



## Standard Contract for Goods and/or Services - Order Form

1. Purchase Order Number	Requisition 1050260564 (PO number tbc)	
2. Customer	Environment Agency	
3. Contractor(s)	CIRIA	
4. Defra Group Members	The following Defra Group members will receive the benefit of the Deliverables:  <b>Environment Agency</b>	
5. The Agreement	<p>This Order is part of the Agreement and is subject to the terms and conditions referenced at Appendix 1 and shall come into effect on the Start Date.</p> <p>Unless the context otherwise requires, capitalised expressions used in this Order have the same meanings as in the terms and conditions.</p> <p>The following documents are incorporated into the Agreement. If there is any conflict, the following order of precedence applies (in descending order):</p> <ul style="list-style-type: none"> <li>a) this Order;</li> <li>b) the terms and conditions at Appendix 1; and</li> <li>c) the remaining Appendices (if any) in equal order of precedence.</li> </ul>	
6. Deliverables	Applicable Deliverables	<b>Goods Only:</b> <input type="checkbox"/> <b>Services Only:</b> <input checked="" type="checkbox"/> <b>Good and Services:</b> <input type="checkbox"/>
	Goods	None
	Services	Two CIRIA SuDS Foundation courses (in-person classroom delivery) <i>at The Environment Agency (Brampton Office)</i> <i>Bromholme Lane, Brampton, Huntingdon, PE28 4NE</i>  Date(s) of Delivery: Preparation can begin at the start date with dates of delivery: <span style="background-color: black; color: black;">XXXXXXXXXX</span>
7. Start Date	20/01/25	
8. Expiry Date	31/03/2025	
9. Charges	The Charges for the Goods and/or Services shall be as set out below in Appendix 3 Charges. The Charges are fixed for the duration of the Agreement.	

<b>10. Payment</b>	Payments will be made to CIRIA [REDACTED] [REDACTED]									
<b>11. Contractor's Liability Cap (Clause 13.2.1)</b>	A sum equal to £5,000,000									
<b>12. Customer's Authorised Representative(s)</b>	For general liaison your contact will continue to be  <b>Chris Swain</b>  or, in their absence,  <b>Kathryn Pettit</b>									
<b>13. Contractor's Authorised Representative</b>	For general liaison your contact will continue to be  [REDACTED]  [REDACTED]  [REDACTED]									
<b>14. Optional Intellectual Property Rights ("IPR") Clauses</b>	The Customer has chosen [REDACTED] respect of intellectual property rights provisions for the Agreement as set out in the terms and conditions.									
<b>15. Progress Meetings and Progress Reports</b>	Contractor to attend (in person or virtually on MS Teams) one progress meeting with customer within one month and not less than one week from the first delivery event on 10/3/25.									
<b>16. Address for notices</b>	<table border="0"> <tr> <td><b>Customer:</b></td><td><b>Contractor:</b></td></tr> <tr> <td><i>Environment Agency</i></td><td><b>CIRIA</b></td></tr> <tr> <td>Attention: <b>Chris Swain, Senior Strategic Flood Risk Planning Advisor</b></td><td>Attention: [REDACTED]</td></tr> <tr> <td>Email: <b>chris.swain@environment-agency.gov.uk</b></td><td>Email: [REDACTED]</td></tr> </table>	<b>Customer:</b>	<b>Contractor:</b>	<i>Environment Agency</i>	<b>CIRIA</b>	Attention: <b>Chris Swain, Senior Strategic Flood Risk Planning Advisor</b>	Attention: [REDACTED]	Email: <b>chris.swain@environment-agency.gov.uk</b>	Email: [REDACTED]	
<b>Customer:</b>	<b>Contractor:</b>									
<i>Environment Agency</i>	<b>CIRIA</b>									
Attention: <b>Chris Swain, Senior Strategic Flood Risk Planning Advisor</b>	Attention: [REDACTED]									
Email: <b>chris.swain@environment-agency.gov.uk</b>	Email: [REDACTED]									
<b>17. Key Personnel of the Contractor</b>	<table border="0"> <tr> <td><b>Key Personnel Role:</b></td><td><b>Key Personnel Name:</b></td><td><b>Contact Details:</b></td></tr> <tr> <td>[REDACTED]</td><td>[REDACTED]</td><td>[REDACTED]</td></tr> <tr> <td>[REDACTED]</td><td>[REDACTED]</td><td>[REDACTED]</td></tr> </table>	<b>Key Personnel Role:</b>	<b>Key Personnel Name:</b>	<b>Contact Details:</b>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
<b>Key Personnel Role:</b>	<b>Key Personnel Name:</b>	<b>Contact Details:</b>								
[REDACTED]	[REDACTED]	[REDACTED]								
[REDACTED]	[REDACTED]	[REDACTED]								
<b>18. Procedures and Policies</b>	For the purposes of the Agreement:  As per Terms and Conditions									
<b>19. Special Terms</b>	None									
<b>20. Additional Insurance</b>	None									
<b>21. Further Data Protection Provisions</b>	The further data protection provisions contained within Annex 4 of the terms and conditions are applicable to this Agreement where indicated below: <b>Yes:</b> <input checked="" type="checkbox"/> <b>No:</b> <input type="checkbox"/>									

Signed for and on behalf of the <b>Customer</b>	Signed for and on behalf of the <b>Contractor</b>
Name: <b>Chris Swain</b>  <b>Senior Strategic Flood Risk Planning Advisor</b>	Name: [Redacted] [Redacted]
Date: 20/1/25	Date: 16 January 2025
Signature: [Redacted]	[Redacted]

## **Appendix 1: Terms and Conditions**

The Customer's Standard Good & Services Terms and Conditions which can be located on the [Environment Agency Website](#) and which are called 'Standard Goods & Services Terms and Conditions (EA)'

## Appendix 2: Specification/Description

From: [REDACTED]@ciria.org>

Sent: 21 June 2024 16:56

To: Swain, Chris <chris.swain@environment-agency.gov.uk>

Subject: Quote: CIRIA SuDS Foundation training, inperson delivery, HUNTINGDON for Great River Ouse Catchment team

### Extract from email:

"the below quote will cover the SuDS Foundation course content that was discussed.

This will be for 2 distinct groups you have.

[REDACTED]

Suggested SuDS Foundation course agenda with tailored elements:

- General introduction to SuDS (as per standard Foundation course)  
Additionally following content to be included:
- Focus on infiltration – what constraints apply to infiltration and common myths around it (client has some Chalk uplands)
- Using infiltration to achieve interception (so even on clay soils allowing as much infiltration as possible is useful)
- SuDS and high groundwater
- SuDS in flat sites

### The quote:

[REDACTED]

Course timings: 9am-5pm"

### Appendix 3: Charges

Course fees :

[REDACTED]

[REDACTED]

#### **CIRIA Cancellation Policy for inhouse training**

If a course is cancelled or postponed by a client, the following charges will apply:

[REDACTED]

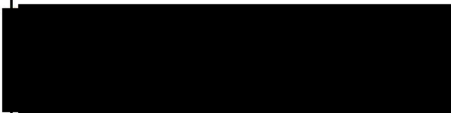
[REDACTED]

[REDACTED]

Any cancellation or post

[\[REDACTED\]](#)

#### Appendix 4: Processing Personal Data

<b>Contract:</b>	<b>CIRIA SuDS Foundation Training for River Great Ouse RMAs</b>
<b>Date:</b>	<b>20/1/25</b>
<b>Description of authorised processing</b>	<b>Hold and process personal data in the form of training delegates list for the purposes of sending course detail, training materials and feedback</b>
Identity of Controller and Processor for each category of Personal Data	Official: Delegates Register – Data controller CIRIA Official Sensitive: Contract Data - Data controller CIRIA
Subject matter of the processing	Training contract and training delegates list
Duration of the processing	6 months
Nature and purposes of the processing	Register of training course attendees to distribute training materials
Type of Personal Data	Name, email, employer
Categories of Data Subject	Customers
Plan for return and destruction of the data once the processing is complete UNLESS requirement under law to preserve that type of data	Contractor delete delegate data within 6 months and confirm action complete
Locations at which the Contractor and/or its subcontractors process Personal Data under this Agreement	CIRIA 124 City Road, London 
Protective Measures that the Contractor and, where applicable, its subcontractors have implemented to protect Personal Data processed under this Agreement against a breach of security (insofar as that breach of security relates to data) or a Personal Data Breach	GDPR training completed by all data processors Password protected Access