DPS FRAMEWORK SCHEDULE 4: LETTER OF APPOINTMENT AND CONTRACT TERMS

Part 1: Letter of Appointment

Research Consulting Ltd
The Ingenuity Centre
University of Nottingham Innovation Park
Triumph Road
Nottingham
NG7 2TU

[redacted]

Letter of Appointment

This letter of Appointment dated Monday, 24th January 2022, is issued in accordance with the provisions of the DPS Agreement (RM6018) between CCS and the Supplier.

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

Order Number:	PS21162 - G7 Open Science Project
From:	**Department of Business Energy and Industrial Strategy**, 1 Victoria St, Westminster, London, SW1H 0ET **("Customer")**
To:	**Research Consulting Ltd,** The Ingenuity Centre, University of Nottingham Innovation Park, Triumph Road, Nottingham, NG7 2TU **("Supplier")**

Effective Date:	Monday, 24th January 2022
Expiry Date:	Thursday, 31st March 2022

Services required:	Set out in Section 2, Part B (Specification) of the DPS Agreement and refined by: The Customer's Project Specification attached at Appendix A and the Supplier's Proposal attached at Appendix B.

Key Individuals:	[redacted]

Contract Charges (including any applicable discount(s), but excluding VAT):	As per AW5.2 Price Schedule response highlighted within the RM6018 Contract Terms, section; Annex 1 – Contract Charges. The total value of this contract shall not exceed £69,985.00 Excluding VAT. [redacted]
Insurance Requirements	Additional public liability insurance to cover all risks in the performance of the Contract, with a minimum limit of £5 million for each individual claim Additional employers' liability insurance with a minimum limit of £5 indemnity Additional professional indemnity insurance adequate to cover all risks in the performance of the Contract with a minimum limit of indemnity of £1 million for each individual claim. Product liability insurance cover all risks in the provision of Deliverables under the Contract, with a minimum limit of £5 million for each individual claim.
Liability Requirements	**Suppliers' limitation of Liability** (Clause **Error! Reference source not found.** of the Contract Terms); 18.2
Customer billing address for invoicing:	All invoices should be sent to should be sent to [redacted] or Billingham (UKSBS, Queensway House, West Precinct, Billingham, TS23 2NF)

FORMATION OF CONTRACT

BY SIGNING AND RETURNING THIS LETTER OF APPOINTMENT (which may be done by electronic means) the Supplier agrees to enter a Contract with the Customer to provide the Services in accordance with the terms of this letter and the Contract Terms.

The Parties hereby acknowledge and agree that they have read this letter and the Contract Terms.

The Parties hereby acknowledge and agree that this Contract shall be formed when the Customer acknowledges (which may be done by electronic means) the receipt of the signed copy of this letter from the Supplier within two (2) Working Days from such receipt

For and on behalf of the Supplier: **For and on behalf of the Customer:**

[redacted]

[redacted]

ANNEX A

Customer Project Specification

Background
Open science played a crucial role in the response to the Covid-19 pandemic. The crisis demonstrated a need to improve current mechanisms and frameworks to enable and embed open science practice. It has created an opportunity to assess pandemic associated lessons learned and we want to use this to push forward progress under the remaining term of the UK's G7 Presidency. • The G7 Open Science Working Group (an established G7 science working group co-chaired by the EU and Japan) has a mandate within the UK's Presidency to develop further knowledge and understanding into lessons learned from Covid-19. • This study will add depth and precision to their recommendations on data sharing across borders, and related research practice and cultural issues (e.g. legal barriers and required agreements, incentives, and rewards). It will build upon the initial high-level analysis that has already been undertaken via G7, OECD and other international initiatives. The G7 Open Science Working Group has produced case studies on data sharing in the pandemic. This project is expected to run up to 31st March 2022 following the final G7 Science Sherpa Working Group on 9th and 10th December 2021. We are looking for someone to manage this as one of the UK's G7 Presidency Science deliverables – by examining and evaluating emergency data sharing and effective cross border research collaboration in response to the Covid-19 pandemic along with any barriers or challenges preventing data sharing. This will inform and build on the work of the G7 Open Science Working Group from the UK's Presidency (up to 31st December 2021), and for the remainder of the mandate of the G7 Open Science Working Group. It will enhance understanding into rapid and open data sharing in emergency situations; in order to build resilience against future shocks. We will facilitate contact with the Open Science Working Group, as well as other network contacts to explore the specific focus on viral data sharing.
Aims & Objectives
Objectives □ The aim of the contract is to undertake an examination and assessment of data sharing and open science that has taken place during the pandemic – **specifically focused on the sharing of genomic viral data and its use in recombination** (e.g., with clinical data sets) in informing solutions and the response. □ Identify what worked well to enable data sharing and review **the barriers encountered** that have limited the effective sharing of knowledge or the ability to draw conclusions in a timely way – considering the technical barriers, the social and people barriers, and legal and organisational issues and policies. □ To identify and document what the data sharing and associated open science practice has enabled. analyse and document the lessons, to report on these clearly identifying critical success factors, barriers and gaps in order to inform and recommend areas

- Inform the G7 Open Science Working Group by identifying implementable recommendations and interventions to improve data sharing in emergency response; improving rewards and incentives and informing how research can be more effective and aid preparedness and resilience.

- The successful project bidder will report progress to the G7 Open Science Working Group and provide an interim report on possible recommendations and lessons learned to the G7 Science Sherpas as a UK G7 Presidency Science track deliverable.

Suggested Methodology

There is no fixed methodology for the study however we anticipate it will include the following elements:

- Initial planning to clarify the project approach, objectives and scope.
- A phase of desk- based research to identify the relevant context and to provide a synthesis of practice and lessons. This may include analysis of literature, relevant information in the public domain and other data sources, and should be complemented with interviews with relevant experts, and potentially gathering of case studies.
- A phase of analysis to identify areas of exploration to create a framework that can be used for survey(s) and focus groups to probe more deeply.
- A phase of sense making to build on the evidence and finding, likely to involve a workshop or workshops to test, develop and verify findings.
- Report drafting, with review periods and discussion with the G7 Open Science Working Group, this will then inform the final project output.
- Contractors may want to suggest alternatives, the above methodology is set out as an initial guide.
- Liaison with contacts provided in the G7 OS working group, UKRI and other relevant parties.

Deliverables

Key milestones 2021-22

The short-term goals will be achieved through the following process:

- Project initiation and kick off that results in a clear project plan and early identification of key areas where lessons can be learnt.
- Reporting progress into the G7 Open Science Working Group.
- Regular reporting on project progress with appropriate structures.
- Report of the desk-based research / literature review and synthesis

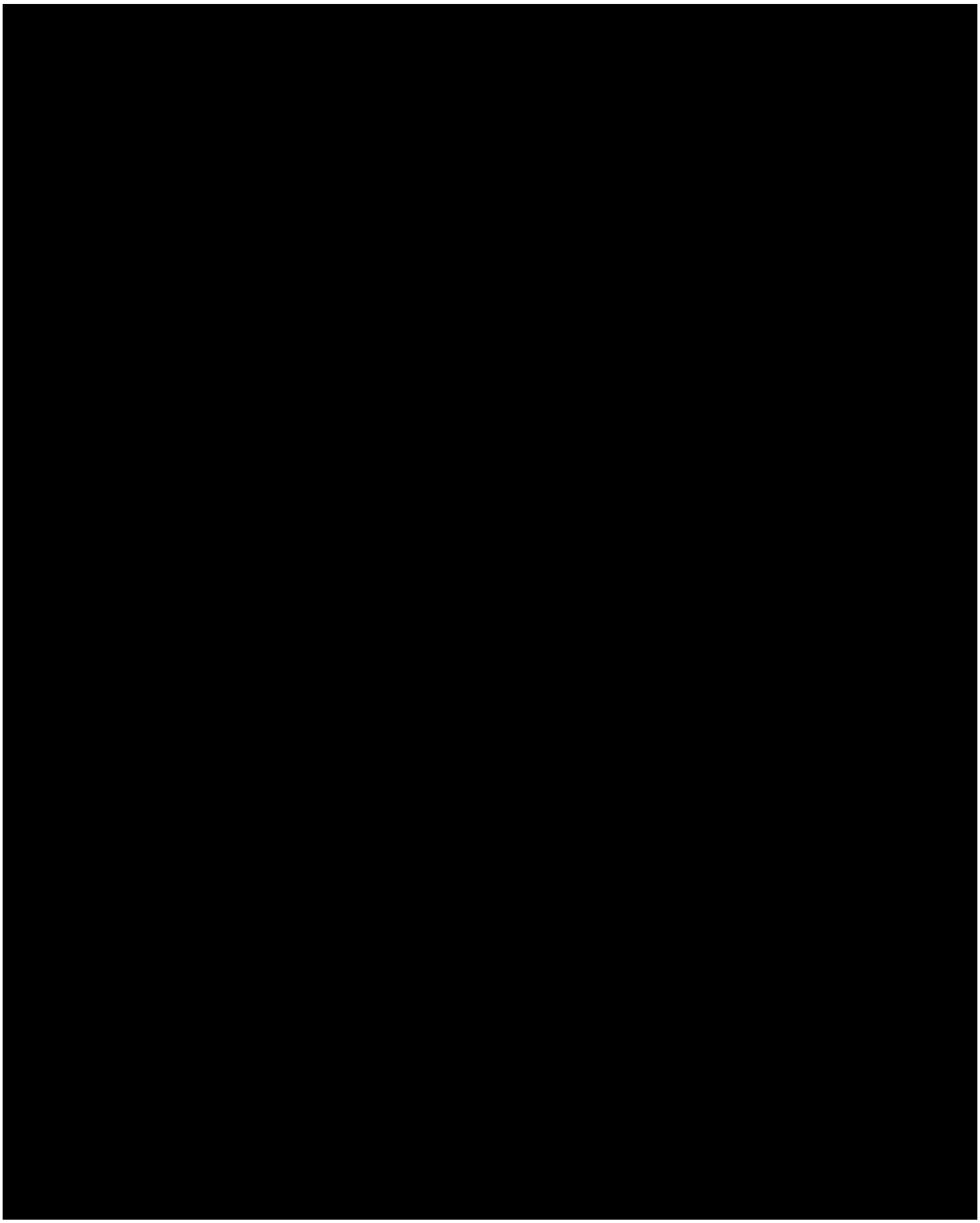
- Project report and outputs including the analysis framework, and associated activities (interviews, surveys, focus groups, workshops) as driven by the methodology.
- Final report that includes project scope, method, findings and analysis and, if appropriate, recommendations.
- Throughout the project we anticipate web updates to facilitate the project, and there may be some updates on progress and findings for the Open Science Working Group to consider in their meetings (these would typically be via short papers or slide decks).

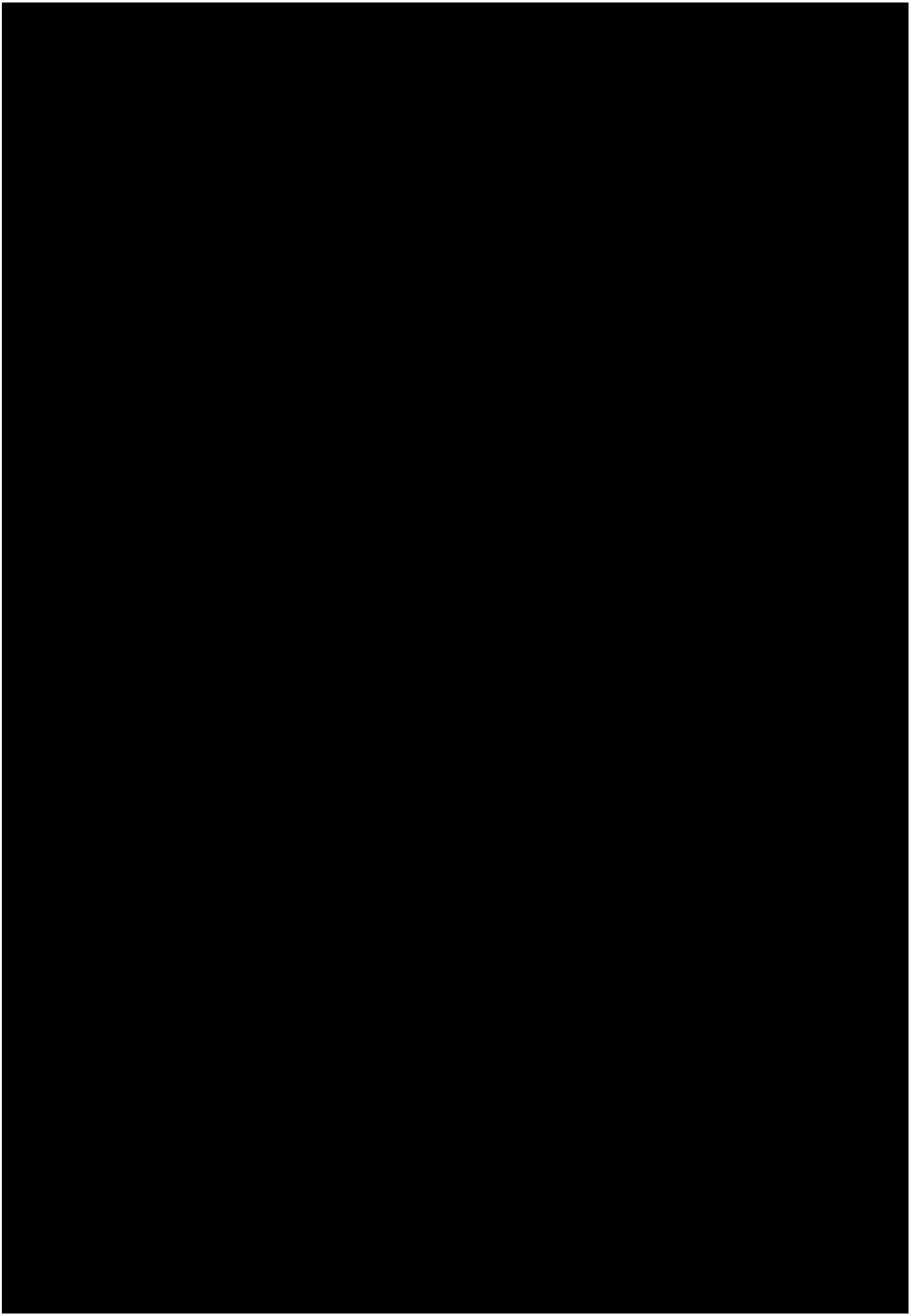
- The final report will should include an internal report to the G7 Open Science Working Group, and a version suitable for web publication to communicate the findings.
- The deliverables and milestones will be phased from January 2022 – March/April 2022.

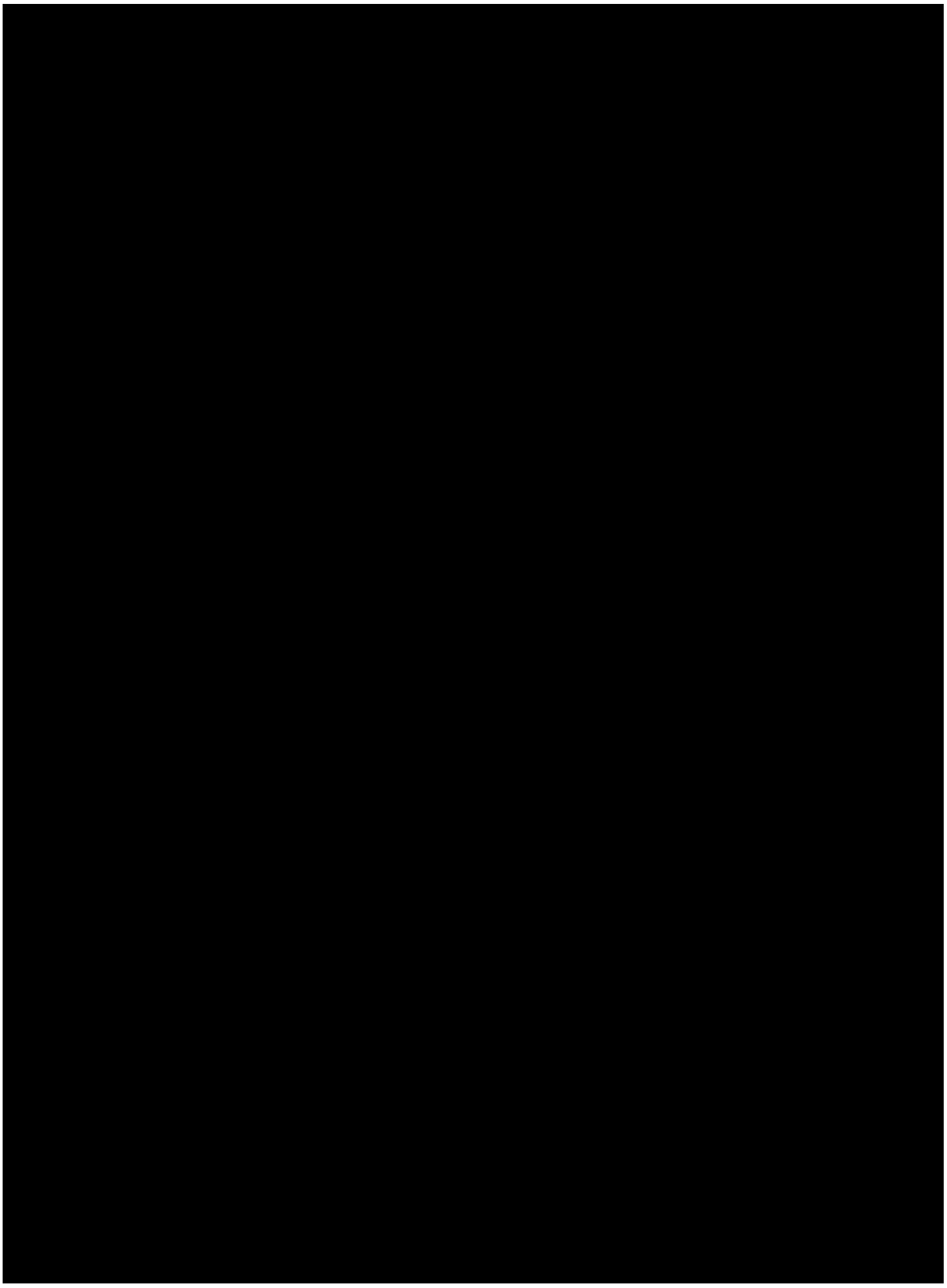
Payment milestones to be discussed and agreed with the winning bidder.

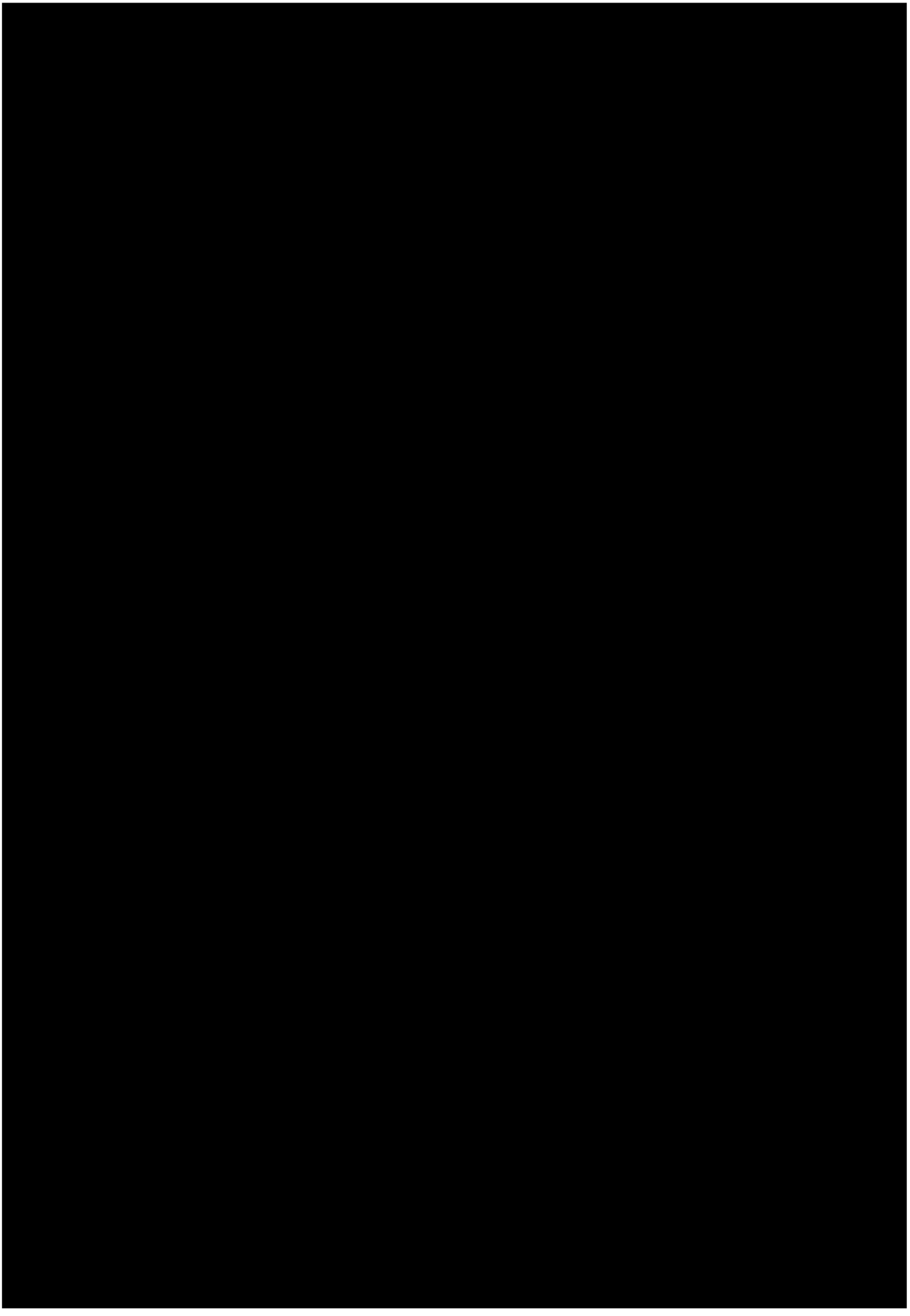
ANNEX B

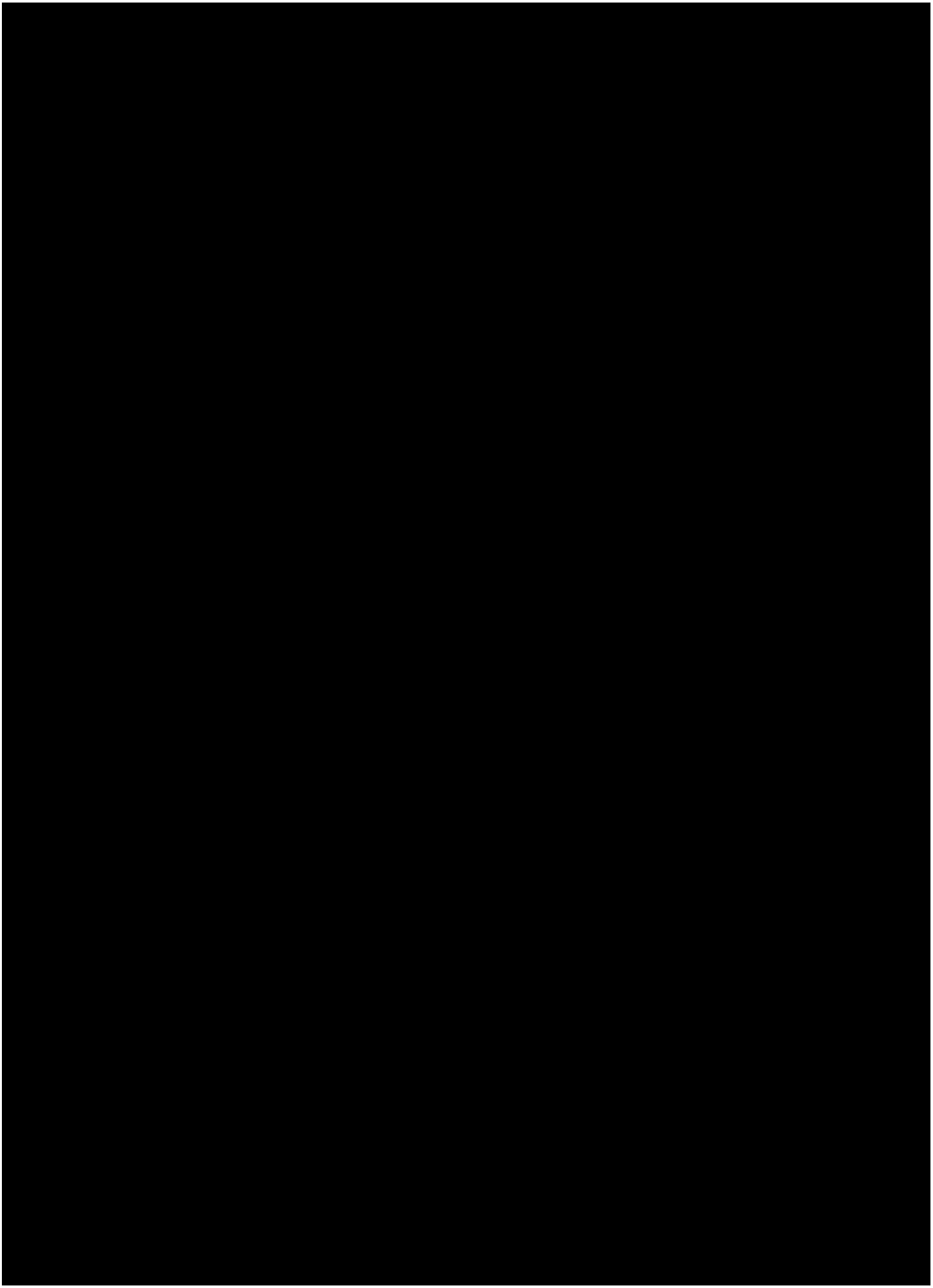
Supplier Proposal

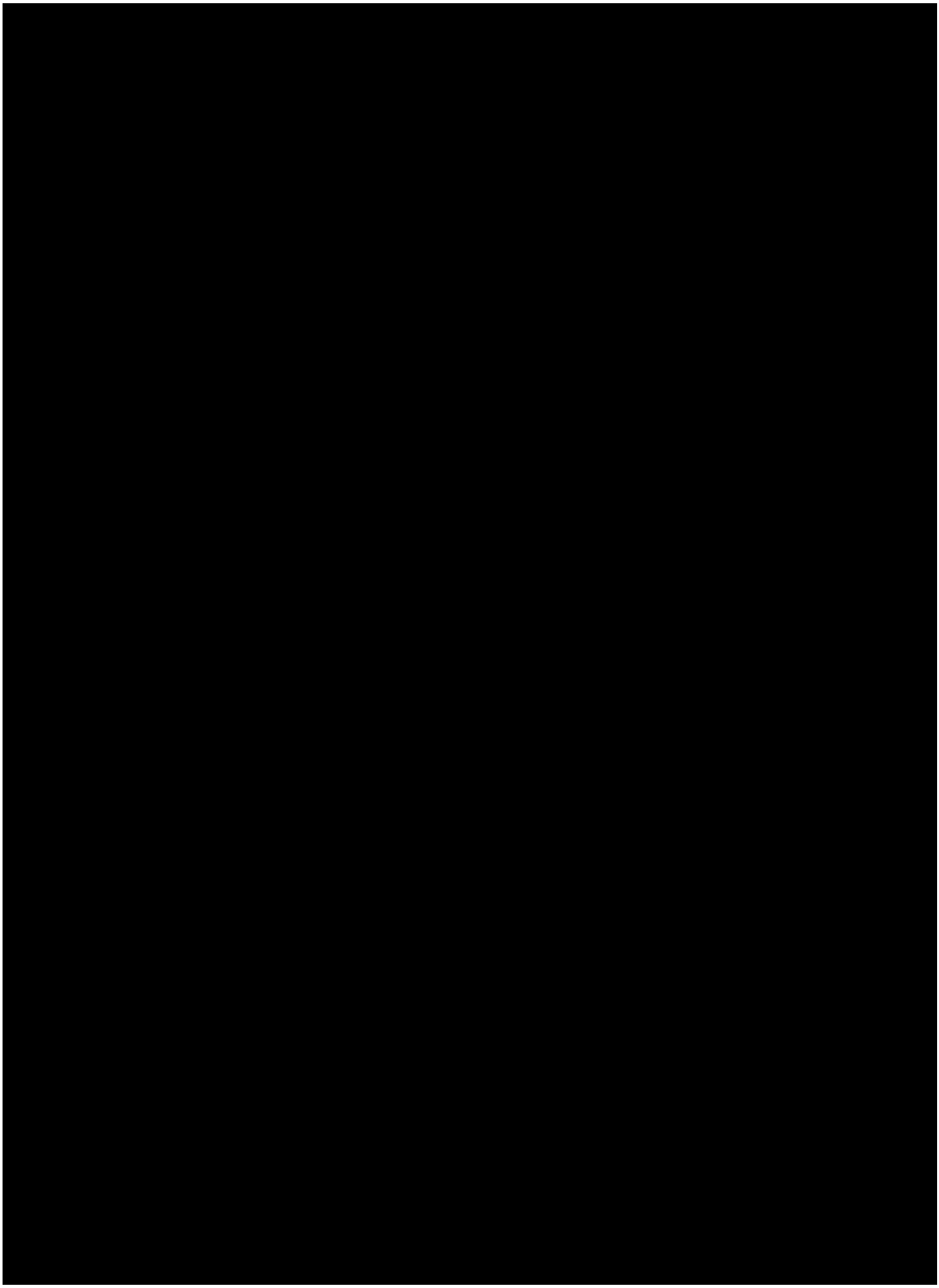


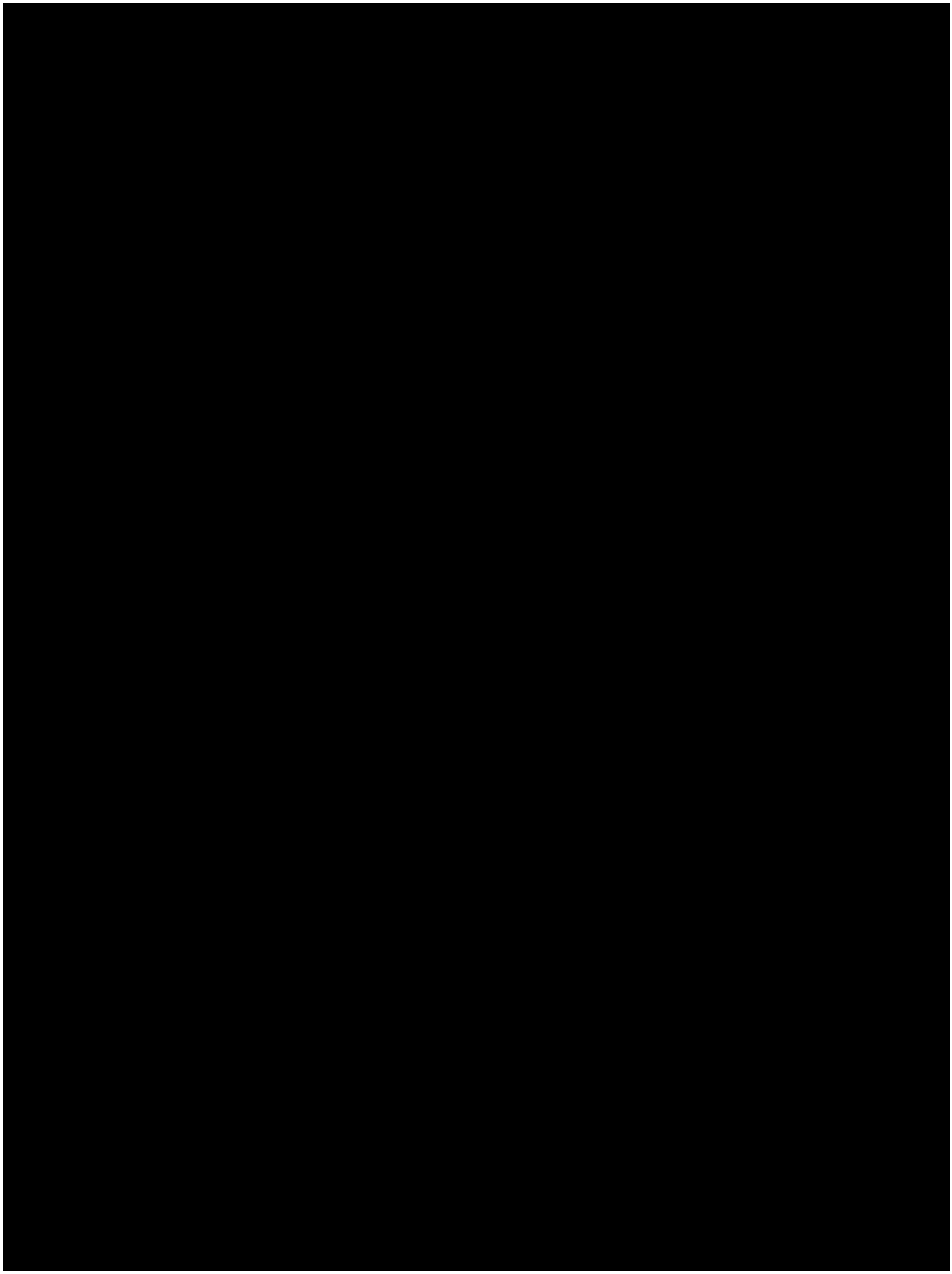












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