups will be represented by one individual nominated through the relevant professional bodies. Organisations invited will be in consultation with Defra. Our initial proposals would include Plant Health, AHDB, CRD, NFU, LEAF, Catchment Sensitive Farming, Association of Independent Crop Consultants, British Society of Plant Breeders, Crop Protection Association, environmental NGO (e.g. The Wildlife Trust/British Ecological Society) and the Food Standards Agency.

Task 1(iii) Communications plan: The project team have developed an effective project management structure that facilitates internal communication within the project team and externally with Defra and the stakeholders (see E04). There are four main communications

routes: reporting back to participating farmers (see 3.4), reporting to Defra (see 3.7), bespoke reporting to each stakeholder group (see 3.7), and making data publicly available (see 3.5 WP3). The Project Manager will formalise a communication plan with Defra's Project Officer at the start of the project. The plan will include a timetable for project meetings and delivery updates, which will be augmented by *ad hoc* virtual meetings and email communication. All formal communications will be confirmed by email to ensure an audit trail, agreed actions and responses, and to confirm the outcome.

3.3.3 Deliverables: *(Note: deliverables provide a summary of WP outputs. Details, including delivery dates, are provided in the related milestones in E04).*

1.1 Formation of a project steering committee (milestones 1.1 – see Table 1 in E04)

1.2 Communications plan (milestones 1.1, 1.7, 1.13 in E04)

1.3 Reporting to Defra and stakeholder groups (milestones 1.6, 1.12, 1.18 in E04)

3.4 WP2: Crop pest & disease assessment

3.4.1 Objective: Survey pests and diseases of wheat and OSR and ensure consistency with previous surveys.

3.4.2 Methods: *Task 2(i) Survey design:* Pests and diseases have been recorded in wheat and OSR annually since 1970 (King, 1977 *Plant Path.*). The sampling strategy will be designed to ensure continuity with previous years' surveys. We propose 150 fields will be surveyed in winter wheat in autumn and June, and 300 fields at growth stage 73-75 (grain filling) each year. 85 fields will be surveyed each year in winter OSR at mid-leaf production (GS1.5-1.9), stem extension, green-yellow bud and pod ripening. Farms will be randomly selected based on region and arable area, in keeping with previous surveys. This will involve dividing the samples between Wales and the eight English regions reported for wheat in the 2019 survey, using a sampling density proportional to the winter wheat and winter oilseed rape crop areas in each region, as recorded by the previous year's June Agricultural Census. Although sampling effort will be focused in regions where production is highest, a wide geographical coverage is also desirable. A minimum sample size of approximately 30 farms is required to provide a statistically robust estimate of pest and disease pressure in each region: if this is not achieved by a sample size proportional to crop area, sampling effort will be redistributed between regions to achieve the minimum sample size. If this is not possible within the available resource for the crop, the data will be reported in combination with data from an adjacent region if historical data supports this. Within each region, samples will be spaced across the crop area to avoid introducing bias through accidental clustering. Farm selection will be stratified by farm size measured as total crop area (to enable raising of survey statistics for national reporting of disease levels) and restricted to holdings that made a full census return. Farms visited in the previous year will be offered the opportunity to participate the following year (a different field within the same farm will be sampled), but at least a third of the sample farms will be changed each year, with replacements selected randomly from the stratified farm population. This will provide balance between collecting paired farm-level data to enable tracking of year-by-year changes in agronomic practices, such as pesticide usage, and sampling a wider pool of farms to provide a reliable indicator of longer-term trends. We propose to update the survey design to improve the statistical robustness of the data (see WP4).

Task 2(ii) Recruitment of participating growers: As during the past 40 years, an application will be submitted to Defra in each year of the project to request a random selection of holdings to be drawn from the latest Agricultural Survey. Data to be requested: CPH number, name and address, telephone number, mobile number, arable area and total area of holding by specified

size groups. Letters will be sent to each grower explaining the objectives of the survey and asking if they would like to participate. Each farmer will then be telephoned to confirm they are happy to participate in the project and agree a mutually convenient time for samples to be collected.

Task 2(iii) Sample collection and crop input details: Crop samples will be collected at the timings described and samplers will survey one random field (of each crop type). Crop agronomy and location information will be collected regarding the field before the visit where possible, however face-to-face meetings will occur occasionally and these will be completed according to government COVID-19 guidelines. Samplers will follow a crop specific sampling protocol ensuring that a representative sample is collected from across each field without damaging the crop, in line with sampling conducted in previous surveys. Assessments of crop factors and specific problems will be completed in-field, e.g. crop condition, aphid counts, BYDV, take-all patches. Other assessments will occur by delivering samples to a central ADAS laboratory within 3 days of collection and kept in cold store facilities until assessments are complete. Complete crop input details will be collected at the end of the season by a dedicated team with a previous successful track record of securing such data.

Task 2(iv) Sample assessment: A dedicated team of staff will carry out all of the assessments at one location, to minimise assessor difference bias in the data. The same team will be maintained for the duration of the project. Any substitutes in the team will be trained and calibrated before contributing their assessments to the database. Visual disease assessments (using standard keys) will be carried out to identify and determine disease severity and remaining healthy green leaf area in both crops. The pests and diseases to be assessed will be determined at the start of each season in conjunction with the steering committee. The project team will continue to engage with stakeholders throughout the season via its networks and will remain responsive to rapid changes in pest and disease pressure within season, so as not to miss the opportunity to assess the less frequently occurring epidemics. Presence of cryptic diseases will be confirmed using molecular diagnostics. In wheat, we propose aphids will be counted in the autumn and summer. In OSR, cabbage stem flea beetle and rape winter stem weevil larval numbers will be assessed by plant dissection (all sites in autumn, half of sites in spring), slug damage categorised, and pollen beetle and seed weevil (both spring) counted. Numbers of natural enemies of aphids (e.g. ladybirds, hoverfly larvae and parasitoids) will be assessed in both crops at the same time as aphid assessments. Assessments methods will ensure data is comparable with previous surveys. Assessors will identify emerging or non-indigenous pests and diseases and confer with Plant Health.

Task 2(v) Reporting of individual data to participants: Participating farmers will be provided with a short report of the results for their farm within one month of each visit.

3.4.3 Deliverables:

2.1 Data set of wheat and oilseed rape pests and diseases, referenced by location (available within one month of each assessment) (milestones 2.1, 2.2, 2.3, 2.5, 2.6, 2.7, 2.9, 2.10 in E04)

2.2 Corresponding data set of crop input details and other agronomic factors such as variety (milestones 2.4, 2.8, 2.11 in E04)

2.3 Individual field reports sent to each participating farmer (within one month of each visit) (milestones 2.1, 2.2, 2.3, 2.5, 2.6, 2.7, 2.9, 2.10 in E04)

3.5 WP3: Data accessibility

3.5.1 Objective: Develop a web-based platform for the survey that provides the project team, Defra, stakeholders and the public with open access to the data, analyses and interpretation.

3.5.2 Rationale: Anyone who wishes to access the survey data will be able to do so, simply and efficiently. Methods will be implemented to reconcile this open access with the need to protect the personal data and identity of farmer participants in the survey.

3.5.3 Methods: Using the ADAS experience of developing web platforms and services gained within the EU-funded IPM Decisions project (www.IPMDecisions.net), data will be made publicly accessible to all stakeholders through the use of a web platform underpinned by a microservices architecture. This approach would ensure that key functions (e.g. database updating, visualisation of data, risk mapping) can be provided by individual microservices that make updating and maintaining the web platform more efficient. The web platform would consist of both public and private interfaces, with the public interface providing a means for users to select data visualisations for different crops and pests at a range of spatial scales and timescales. The private interface would be accessed via an authenticated login and would provide key administration functions for the project team (e.g. storage of contact details, generation of unique sample IDs for field data collection, etc.). The platform would be underpinned by a structured database for the storage of the data from fieldwork and laboratory analyses. There would therefore be the potential to develop web-based interfaces for data entry, allowing live updating of data as results from fieldwork and lab analyses became available. The database will be designed to ensure consistency with the historical data from previous surveys, while being extensible and flexible enough to cope with any future proposed amendments to the survey methodology. We will liaise with Fera (with facilitation from Defra) to source historical survey data.

Where standard analyses to produce either long-term trends or mappings are available, these would be built into the platform as additional services (within the project budget), allowing the visualisation of the data to respond dynamically to user selections relating to crops, pests & diseases, regions and timescales. We also propose to utilise the IPM Decisions Platform Application Programming Interface (API, which acts as a gateway into the microservice) to generate risk forecasts for those fields that are included in the survey. The risk forecasts provided by the IPM Decisions API would enable live risk updates to be provided to farmers participating in the survey as well as the generation of forecast risk maps for England and Wales to be provided via the web platform for the survey. These maps would be updated regularly (a minimum of weekly) throughout the growing season, where suitable pest or disease decision support systems are available within the IPM Decisions platform.

Regional pest and disease incidence and severity data will be presented graphically, using error bars to enable interpretation of the level of uncertainty in survey estimates. Statistical analysis will be used to inform interpretation of key trends for reporting. In addition, a combination of regression and block kriging will be used to produce maps of long-term pest and disease risks, and the variability of this risk, at a spatial scale that preserves anonymity of individual farms. Differences from the long-term average in the current survey year will be displayed as annual anomaly maps, highlighting areas where risk was substantially higher or lower than previous years, which may be explained by weather patterns or other factors such as increasing levels of pesticide resistance.

3.5.4 Deliverables:

3.1 Historical data sourced from Fera (milestones 3.1 in E04)

3.2 A web platform for the Pest & Disease survey that provides the following functionality: a) Website with pre-prepared trend graphs and maps, and database b) Farmer contact management system, and data visualisation and management services

c) Web platform with dynamic visualisation of pest & disease risks and threats d) Portals for entry of data from fieldwork and lab analysis (milestones 3.1, 3.2a, 3.2b, 3.2c, 3.2d in E04)

3.6 WP4: Survey innovation

3.6.1 Objectives: Test the feasibility, usefulness and efficiency gains from key innovations. Develop and implement the most valuable innovations.

3.6.2 Rationale: The key guiding principle is that innovations in the survey method should not compromise the integrity, and comparability between seasons, of the historic long-term data set. In liaison with the PSC, we will manage the introduction of new methods, ensuring that each introduction of an innovation is calibrated against the current methods.

Some innovations, such as assessment of natural enemies and use of molecular diagnosis to identify cryptic pathogens, will commence in year 1. These innovations do not require changes to sampling regime, and they support the accuracy of assessments and increase the value of the survey outputs. The project team will then propose priority innovations to the PSC to agree phasing of development and implementation from year two.

The hype surrounding new technology can exceed the practical reality, making 'picking winners' a costly and potentially wasteful exercise. We will investigate the usefulness of new diagnostic and image analysis methods being developed currently, using our contact networks with research projects and companies which are leaders in their field. We will test and calibrate promising approaches, using resources and samples from this project. When benefits are identified, the evidence from our evaluations will be published (so others can adopt the technology) and ADAS will make the investment necessary (from its own resources) to implement the new technology for the survey.

3.6.3 Methods: *Task 4(i) Optimising sampling:* We have developed methods to optimise sampling, given an objective function (Parnell *et al.* 2017 *Ann. Rev. Phyto.*, Bourhis *et al.* 2020 *Env. Mod. Soft.*, Mastin *et al.* 2020 *PLOS Bio.*). These methods will be tailored to the survey, and improvements and efficiencies in the sampling plan investigated. The sampling strategy will be adapted as required, for example to meet sampling needs for priority pests identified through stakeholder engagement, or to provide additional evidence on the spatial correlation of pests/diseases to inform risk mapping.

Task 4(ii) Image analysis: There is good potential to use remote sensing (field or within-field scale) and image analysis at the leaf sample level. For remote sensing, ground truth data are often the bottleneck. The extensive data that is being collected currently and historically, provide a unique opportunity for examining the ability for remote sensing methods for identifying/monitoring the presence of crop losses due to pests/ diseases. We will use freely available satellite data (Sentinel-2 and Landsat). That this is a viable route is shown by Novelli *et al.* (2019 *Agron.*) estimating LAI and by Zheng *et al.* (2018 *Sensors*) estimating yellow rust infection. Plant and leaf level image analyses already exist for some diseases (e.g. WinDIAS Leaf Image Analysis System from Delta-T. Data). Data could be used to further validate current analyses or develop novel approaches. Novel image analyses will be tested for their capacity to

reduce assessment time, improve accuracy and to be incorporated into apps for use in volunteer data gathering (see Task 4(iv)).

Task 4(iii) Molecular diagnostics: The project will implement molecular tests in the ADAS diagnostics laboratory to confirm species identity where definitive visual diagnosis is difficult (e.g. to distinguish grain mycotoxin producing *Fusarium* spp. from non-mycotoxin *Microdochium nivale*, fungi in the leaf spot complex such as *Parastagonospora nodorum*, and fungi in the stem-base disease complex. These will be used from project start. Novel diagnostics will be investigated from year 2; for example, the use of metabarcoding will be explored for identifying a range of invertebrates caught in water traps. Such an approach could significantly reduce monitoring effort for many invertebrates.

Task 4(iv) Volunteer information gathering: Hundreds of crop consultants go into fields every day. If some of these use an app to quickly send us information, it will vastly increase the value of the data sets. We have shown in previous work that including volunteer reports can improve the accuracy of pest/disease distribution maps (Brown *et al.* 2017 *Proc. Roy. Soc. B*). Information will be in the form of first observations or presence/absence of pests/diseases (quantitative assessments can be unreliable); accompanied by images if necessary to corroborate identification. Data will be processed through the open source 'IPM Decisions' platform. Combining regulatory surveys and volunteer reporting requires new statistical methods to be developed such as done for Acute Oak Decline (Brown *et al.* 2017 *Proc. Roy. Soc. B*). We will allocate part of the survey to the same fields as the crop consultants reported from, to calibrate the methods.

Task 4(v) Efficient larval assessment methods: Methods described by Conrad *et al.* (2016 *IOBC Bull.*) are faster than the current assessment method. The methodology will be calibrated against the current dissection method in year 1, to implement in year 2 - reducing assessment time by 75%, freeing resource for the other innovations.

Task 4(vi) Extending the scope of organisms surveyed: This task will focus on natural enemies (NEs) and viruses.

NEs contribute to IPM and are indicators of biodiversity. Visual assessments of NEs have been added to WP2. Structured, long-term data on presence, range and magnitude of NE populations will help identify practices which improve arable biodiversity and assess the importance of NEs in crop protection.

Loss of effective insecticides to regulation resistance have made virus management more challenging. Additional assessments targeting virus vectors in the winter and subsequent symptoms will be added to the survey (WP2). This data will improve virus forecasting and management. Virus assessments will look for emerging and cryptic viruses, such as wheat dwarf virus.

Task 4(vii) Mining the historic data set to inform policy and address barriers to IPM uptake: The dataset is a unique and hugely powerful resource which has been underexploited. Besides some studies on specific topics led by ADAS (Gladders *et al.* 2001 and 2007 *Ann. App. Biol.*, White *et al.* 2020 *AHDB*) the most recent peer reviewed report of disease prevalence trends presents survey data up to 1998 (Hardwick 2001 *Plant Path.*).

We will develop overviews of temporal and spatial trends in diseases and pests and study their associations with climate, pesticide use, loss of key actives, cultivar use and agronomic

practices (e.g. rotations and cultivation methods). This will inform policy on the effects of changes in climate and agronomy on pest and disease prevalence. The analysis will indicate possible future scenarios of disease and pest threats. Associations found between agronomic practices and pest prevalence will indicate IPM approaches for experimental testing.

Task 4(viii) Provision of pest and pathogen samples to monitor variants: Samples collected in the survey can substantially increase the density of monitoring for new pest and pathogen variants. Samples will be provided on request, for example to the UK Cereal Pathogen Virulence Survey and PPP resistance monitoring projects. Prior arrangements with sample recipients will enable efficient dispatch of samples promptly after collection. If demand exceeds capacity, we will prioritise in consultation with the PSC.

3.6.4 Deliverables:

- 4.1 Optimised survey methodology (milestones 4.1 in E04)
- 4.2 Validated efficient larval assessment methodology (milestones 4.2 in E04)
- 4.3 Report on the feasibility and usefulness of innovations (milestones 4.3 in E04)
- 4.4 Priority innovations implemented (milestones 4.4 in E04)
- 4.5 Analysis of the historic data set, targeted at policy guidance needs (milestones 4.5 in E04)

3.7 Reporting and knowledge exchange: Annual project reports and the final project report will be submitted to Defra on the standard EVID reporting template. As a minimum, the reports will present annual trends, long term trends and interpretation of the findings. A separate, non-specialist report will be produced in parallel. Additional bespoke reports will be produced for each of the major stakeholder groups. The reports will be published online and will conform with accessibility guidelines. The scope, format and content of the reports will be agreed beforehand with Defra and the PSC. Milestone reporting will be delivered throughout the project and quarterly progress update meetings with Defra. Interpreted data will be made freely accessible, as described in WP3. Anonymised raw data will be made freely available upon request, with a defined procedure to be followed to ensure data confidentiality is maintained. The Science Lead will work closely with the Defra Project Officer to provide information and advice of policy relevance to Defra, based on the findings. A minimum of one peer-reviewed paper will be produced per year and press publications will be agreed with the Defra press office. The project team are experienced in knowledge transfer and they will work with the PSC to identify effective routes and opportunities to engage with key stakeholders. Currently we propose presentations at a minimum of one scientific conference, appropriate agronomy and agrochemical technical conferences (such as the AICC annual conference), WGIN and OREGIN network meetings, industry workshops as appropriate, updates at AHDB workshops and other events such as Monitor Farm meetings, promotion at open days hosted by ADAS and other relevant stakeholders, and one dedicated stakeholder workshop hosted by ADAS. We have contacts with farming media outlets which will be utilised during the life of the project (subject to prior permission from Defra). Synergies will be sought between research projects to maximise value for money.

3.8 Interdependence of objectives: The objectives for this project are necessarily interdependent. The risks interdependence creates will be mitigated by the approaches described in E04. The key interdependence is that dissemination of data, robust statistical analyses and findings, via stakeholder engagement (WP1) and the web-based platform (WP3), is dependent upon collection of robust data (WP2).

3.9 Sustainable working: Survey and organisational sustainability will be achieved by the methods described in E02, including increasing the efficiency of crop visits, optimising routes for crop visits to minimise mileage, and developing survey innovations with potential to reduce travel and costs (e.g. volunteer data gathering and remote sensing). We are committed to staff welfare, health and safety, and being an equal opportunities employer (see E02 sustainability Equality Diversity and Inclusion Policy).

Timeline for deliverables:

Task	Y1 Q2	Y1 Q3	Y1 Q4	Y2 Q1	Y2 Q2	Y2 Q3	Y2 Q4	Y3 Q1	Y3 Q2	Y3 Q3	Y3 Q4	Y4 Q1	Y4 Q2	Y4 Q3
WP0: Management & Meetings														
Project & risk management & QA														
WP1 Stakeholder engagement														
1.1 Formation of a project steering committee														
1.2 Form communications plan														
1.3 Reporting to Defra and stakeholder groups														
WP2 Crop pest & disease assessment														
2.1 Data set of wheat and oilseed rape pests and diseases														
2.2 Corresponding data set of crop & agronomic details														
2.3 Individual field reports sent to each participating farmer														
WP3 Data accessibility														
3.1 Source historical data from Fera														
3.2a Simple website and database														
3.2b Farmer mgmt. system and data visualisation service														
3.2c Web platform with dynamic visualisation of pest & disease risks and threats														
3.2d Portals for entry of data														
WP4 Survey innovation														
4.1 Optimise survey methodology														
4.2 Validate passive larval assessment														
4.3 Report exploring the feasibility and usefulness of a range of innovations														
4.4 Develop and implement most promising innovations														
4.5 Deliver analysis of the historic data set targeted														

Contractor Submission E04 – Quality Assurance and Risk Management.

ADAS focusses on sound project management, supported by the SHEQ (Safety, Health, Environment & Quality) Management System. SHEQ provides quality assurance (providing confidence that quality requirements will be met) and includes the quality control techniques used to fulfil quality requirements (see later section).

The project will be managed and delivered by the ADAS team comprising the Project Manager (PM), Science Lead and four Work Package (WP) leaders. The PM will report to the Defra project officer (Figure 1). The Project Steering Committee (PSC) will represent the stakeholder groups as described in E03, guide the strategic direction and priorities of the project, and hold the ADAS project team to account for delivery of relevant outputs from the project.

Project Management and communication with Defra

ADAS uses PRINCE2™ as the project management tool for project delivery. The PM, Julie Smith will be the main point of contact for Defra and be ultimately responsible for overall project delivery, deadlines and quality. The Science lead, Neil Paveley will be responsible for ensuring scientific rigour. A description of project roles along with CVs of the project team have been submitted under “E04 Project team”. If problems arise in relation to the deliverables, these will be confirmed in writing (by email) to the PM and promptly actioned. The Defra project officer will be provided with confirmation of actions taken and contacted to ensure satisfaction with the response and a clear audit trail. Mechanisms for elevating issues are described in E05. The PM will:

- Be responsible for ensuring resource is available to deliver the project to timescales, quality criteria and budget required by the client.
- Be the key contact point with the customer's project officer and provide regular updates in accordance with the reporting requirements.
- Liaise with all delivery teams and the client throughout the project to ensure the objectives of the project are met.
- Provide a clear communications plan.

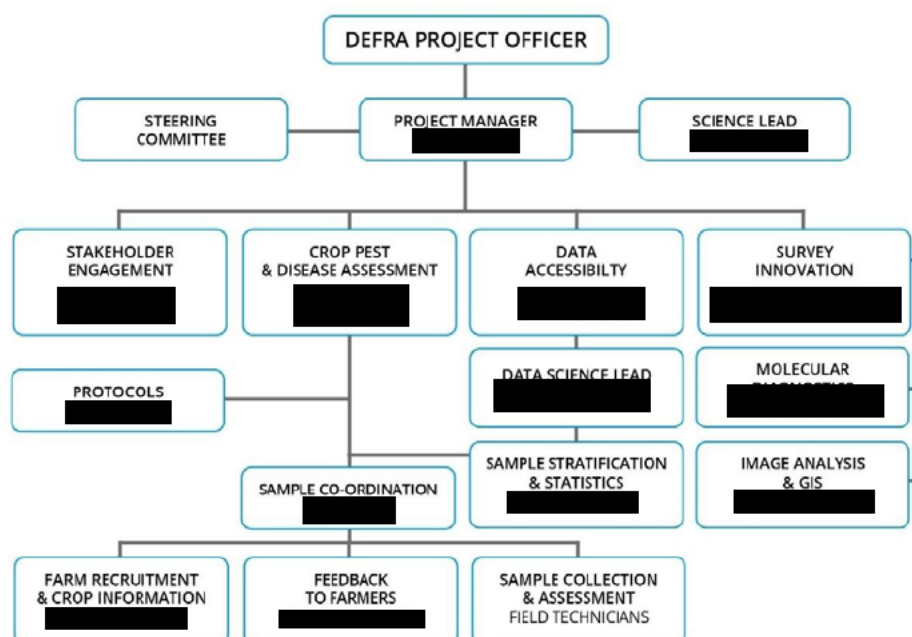


Figure 1. Organogram showing the structure of the project team

For project governance, the following framework will be put in place by the PM:

- Defined roles and responsibilities within the team – agree and detail the roles of the team members at the project outset. This will ensure clear responsibilities and effective internal team communication.
- Ongoing project review and management – the progress of the project will be reviewed regularly by the PM and tactical decisions made as necessary to avoid or resolve any problems in terms of quality or timeliness of delivery. The Defra project officer will be notified promptly of any issues.
- Necessary infrastructure – ensure that the necessary resources and infrastructure are in place within ADAS to meet the requirements of the project.
- Responsiveness – the PM will respond to email and other enquiries from Defra in a timely manner and will arrange *ad hoc* telephone and email discussions with the project officer to clarify details and confirm progress, where necessary.
- Planned communications – there will be a project inception meeting in April 2021, quarterly monitoring meetings and a final reporting meeting in February April 2024. We anticipate that the majority of meetings will be undertaken remotely, unless otherwise requested by Defra. The PM, work package leaders and relevant ADAS technical experts (as required) will be involved in these meetings.
- Ad hoc virtual or email updates - will be provided as appropriate during the project, with brief minutes of the conversation provided shortly afterwards. The frequency and format of these will be finalised at the inception meeting.
- Record of meetings – the PM will ensure that an agenda and minutes of the meeting are prepared for all scheduled meetings and agreed at the next meeting.
- Work plan – the PM will maintain an overarching work plan covering the key phases of delivery.
- Risk log – the PM will prepare a project risk log which will be maintained and reviewed throughout the project and any problems arising will be communicated to the Defra project officer so that mitigating actions can be agreed.
- Quality Review – To ensure that the project outputs are of high quality and presented in an engaging and relevant way, an internal quality review will be undertaken by the PSC. The final report will be written by the PM, the Science Lead and the WP leaders. Ultimate responsibility for the quality of the final report resides with the PM.

Project Plan

Table 1 sets out the project deliverables and delivery schedule which have been planned to report progress to Defra on a regular basis. Milestones are organised by work package. Achieving one or more milestones will result in a deliverable being achieved. Deliverables and the activities required to deliver them are described in E03.

Milestones are provided for three project years which end March 2024. In year 1 (April 2021-March 2022) the summer pest and disease assessments will continue as per the previous surveys. Once these are complete the target pests and diseases will be reviewed for the next cropping season by the PSC. This may result in changes to the target pests and diseases which could also affect the timing of assessment and therefore the milestones. These will be agreed with Defra and amended if necessary before the beginning of the next cropping season.

Table 1. Project deliverables and delivery schedule

Milestone no.	Milestone description	Date due
WP1	Stakeholder engagement	
1.1	Project Inception meeting with Defra, finalise communications plan, finalise Steering Committee membership, quarterly progress update with Defra	30/06/2021
1.2	Steering group meeting to decide pest and disease priorities	30/09/2021
1.3	Quarterly progress update meeting with Defra	30/09/2021
1.4	Quarterly progress update meeting with Defra	31/12/2021
1.5	Quarterly progress update meeting with Defra	31/03/2022
1.6	Annual report to Defra and stakeholder groups	30/04/2022
1.7	Quarterly progress update meeting with Defra, review communication plan	30/06/2022
1.8	Steering group meeting to decide pest and disease priorities	30/09/2022
1.9	Quarterly progress update meeting with Defra	30/09/2022
1.10	Quarterly progress update meeting with Defra	31/12/2022
1.11	Quarterly progress update meeting with Defra	31/03/2023
1.12	Annual report to Defra and stakeholder groups	30/04/2023
1.13	Quarterly progress update meeting with Defra, review communications plan	30/06/2023
1.14	Steering group meeting to decide pest and disease priorities	30/09/2023
1.15	Quarterly progress update meeting with Defra	30/09/2023
1.16	Quarterly progress update meeting with Defra	31/12/2023
Milestone no.	Milestone description	Date due
1.17	Quarterly progress update meeting with Defra	31/03/2024
1.18	Annual & final report to Defra & stakeholder groups. Final reporting meeting	30/04/2024
WP2	Crop pest and disease assessment	
2.1	Complete autumn assessment of pests & diseases in wheat & OSR	31/12/2021
2.2	Complete spring assessment of pests & diseases in OSR	31/04/2022
2.3	Complete summer assessment of pests & diseases in wheat & OSR	31/07/2022
2.4	Finalise collection of agronomic data from host farmers	30/09/2022
2.5	Complete autumn assessment of pests & diseases in wheat & OSR	31/12/2022
2.6	Complete spring assessment of pests & diseases in OSR	31/04/2023
2.7	Complete summer assessment of pests & diseases in wheat & OSR	31/07/2023
2.8	Finalise collection of agronomic data from host farmers	30/09/2023
2.9	Complete autumn assessment of pests & diseases in wheat & OSR	31/12/2023

2.10	Complete spring assessment of pests & diseases in OSR	31/03/2024
2.11	Finalise collection of agronomic data from host farmers	31/03/2024
WP3	Data accessibility	
3.1	Historical data sourced from Fera	31/10/2021
3.2a	Website with basic functionality for data accessibility created	31/03/2022
3.2b	Farmer Contact management system created	31/03/2023
3.2b	Data visualisation and management microservice working	31/03/2023
3.2c	Web platform with dynamic visualisation of pest and disease risk and threats released	31/01/2024
3.2d	Portal for data entry from fieldwork and lab analysis working	31/12/2023
WP4	Survey innovation	
4.1	Optimised survey methodology developed and implemented	31/03/2022
4.2	Passive larvae assessment validated	31/03/2023
4.3	Feasibility study on the innovations written and discussed with the steering group.	31/03/2022
4.4	The two innovations identified as most promising from 4.3 developed and implemented	31/03/2024
4.5	Analysis of the historic data set targeted at policy guidance needs written and delivered to Defra.	31/03/2024

Quality Assurance

ADAS is committed to achieving a high level of safety, health, environmental and quality (SHEQ) performance and has therefore a documented SHEQ management system (SHEQMS), which is implemented throughout the company. The primary aim of the SHEQMS is to ensure that safety, health, environmental and quality risks are identified, assessed and controlled. Within the company we have a SHEQ Director who holds overall responsibility for SHE and Quality management and is assisted on a day-to-day basis by the SHEQ Team. However, all company employees have SHEQ responsibilities. At the core of SHEQMS are our policy statements for health and safety, environmental and quality as well as an extensive range of Standard Operating Procedures prescribing internal business processes and technical methodologies. Delivery to clients is subject to risk assessment and subsequent risk management and is controlled via the use of effective project planning to meet milestones, specifications, time frames and budget. Rigorous quality checks are carried out before release of output to ensure technical soundness and compliance with contractual requirements and ADAS standards. Effective implementation of SHEQ is assessed by scheduled internal audits carried out by independent Quality Assurance staff.

Risks and mitigating actions

The risk matrix below outlines the main foreseeable project risks and mitigation actions. A more detailed risk assessment, broken down by work package and task, will be drawn up at the start of the project and reviewed formally every 6 months for the life of the project. The mitigations aim to avoid or reduce the risks to the delivery of the project, and the associated impacts on the objectives and reputation of Defra.

Risk and likelihood	Scale of impact	Mitigating action
Staff absence/ availability Low	Medium: The project relies on the appropriate staff skills and practical experience.	In the event that any staff are unavailable to work, the project team have sufficient expertise to cover all activities. All project activities have been assigned a lead and deputy. ADAS is a sufficiently large organisation that other appropriate staff will be available.
Project team does not have the necessary skills and experience Low	High: Delivery requires specific expertise to ensure quality outputs.	We have carefully selected specialist and experienced deliverers to work on this project, with the skills, expertise and motivation to perform their appointed role.
Loss of data / IT Failure Low	High: The project relies on the collection of (survey) data.	Protocols are in place to ensure that reports and data on office networks, computer hard drives and data storage devices are backed up routinely. Data security protocols are in place.
Project slippage Moderate	High: Problems recruiting sufficient participants, or in obtaining agronomic details to accompany samples	The project team have long experience of recruiting participants. We will have sufficient contact details for more than the required number of farmer participants. ADAS farmer associations and relationships with independent agronomists will help to provide replacement sites if necessary.
Inappropriate methodologies Low	High: Results that are inaccurate or biased.	Protocols and standard operating procedures are in place to ensure consistent methods and data collection. The ADAS field teams are very experienced at survey work and all the assessment methods planned for this project.
Change to Government guidance in relation to COVID-19 Low	Low: The project will be completed following all COVID-19 guidance.	All work practices will follow covid-19 guidance and restrictions. Collection of agronomic data will be done remotely, so is unlikely to be adversely affected by changes to government guidance. Communication between the ADAS project team and field staff can also be done remotely. ADAS have developed specific guidance and precautions that have enabled the continuation of site visits and fieldwork during the COVID-19 pandemic.
Inappropriate analysis or reporting of evidence Low	High: A lack of rigour could result in unreliable outputs reported to Defra.	The team includes scientists who are experienced in qualitative and quantitative data analysis and collection. All outputs will be subject to QA review by the Project Manager and Science Lead and other relevant technical specialists before publication.

Biosecurity alert Low	High: Outbreaks of disease (such as bird flu) may prevent access to the field sites in a particular region.	Protocols will be in place, supported by risk assessments, to ensure that disinfection procedures are carried out prior to entering and leaving farm sites. In the case of a disease outbreak preventing access to farms in particular areas, the project manager will agree appropriate modifications to delivery schedules with Defra.
Difficulty keeping to deadlines Low	Medium. Any delays in delivery will have an effect on subsequent tasks, increasing the risk that the project will not keep to the timescales.	ADAS has a track record of effective project management and is well practiced at meeting deadlines. Regular meetings will continually check progress against the project plan to ensure all key deliverables are met. Regular contact with Defra will ensure that progress against plan will be monitored and that any problems are resolved as soon as they arise.

Appendix 1: Survey contents over the past 20 plus years

1) Diseases:

a) Winter Wheat disease assessment:

- Foliar diseases: *Septoria tritici* (*Mycosphaerella graminicola*), mildew (*Blumeria graminis*), yellow rust (*Puccinia striiformis*), brown rust (*Puccinia recondita*), *Stagonospora nodorum* (*Phaeosphaeria nodorum*), *Didymella leaf spot* (*Didymella exitialis*), leaf stripe (*Cephalosporium gramineum*) and tan spot (*Pyrenophora tritici-repentis*).
- Ear diseases: *Septoria tritici*, mildew, yellow rust, glume blotch (*Septoria nodorum*), fusarium ear blight and *Botrytis* spp
- Levels of eyespot (*Oculimacula* spp.), sharp eyespot (*Rhizoctonia solani*) and fusarium stem base diseases.

b) Winter Oil Seed Rape summer disease assessment:

- Pod diseases: light leaf spot, white leaf spot, powdery mildew and dark pod spot.
- Stem diseases: alternaria, light leaf spot, downy mildew and powdery mildew, Canker (*Leptosphaeria maculans*), sclerotinia stem rot (*Sclerotinia sclerotiorum*), verticillium wilt (*Verticillium longisporum*) and grey mould (*Botrytis cinerea*)

c) Winter Oil Seed Rape autumn disease assessment:

- Pod diseases: light leaf spot, white leaf spot, powdery mildew and dark pod spot.
- Stem diseases: alternaria, light leaf spot, downy mildew and powdery mildew, Canker (*Leptosphaeria maculans*), sclerotinia stem rot (*Sclerotinia sclerotiorum*), verticillium wilt (*Verticillium longisporum*) and grey mould (*Botrytis cinerea*)

d) Winter Oil Seed Rape spring disease assessment:

- Foliar and root diseases: dark leaf spot (*Alternaria brassicae*), downy mildew (*Peronospora parasitica*), light leaf spot (*Pyrenopeziza brassicae*), phoma leaf spot phase of canker (*Leptosphaeria maculans*), powdery mildew (*Erysiphe cruciferarum*), white leaf spot (*Pseudocercospora capsellae*) and club root (*Plasmodiophora brassicae*).

2) Invertebrate pests:

a) Wheat:

Aphids (bird-cherry oat aphid: *Rhopalosiphum padi*; cereal aphid: *Sitobium avenae*; Rose-Grain aphid: *Metopolophium dirhodum*)

b) Oil Seed Rape:

Cabbage Stem Flea beetle (*Psylliodes chrysocephala*)

Pollen beetle (*Meligethes aeneus*)

Rape winter stem weevil (*Ceutorhynchus picitarsis*)

Cabbage seed weevil (*Ceutorhynchus assimilia*)

Aphids: Cabbage aphid (*Brevicoryne brassicae*), peach-potato aphid (*Myzus persicae*)

Slugs

3) Additional information gathered from the farmer:

- Agronomic practice
- Size of field
- Previous crop
- Variety/cultivar sown
- Date of sowing

Appendix 2: Travel and Subsistence Rates

All Travel and Subsistence should be in line with Defra's Travel and Subsistence Policy:-

1. If possible, travel should be avoided, using a more sustainable and cost-effective means of achieving the business objective such as telephone or video or web conferencing.
2. All travel outside of policy should be avoided as far as possible. Prior approval (unless clearly not possible in the circumstances) should be sought from your line management*. Line management should ensure that budget holders (usually at Director or Deputy Director level) are aware of instances of travel outside the policy and should ensure that appropriate steps have been taken to ensure that suitable options within the policy have been exhausted and the decision would stand up to public scrutiny
3. The traveller should take steps to ensure sustainability of travel as set out in the Sustainability section below
4. Staff should take all necessary health and safety precautions before travelling.

*Project Officer's approval required for Contractors.

Claims should always be supported by valid receipts for audit purposes and must not exceed any of the stated rates below. Should the stated rate be exceeded, Defra reserve the right to reimburse only up to the stated rate.

Rail Travel

All Journeys – Standard class rail unless a clear business case demonstrating value for money can be presented. This includes international rail journeys by Eurostar and other international and overseas rail operators.

Mileage Allowance

Mileage Allowance	First 10,000 business miles in the tax year	Each business mile over 10,000 in the tax year
Private cars and vans – no public transport rate*	45p	25p
Private cars and vans – public transport rate	25p	25p
Private motor cycles	24p	24p
Passenger supplement	5p	5p
Equipment supplement**	3p	3p
Bicycle	20p	20p

*NB the 'no public transport rate' for car and van travel can only be claimed where the use of a private vehicle for the journey is essential e.g. on grounds of disability or where there is no practical public transport alternative. If the use of the vehicle is not essential the 'public transport rate' should be claimed.

** Under HMRC rules this expense is taxable.

UK Subsistence

Location	Rate (Upper Limit)
London (Bed and Breakfast)	£130
UK Other (Bed and Breakfast)	£75
Rates for specific cities (bed and breakfast)	Bristol £100 per night Weybridge £100 per night Warrington £90 per night Reading £85 per night

SCHEDULE 2 - PRICING

Project Price

The Authority will pay the Contractor no more than the fixed sum of £686,518.

ADAS Quote Reference 1021760						
Breakdown	2021/22	2022/23	2023/24	2024/25	Total	
Staff Costs						
Travel						Travel to sites for sampling, farmer contact and meetings
Consumables						Bags and boxes for samples, postage
Other costs					£0	
Overheads						% of staff costs
Subcontractors					£0	
Price per year				£0	£686,518	
VAT				£0.00	£137,303.60	
Price inc VAT				£0	£823,821.60	
VAT will be charged at the prevailing rate.						
RSK ADAS Ltd is registered for VAT: No: 918 4760 01						








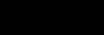
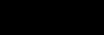

Price per Milestone

Milestone no.	Milestone description	Date due	% of total
WP1	Stakeholder engagement		
1.1	Project Inception meeting with Defra. Finalise steering group membership	30/06/2021	1%
1.2	Arrange and complete a steering group meeting to review the summer 2021 data and decide the pest and disease priorities for the next sampling period	30/09/2021	1%
1.3	Quarterly progress update meeting with Defra	30/09/2021	1%
1.4	Quarterly progress update meeting with Defra	31/12/2021	1%
1.5	Quarterly progress update meeting with Defra	31/03/2022	1%
1.6	Annual report to Defra	30/04/2022	1%
1.7	Quarterly progress update meeting with Defra	30/06/2022	1%

1.8	Arrange and complete a steering group meeting to review the summer 2022 data and decide the pest and disease priorities for the next sampling period	30/09/2022	1%
1.9	Quarterly progress update meeting with Defra	30/09/2022	1%
1.10	Quarterly progress update meeting with Defra	31/12/2022	1%
1.11	Quarterly progress update meeting with Defra	31/03/2023	1%
1.12	Annual report to Defra	30/04/2023	1%
1.13	Quarterly progress update meeting with Defra	30/06/2023	1%
1.14	Arrange and complete a steering group meeting to review the summer 2023 data and decide the pest and disease priorities for the next sampling period	30/09/2023	1%
1.15	Quarterly progress update meeting with Defra	30/09/2023	1%
1.16	Quarterly progress update meeting with Defra	31/12/2023	1%
1.17	Quarterly progress update meeting with Defra	31/03/2024	1%
1.18	Annual report to Defra	30/04/2024	1%
WP2	Crop pest and disease assessment		
2.1	Complete autumn sampling and assessment of OSR pest & disease (BBCH15-19). Complete autumn in field assessment of pests in winter wheat (BBCH12-25)	31/12/2021	4%
2.2	Complete spring sampling and assessment of pests & diseases in OSR (BBCH 20-29)	31/04/2022	4%
2.3	Complete summer assessment of OSR pollen beetles (BBCH51-59) seed weevils (BBCH65) and Wheat pests (GS71) in the field. Complete pests & disease sampling and assessment of destructive samples collected in June and July in both wheat (GS73-75) & OSR (BBCH80-85)	31/07/2022	4%
2.4	Finalise collection of agronomic data from farm respondents	30/09/2022	2%
2.5	Complete autumn sampling and assessment of OSR pest & disease (BBCH15-19). Complete autumn in field assessment of pests in winter wheat (BBCH12-25)	31/12/2022	4%
2.6	Complete spring sampling and assessment of pests & diseases in OSR (BBCH 20-29)	31/04/2023	4%
2.7	Complete summer assessment of OSR pollen beetles (BBCH51-59) seed weevils (BBCH65) and Wheat pests (GS71) in the field. Complete pests & disease sampling and assessment of destructive samples collected in June and July in both wheat (GS73-75) & OSR (BBCH80-85)	31/07/2023	4%
2.8	Finalise collection of agronomic data from farm respondents	30/09/2023	2%
2.9	Complete autumn sampling and assessment of OSR pest & disease (BBCH15-19). Complete autumn in field assessment of pests in winter wheat (BBCH12-25)	31/12/2023	4%
2.10	Complete spring sampling and assessment of pests & diseases in OSR (BBCH 20-29)	31/03/2024	4%
2.11	Finalise collection of agronomic data from farm respondents	31/03/2024	2%
WP3	Data accessibility		
3.1	Historical data received from Fera	31/10/2021	4%

3.2a	Website with basic functionality for data accessibility created	31/03/2022	4%
3.2b (i)	Farmer Contact management system created	31/03/2023	4%
3.2b (ii)	Data visualisation and management microservice working	31/03/2023	4%
3.2c	Web platform with dynamic visualisation of pest and disease risk and threats released	31/01/2024	4%
3.2d	Portal for data entry from fieldwork and lab analysis working	31/12/2023	4%
WP4	Survey innovation		
4.1	Survey methodology reviewed and possible optimisations developed and implemented	31/03/2022	4%
4.2	Passive larvae assessment validated	31/03/2023	4%
4.3	Feasibility study on the innovations written and discussed with the steering group.	31/03/2022	4%
4.4	The two innovations identified as most promising from 4.3 developed and implemented	31/03/2024	4%
4.5	Analysis of the historic data set completed. Report and presentation summarising findings targeted at policy guidance needs written and delivered to Defra.	31/03/2024	4%

Price by date of Milestone

Work package	Milestone	Milestone description	Date due	Value
1.1	1	Project Inception meeting with Defra, finalise Steering group membership, quarterly progress update with Defra	15/06/2021	
1.2	2	Arrange and complete a steering group meeting to review the summer 2021 data and decide the pest and disease priorities for the next sampling period	30/09/2021	
1.3	3	Project management and internal communication plus quarterly progress update meeting with Defra.	30/09/2021	
3.1	4	Several decades of historical crop survey data received from Fera (via Defra) and organised into a working format	31/10/2021	
1.4	5	Project management and internal communication plus quarterly progress update meeting with Defra	31/12/2021	
2.1	6	Complete autumn sampling and assessment of OSR pest & disease (BBCH15-19). Complete autumn in field assessment of pests in winter wheat (BBCH12-25)	31/12/2021	
1.5	7	Project management and internal communication plus quarterly progress update meeting with Defra	31/03/2022	
4.1	8	Survey methodology reviewed and possible optimisations developed and implemented	31/03/2022	
4.2	9	Feasibility study on the innovations written and discussed with the steering group.	31/03/2022	
3.2a	10	Website with basic functionality for historical and current crop survey data accessibility created	31/03/2022	

1.6	11	Annual report submitted to Defra	30/04/2022	
2.2	12	Complete spring sampling and assessment of pests & diseases in OSR (BBCH 20-29)	30/04/2022	
1.7	13	Project management and internal communication plus quarterly progress update meeting with Defra	30/06/2022	
2.3	14	Complete summer assessment of OSR pollen beetles (approx. BBCH51-59) seed weevils (approx. BBCH65) and Wheat pests (approx. GS71) in the field. Complete pests & disease sampling and assessment of destructive samples collected in June and July in both wheat (GS73-75) & OSR (BBCH80-85)	31/07/2022	
1.8	15	Arrange and complete a steering group meeting to review the summer 2022 data and decide the pest and disease priorities for the next sampling period	30/09/2022	
1.9	16	Project management and internal communication plus quarterly progress update meeting with Defra	30/09/2022	
2.4	17	Finalise collection of agronomic data from farm respondents	30/09/2022	
1.1	18	Project management and internal communication plus quarterly progress update meeting with Defra	31/12/2022	
2.5	19	Complete autumn sampling and assessment of OSR pest & disease (BBCH15-19). Complete autumn in field assessment of pests in winter wheat (BBCH12-25)	31/12/2022	
1.11	20	Project management and internal communication plus quarterly progress update meeting with Defra	31/03/2023	
4.3	21	Passive cabbage stem flea beetle larvae assessment validated	31/03/2023	
3.2b (i)	22	Farmer Contact management system created	31/03/2023	
3.2b (ii)	23	Data visualisation and management microservice working	31/03/2023	
1.12	24	Annual report to Defra	30/04/2023	
2.6	25	Complete spring sampling and assessment of pests & diseases in OSR (BBCH 20-29)	30/04/2023	
1.13	26	Project management and internal communication plus quarterly progress update meeting with Defra	30/06/2023	
2.7	27	Complete summer assessment of OSR pollen beetles (BBCH51-59) seed weevils (BBCH65) and Wheat pests (GS71) in the field. Complete pests & disease sampling and assessment of destructive samples collected in June and July in both wheat (GS73-75) & OSR (BBCH80-85)	31/07/2023	
1.14	28	Arrange and complete a steering group meeting to review the summer 2023 data and decide the pest and disease priorities for the next sampling period	30/09/2023	
1.15	29	Project management and internal communication plus quarterly progress update meeting with Defra	30/09/2023	
2.8	30	Finalise collection of agronomic data from farm respondents	30/09/2023	
1.16	31	Project management and internal communication plus quarterly progress update meeting with Defra	31/12/2023	

2.9	32	Complete autumn sampling and assessment of OSR pest & disease (BBCH15-19). Complete autumn in field assessment of pests in winter wheat (BBCH12-25)	31/12/2023	██████
3.2d	33	Portal for data entry from fieldwork and lab analysis working	31/12/2023	██████
3.2c	34	Web platform with dynamic visualisation of pest and disease risk and threats released	31/01/2024	██████
1.17	35	Project management and internal communication plus quarterly progress update meeting with Defra	31/03/2024	██████
2.1	36	Complete spring assessment of pests & diseases in OSR	31/03/2024	██████
2.11	37	Complete spring sampling and assessment of pests & diseases in OSR (BBCH 20-29)	31/03/2024	██████
4.4	38	The two innovations identified as most promising from 4.3 developed and implemented	31/03/2024	██████
4.5	39	Analysis of the historic data set completed. Report and presentation summarising findings targeted at policy guidance needs written and delivered to Defra.	31/03/2024	██████
1.18	40	Final project report (EVID2) submitted to Defra	30/03/2024	██████
			Total	£686,518

SCHEDULE 3 - CHANGE CONTROL

Contract Change Note ("CCN")

CCN Number	
Contract Reference Number & Title	
Variation Title	
Number of Pages	

WHEREAS the Contractor and the Authority entered into a Contract for the supply of [project name] dated [dd/mm/yyyy] (the "Original Contract") and now wish to amend the Original Contract

IT IS AGREED as follows

1. The Original Contract shall be amended as set out in this Change Control Notice:

Change Requestor / Originator		
Summary of Change		
Reason for Change		
Revised Contract Price	Original Contract Value	£
	Previous Contract Changes	£
	Contract Change Note [x]	£
	New Contract Value	£
Revised Payment Schedule		
Revised Specification (See Annexe [x] for Details)		
Revised Contract Period		
Change in Contract Manager(s)		
Other Changes		

2. Save as amended all other terms of the Original Contract shall remain effective.
3. This CCN takes effect from the date on which both Parties communicate acceptance of its terms via Bravo.

SCHEDULE 4 - COMMERCIALLY SENSITIVE INFORMATION

1.1 Without prejudice to the Authority's general obligation of confidentiality, the Parties acknowledge that the Authority may have to disclose Information in or relating to the Contract following a Request for Information pursuant to clause E5 (Freedom of Information).

1.2 In this Schedule the Parties have sought to identify the Contractor's Confidential Information that is genuinely commercially sensitive and the disclosure of which would be contrary to the public interest.

1.3 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.

1.4 Without prejudice to the Authority's obligation to disclose Information in accordance with the FOIA and the EIR, the Authority will, acting reasonably but in its sole discretion, seek to apply the commercial interests exemption set out in s.43 of the FOIA to the Information listed below.

CONTRACTOR'S COMMERCIALLY SENSITIVE INFORMATION			DATE	DURATION OF CONFIDENTIALITY
None	within	contract		
ECM61206				

SCHEDULE 5 - PROCESSING, PERSONAL DATA AND DATA SUBJECTS

1. This Schedule shall be completed by the Authority, who may take account of the view of the Contractor, however the final decision as to the content of this Schedule shall be with the Authority at its absolute discretion.

2. The contact details of the Authority Data Protection Officer are:

Dgc.Gdpr@Defra.Gov.uk Nobel House, 17 Smith Square, London SW1P 3JR

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

[\[REDACTED\]@Adas.Co.uk](mailto:[REDACTED]@Adas.Co.uk)

RSK ADAS Ltd, Barbour Square, High Street, Tattenhall, Cheshire, CH3 9RF.

Tel 01829 770569

4. The Contractor shall comply with any further written instructions with respect to processing by the Authority.

5. Any such further instructions shall be incorporated into this Schedule.

Data Processing descriptor	Narrative
Identity of the Controller and Processor	The Parties acknowledge that for the purposes of the Data Protection Legislation, the Authority is the Controller and the Contractor is the Processor in accordance with Clause E2.1.
Subject matter of the processing	Contract involves crop survey and sampling at Farms and will therefore include data on location, ownership, occupiers, land use, crop density, disease/pest presence and related matters.
Duration of the processing	This will be for the duration of the contract of 3 years or 5 years if both extension options are exercised.
Nature and purposes of the processing	This contract will add to previous 40 years data monitoring of crop pests and diseases and will involve survey and sampling from site. Samples may be subject to laboratorial analysis. Data will involve locations, crop area, yield potential, resistance to diseases and/or pesticides, ownership/occupiers and their contact details.
Type of Personal Data	Name, address and possibly other contract details ie telephone, email address etc.

Categories of Data Subject	Owner/Occupier details.
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	<p>Contractor will maintain until six years after the end of the contract period full and accurate records of the contract including the services supplied under it, all expenditure reimbursed by the Authority.</p> <p>Contractor will return all data on termination of the contract for any reason.</p>