CENTRE FOR EARTH OBSERVATION INSTRUMENTATION

**Contract Number:**

**BETWEEN**

**UNIVERSITY OF LEICESTER**

**AND**

**x**

*(Recipient)*

This Agreement (the ‘Contract’) is made between UNIVERSITY OF LEICESTER (hereinafter referred to as “the Funds Manager”) on the one part and …………………………………….. (hereinafter referred to as “the Recipient”) on the other part, for the Funds Manager to supply grant funding for work by the Recipient as a part of the programme of the Centre for Earth Observation Instrumentation (hereinafter referred to as “the Centre” or the “CEOI”).

The CEOI is funded by the UK Space Agency. The University of Leicester, acting as the Funds Manager, receives Approved Funds from the UK Space Agency (hereinafter referred to as “the Funder”) and manages the process of allocating these Approved Funds through Grants awarded to Recipients under the Programme.

The University of Leicester and the Centre Partners work together collaboratively to manage the Centre activities and oversee the work of the Recipients. The Funds Manager is acting on behalf of the Funder and the Centre within this Agreement.

# Definitions

**Approved Funds:** Programme monies provided by the Funder to the Funds Manager for the purposes of allocation to Recipients as Grant funding.

**Business Day**: a day (other than a Saturday, Sunday or public holiday) when banks in London are open for business.

**CEOI Project Co-ordinator**: an individual who has been nominated by the Centre for the purposes of overseeing technical progress with this Contract on behalf of the Centre.

**Centre or CEOI**: the Centre for Earth Observation Instrumentation.

**Centre Director**: The individual appointed by the Funder to lead the overall programme of the Centre and identified in clause 30 as responsible for the management of the Centre.

**Centre Partners:**  Airbus Defence and Space Limited, University of Leicester, QinetiQ Ltd and the STFC Rutherford Appleton Laboratory.

**Confidential Information**:all information of a confidential nature concerning the trade secrets or business dealings, Intellectual Property Rights, methods of business, clients, members, market information, transactions, plans or affairs of a party and any information (whether encrypted, in copy form or in any media) which is clearly marked as confidential information of the other party or if verbal confirmed in writing within 30 days after being disclosed verbally, but no information that is: in the public domain (other than by breach of this agreement); stock in trade or readily ascertainable by persons in the trade; or received lawfully by the recipient from a third party on a non-confidential basis shall be deemed information of a confidential nature/confidential information of the other party.

**Data Protection Legislation:** the UK GDPR, the Data Protection Act 2018, and the Privacy and Electronic Communications (EC Directive) Regulations 2003, all as amended by the Data Protection, Privacy and Electronic Communications (Amendments etc) EU Exit Regulations 2019; (b) to the extent applicable, the GDPR as adopted by the EU under the Adequacy Decision of 28/06/2021 ; (c) any other directly applicable laws or regulations relating to data protection and privacy; and (d) applicable guidance and codes of practice issued by a data protection or privacy regulator; as amended from time to time or replaced by successor legislation, regulation, guidance or codes of practice; with UK GDPR meaning the GDPR as it forms part of the law of England and Wales, Scotland and Northern Ireland by virtue of section 3 of the European Union (Withdrawal) Act 2018; with GDPR meaning the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27th April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (General Data Protection Regulation).

**Funds Manager Contract Manager**: an individual who has been nominated by University of Leicester for the purposes of managing this Contract.

**Funder**: UK Space Agency.

**Funds Manager**: University of Leicester

**Grant**: the monies derived from the Approved Funds to be paid by the Funds Manager to the Recipient in accordance with the terms and conditions of this agreement.

**Grant Period**: the period for which each Grant is awarded and within which each Grant must be spent by the Recipient.

**Intellectual Property Rights**:all patents, rights to inventions, utility models, copyright and related rights (including moral rights), trade marks, service marks, trade, business and domain names, rights in trade dress or get-up, rights in goodwill or to sue for passing off, unfair competition rights, rights in designs, rights in computer software, database right, topography rights any other intellectual property rights, in each case whether registered or unregistered and including all applications for and renewals or extensions of such rights, and all similar or equivalent rights or forms of protection in any part of the world.

**Party/the Parties:** either or both, respectively, the Funds Manager and the Recipient.

**Personal Data/Sensitive Personal Data** shall have the same meanings as set out in the Data Protection Legislation.

**Project**: the technology research and development project to be carried out by the Recipient that is the subject of the Grant, and which has been agreed with the Centre and the Funder.

**Project Manager**: the person appointed by the Recipient who is responsible for the management of the project.

**Programme of Work**: the activities to be carried out by the Recipient, set out in Annex B, with the Grant provided by the Funds Manager

**Recipient:** the person or organisation approved to receive a Grant from the Funds Manager for the purpose of carrying out the Project.

**Results:** all information, know-how, results, inventions, software and Intellectual Property Rights identified or first reduced to practice or writing in the course of the Programme of Work.

**UK Data Protection Legislation**: any data protection legislation from time to time in force in the UK including the Data Protection Act 2018 or any successor legislation.

**VAT:** value added tax chargeable under English law for the time being and any similar, additional tax.

# Programme of Work

## The Recipient shall deliver the Project in accordance with the Programme of Work, identified in Annex B. The Project will be carried out by the Recipient under the supervision of the Project Manager appointed by the Recipient named at Clause 31.

## The Centre Director will be responsible for all technical and programmatic matters relating to this Programme of Work, as detailed in Clause 30.

## The Funds Manager Contract Manager is responsible for all contractual matters relating to this Contract as detailed in Clause 31.

## If in the opinion of the Recipient it should become desirable to make a change to the above Programme of Work, the Recipient will consult and obtain written agreement from the Centre Director before implementing any changes.

# Duration

## The Programme shall commence and terminate on the dates as defined in Annex C.

# Termination

## Each Party reserve the right to terminate this Contract without further liability if:

1. The other Party ceases to operate for any reason;
2. The other Party becomes insolvent, or it is placed into receivership, administration or liquidation, or a petition has been presented for its winding up, or it enters into any arrangement or composition for the benefit of its creditors, or it is unable to pay its debts as they fall due; or
3. The other Party fails to comply with any of the terms and conditions set out in this Contract and fails to rectify any such failure within thirty (30) days of receiving written notice detailing the failure.

## The Funds Manager reserves the right to terminate this Contract with immediate effect and without further liability if the Recipient demonstrates unsatisfactory performance of the agreed Programme of Work. Such termination shall be made only on receipt by the Funds Manager of the written consent of the Centre Director and the Funder and after the Funds Manager has given the Recipient full details of areas of performance to be remedied and a reasonable time, being no less than thirty (30) days, to remedy any such areas.

## Each Party reserves the right, if exceptional circumstances should arise during the Contract period, e.g. a major change of policy on the part of the Funder, the Recipient or the Funds Manager which affects the work on the above Project, after consultation with the other Party to this Contract, to take appropriate action and to review the situation and to terminate the Contract before the expiry of the current period if either Party considers such a step necessary, giving at least three (3) months’ notice in writing.

# Effects of Termination

## The Funds Manager shall not be held liable for redundancy payments and/or unfair dismissal compensation in the event of termination either by the Funds Manager or the Recipient under clauses 4.1, 4.2 and 4.3.

## In the event of termination by the Funds Manager under Clauses 4.1 or 4.2:

1. The Recipient will be responsible for the payment of any costs reasonably and unavoidably incurred by the Funds Manager caused by such termination subject to clauses 14.3 and 14.4.
2. The Recipient shall submit within three (3) months of the termination date a statement of the cost from the date of the last statement, if any, up to the termination date, certified as an accurate statement of the costs properly incurred upon the programme of work.
3. The Funds Manager will also pay all costs arising after the termination date as a result of commitments properly incurred or entered into before the date that the notice of termination was received e.g. approved equipment purchases, service agreements and the like.
4. The Recipient shall not be entitled to any other payment by way of compensation other than that referred to above.

## Unless otherwise agreed in writing by the Parties, on expiry or termination of this Contract for any reason:

1. Each Party at the request of the other shall either promptly return the other’s Confidential Information it then holds (and all copies of such Confidential Information in whatever form or media held), or destroy such Confidential Information, and confirm this to the other Party in writing. The Parties will not be required to destroy Confidential Information contained within any computer files stored securely that are created during automatic system back up processes;
2. The Recipient shall cease all new work under the agreement and promptly repay to the Funds Manager any of the Grant still held by the Recipient and not spent in carrying out the Programme of Work as at the effective date of expiry or termination;
3. The Recipient shall provide reasonable assistance to the Funds Manager to ensure a smooth handover of any documents, data or information as deemed necessary (subject to the Parties agreeing any reasonably charge for such assistance);
4. The accrued rights and liabilities of the Parties as at termination and any clauses expressly or impliedly intended to survive, shall continue in full force and effect; and
5. All rights and licences to use any licensed materials (including the trade-marks or branding of the Funds Manager or the Funder) shall cease.

## The provisions of this clause shall survive termination of the Contract.

# Funding

## Funding breakdown as follows:

1. The total funds including the Academic and PV contributions from the Recipient and other organisations in the Recipient’s team for the Project are £……….
2. The Grant to be supplied under this Contract by the Funds Manager is £………………….(………………) A table showing the schedule of payments for the Grant is attached at Annex C
3. The Recipient and other organisations in the Recipient’s team shall be contributing a total sum of £……………, with an Academic contribution of £…………… and a PV contribution of £…………….

## The Parties understand that the Grant is not subject to VAT as stipulated by Her Majesty’s Revenue and Customs.

## The Funds Manager will not accept responsibility for any expenditure outside the approved Grant.

## The Recipient shall be responsible for payments to its team and to its subcontractors, including any applicable taxes. The Recipient shall ensure that, to the extent that it is relevant and reasonable to do so, the conditions of this Agreement are incorporated into any subcontract.

# Payments of Accounts

## Within the limits of the Grant, the Recipient’s actual payments will be reimbursed against claims made in accordance with the schedule in Annex C. Payment shall be made within 30 days of receipt of a valid invoice. Claims for payment should be submitted by the Recipient to the Funds Manager and accompanied by a Payment Milestone Achievement Certificate (see Annex A), approved by the Centre Director and signed by the Administrative or Finance Officer of the Recipient. Any items of equipment purchased under this Contract and placed on the Recipient inventory should be detailed separately in the claim.

## The Grant will be paid to the Recipient via transfer to an ordinary business bank account within the clearing bank system only, unless express written consent is given by the Funder for use of an alternative account.

## In the event that an overpayment of the Grant is made, either as a result of administrative error, breach of this Contract or change of circumstances, the Recipient shall promptly repay any overpayment to the Funds Manager on the Funds Manager’s request.

# Withholding and suspending the Grant

## The Funds Manager’s intention is that the Grant will be paid in full to the Recipient. Without prejudice to the Funds Manager’s other rights and remedies, the Funds Manager may, after consulting the Centre Director and obtaining agreement from the Funder, delay a payment of the Grant, while seeking remedial action, at any time if:

1. the Recipient uses the Grant for purposes other than those for which they have been provided;
2. the Funds Manager, on advice from the Centre Director, reasonably considers that the Recipient has not made satisfactory progress with the project;
3. the Funds Manager reasonably believes that the activities of the Recipient may bring the reputation of the Programme or the Funds Manager into disrepute;
4. the Recipient provides the Funds Manager with any materially misleading or intentionally inaccurate information; or
5. the Recipient fails to perform its obligations under this Contract in accordance with any applicable statutory requirements.

## Should the Recipient be subject to financial or other difficulties which are capable of having a material impact on its effective performance of this Contract it will notify the Funds Manager as soon as possible so that, if possible, and without creating any legal obligation, the Funds Manager and the Funder, will have an opportunity to provide assistance in resolving the problem or to take any necessary action in the circumstances.

# Staff

## The Recipient undertakes to provide the necessary scientific and technical staff to undertake the Programme of Work and will accept full responsibility as employer, including the costs of any long term sick leave and offering its normal maternity/paternity leave provisions for all staff employed in connection with the Contract, and will ensure that they accept the provisions of Clause 12 below.

## No person appointed with Grant funds made available by the Funds Manager under this Contract shall be given a contract of employment extending beyond the termination date stated in Annex C using such Grant funds.

# Capital Items:

All non-consumable items purchased or fabricated by the Recipient with Grant funds shall be deemed the property of the Recipient. The Recipient will be responsible for maintaining an inventory of any of these items which cost in excess of £20,000 and have a life of more than one year.

# Reports and records

## Reports will be submitted as follows:

1. Brief monthly progress reports.
2. Input to the Centre draft annual report
3. Other reports as required by the Funds Manager, the Centre or the Funder.
4. Financial statements with claims for payment in line with Annex C.
5. Other financial statements as may be required by the Funds Manager, the Centre or the Funder.

## Reports i) to iii) will be sent electronically to the Centre Director and Reports iv) and v) will be sent to the Funds Manager.

## If so required by the Funder, the Recipient shall permit any person authorised by the Funds Manager such reasonable access at any time to its employees, agents, premises, facilities, books and records for the purposes of inspecting monitoring and evaluating the Recipient’s compliance with this Contract.

11.4 The Recipient shall comply with all statutory requirements as regards tax, accounts, audit or examination of accounts, annual reports and annual returns applicable to itself.

# Ownership of Results, Publications, Patents.

## Intellectual Property created prior to this Agreement coming into force, or otherwise created, controlled or owned by either Party outside of this Agreement shall not be affected by the provisions of this Agreement and shall remain the property of the Party originally owning or controlling the same, subject to the granting of user rights or licences as may be reasonably required for the purposes of the Programme of Work.

## The Intellectual Property created by a Party in the Project shall belong to the Party that generates it (“Foreground Intellectual Property”).

## A teaming agreement between the Recipient and the other organisations in its team shall be in place, no later than three months after the start of this Contract. The teaming agreement shall ensure that all Intellectual Property issues are agreed between all constituent parties.

## The Recipient is expected to exploit the Foreground Intellectual Property created or developed in the Project, in line with the programme of work at Annex B.

## Should the Foreground Intellectual Property created or developed in the Project not be exploited by the Recipient within three (3) years from the completion of the project, the Funder retains the right to exploit the Foreground Intellectual Property.

## The Recipient is expected to publish the results of the Project work in accordance with academic and/or business practice, acknowledging the support received from the Funder and the Centre. The Recipient shall be required to maintain a list of publications arising from the Project or Programme of Work.

## The CEOI and UKSA wish to publicise and promote the CEOI activities, the capabilities of the Recipient and the work carried out in the Project. The Recipient hereby grants to the Funds Manager, the Centre (CEOI) and UKSA (the Funder), subject to any reasonable confidentiality restrictions made known to the Funds Manager or the Centre in writing, an irrevocable worldwide non-exclusive licence in perpetuity free of any charge or royalty to use information supplied by the Recipient in the Results, project progress reports, technical reports, final reports and executive summary reports for:

(a) Presentations or publication on CEOI or UKSA websites, annual reports and other CEOI or UKSA media;

(b) Disclosure, copying or otherwise distributing to the public or using in any reasonable way any information arising out the Project, and/or

(c) To sub-licence the Centre (CEOI) and UKSA (the Funder)’s rights on the same terms as the licence, but not to use the Results for commercial purposes.

## The Recipient shall not enter into any sub-Agreements or other arrangements with a third party, which affects any of the provisions of this Contract except with the prior consent of the Funds Manager and the Centre Director.

## The Parties agree that all rights, title and interest in or to any information, data, reports, documents, procedures, forecasts, technology, know-how and any other Intellectual Property Rights whatsoever owned by a Party before the date of this Contract shall remain the property of that Party.

## Each Party shall immediately give written notice to the other Party of any actual, threatened or suspected infringement or unauthorised use of any party’s Intellectual Property Rights under or in connection with this Contract.

## No Party to the Contract shall take any action that might invalidate the Intellectual Property Rights owned by or licensed to the other Party.

## The provisions of this clause shall survive expiry or termination of the Contract.

# Procurement

The Funds Manager and the Recipient agree that the objective of all purchasing procedures should be to obtain the best value for money. The Recipient will ensure that it has in place an appropriate purchasing system including appropriate delegated authority to ensure that purchases are only made by authorised staff within approved financial allocations and in accordance with relevant financial regulations. The Funds Manager reserves the right to examine the operation of such systems.

# Care of Property and Indemnities

## Nothing in this Contract shall limit or exclude the parties’ liability for:

1. death or personal injury resulting from a Party’s negligence;
2. fraud or fraudulent misrepresentation; or
3. anything for which the Parties cannot legally limit or exclude or attempt to limit or exclude their liability.

## Subject to clause 14.1 the Funds Manager’s total aggregate liability to the Recipient for any damages, costs, claims or expenses arising out of the performance (or non-performance) by the Funds Manager, its employees, agents, consultants or subcontractors of its obligations under the Contract (whether by virtue of negligence, breach of statutory duty or otherwise) shall be limited to £10,000.

## Subject to clause 14.1, the Recipient’s total aggregate liability to the Funds Manager for any damages, costs, claims or expenses arising out of the performance (or non-performance) by the Recipient, its employees, agents, consultants or subcontractors of its obligations under this Contract (whether by virtue of negligence, breach of statutory duty or otherwise) shall be limited to the Grant value.

## Subject to clause 14.1 neither Party shall be held responsible or liable to the other for any:

1. loss of opportunity;
2. loss or corruption of data;
3. depletion of goodwill or loss of reputation
4. claims by third parties arising as a result of the award of the grant; or
5. any special, indirect or consequential losses, costs, damages, charges or expenses.

## The Funds Manager accepts no liability for any consequences, whether direct or indirect, that may come about from the misuse of the Grant or from withdrawal or termination by the Recipient.

## The Recipient shall effect and maintain with a reputable insurance company a policy or policies in respect of all risks which may be incurred by the Recipient arising out of the Recipient’s performance of this Contract.

## The Recipient shall (on request) supply to the Funds Manager a copy of evidence of such insurance policies as are required.

## The provisions of this clause shall survive termination of the Contract.

# Warranties

## The Recipient warrants that it has all necessary resources and expertise to perform its obligations under this Contract (assuming due receipt of the Grant);

## The Recipient warrants that it shall at all times comply with all relevant legislation, including the Bribery Act 2010, Health and Safety at Work Act 1974 and shall notify the Funds Manager immediately of any significant departure from such legislation, codes or recommendations;

## The Recipient warrants that it has and shall keep in place adequate procedures for dealing with any conflicts of interest;

## The Recipient warrants that it has and shall keep in place systems to deal with the prevention of corruption, fraud and/or administrative malfunction; and

## The Recipient warrants that it is not subject to any contractual or other restriction imposed by its own or any other organisation's rules or regulations or otherwise which may prevent or materially impede it from meeting its obligations in connection with this Contract.

## The Recipient warrants that the Grant shall be used by the Recipient solely for the delivery of the Project and in accordance with the Programme of Work.

## The Recipient warrants that the Grant shall not be used to support activity intended to influence or attempt to influence Parliament, Government or political parties, or attempt to influence the awarding or renewal of contract or grant agreements, or attempt to influence legislative or regulatory action.

# Travelling and Subsistence

In the case of employees of the Recipient engaged in the Programme of Work, any travelling and subsistence expenses necessarily incurred in the UK for the purposes of the Programme of Work will be payable at the same rates and under the same conditions as are customary for the Recipient. The rates of travelling and subsistence allowances payable for travel abroad will be payable at the same rates and under the same conditions as are customary for the Recipient for employees of equivalent status.

# Amendments to the Contract

This Contract constitutes the entire agreement between the Recipient and the Funds Manager. No modification, waiver or amendment of the terms and conditions of this Contract shall be of any effect unless agreed in writing by authorised signatories of the Parties to this Contract.

# Notices

All notices and other communications in relation to this Contract shall be in writing and shall be deemed to have been duly given if personally delivered, or mailed (first class postage prepaid) to the address of the relevant Party as referred to above or otherwise notified in writing. If personally delivered all such communications shall be deemed to have been given when received (except that if received on a non-Business Day or after 5.00 pm on any Business Day they shall be deemed received on the next Business Day) and if mailed all such communications shall be deemed to have been given and received on the second Business Day following such mailing.

# Governing Law

## This Contract shall be governed by and interpreted in accordance with English law and the Parties submit to the exclusive jurisdiction of the courts of England and Wales.

# Dispute Resolution

## 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 30 days of either Party notifying the other of the dispute. Such efforts shall involve the escalation of the dispute to the finance director or equivalent of each Party.

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

## If the dispute cannot be resolved by the Parties pursuant to Clause 20.1 the dispute shall be referred to mediation pursuant to the procedure set out in sub clause 20.5 unless (a) the Funds Manager, in consultation with the Centre Director, considers that the dispute is not suitable for resolution by mediation; or (b) the Recipient does not agree to mediation.

## The performance of the Contract shall not be suspended, cease or be delayed by the reference of a dispute to mediation and the Recipient (or employee, agent, Recipient or sub-Recipient) shall comply fully with the requirements of the Contract at all times.

## The procedure for mediation and consequential provisions relating to mediation are as follows:

1. 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 14 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 14 days from the date of the proposal to appoint a Mediator or within 14 days of notice to either Party that he is unable or unwilling to act, apply to the Centre for Effective Dispute Resolution (“CEDR”) to appoint a Mediator.
2. The Parties shall within 14 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 to be held. If considered appropriate, the Parties may at any stage seek assistance from CEDR to provide guidance on a suitable procedure.
3. 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.
4. If the Parties reach agreement on the resolution of the dispute, the agreement shall be produced in writing and shall be binding on the Parties once it is signed by their duly authorised representatives.
5. Failing agreement, either of the Parties may invite the Mediator to provide a non-binding but informative opinion in writing. 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.
6. If the Parties fail to reach agreement in the structured negotiations within 60 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 20.7

## Subject to clause 20.2, the Parties shall not institute court proceedings until the procedures set out in clauses 20.3 and 20.5 have been completed save that:

1. The Funds Manager may at any time before court proceedings are commenced, serve a notice on the Recipient requiring the dispute to be referred to and resolved by arbitration in accordance with the provisions of clause 20.7.
2. If the Recipient intends to commence court proceedings, it shall serve written notice on the Funds Manager of its intentions and the Funds Manager shall have 21 days following receipt of such notice to serve a reply on the Recipient requiring the dispute to be referred to and resolved by arbitration in accordance with the provisions of clause 20.7.
3. The Recipient may request by notice in writing to the Funds Manager that any dispute be referred and resolved by arbitration in accordance with the provisions of clause 20.7, to which the Funds Manager may in its discretion consent as it sees fit.

## In the event that any arbitration proceedings are commenced pursuant to clause 20.6, the following provisions shall apply:

1. the arbitration shall be governed by the provisions of the Arbitration Act 1996;
2. The Funds Manager shall give a written notice of arbitration to the Recipient (“the Arbitration Notice”) stating:
3. That the dispute is referred to arbitration; and
4. Providing details of the issues to be resolved;
5. the London Court of International Arbitration (“LCIA”) procedural rules in force at the date that the dispute was referred to arbitration in accordance with 20.7(b) shall be applied and are deemed to be incorporated by reference to this 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;
6. the tribunal shall consist of a sole arbitrator to be agreed by the Parties;
7. if the Parties fail to agree the appointment of the arbitrator within 10 (ten) days of the Arbitration Notice being issued by the Funds Manager under 20.7 (b) or if the person appointed is unable or unwilling to act, the arbitrator shall be appointed by the LCIA;
8. the arbitration proceedings shall take place in London and in the English language; and the arbitration proceedings shall be governed by, and interpretations made in accordance with, English law.

# Severability

If any provision of this Contract is declared void or unenforceable, such provision shall be severed from this Contract, which shall otherwise remain in full force and effect.

# Waiver

No failure, delay, relaxation or indulgence on the part of any Party in exercising or partial exercise of any right hereunder shall operate as a waiver of such rights.

# Protection of Information

## Each party will:

1. keep the other’s Confidential Information confidential during the term of this Contract and for a period of four (4) years thereafter
2. not disclose any of the other’s Confidential Information to any third party, except as may be necessary for the performance of this Contract or except where permitted by the provisions of this Contract and where disclosing such Confidential Information each party shall be responsible for ensuring the receiving parties are notified of the confidential nature of the information and bound by appropriate terms of confidentiality. Neither party will use the other’s Confidential Information except to perform its obligations or to exercise its rights under this Contract.

## The Funds Manager and the Recipient may disclose the other's Confidential Information to those of its employees, officers, professional advisers, project team and suppliers who need to know the same in order to perform this Contract or exercise rights under it and who have given an undertaking or are subject to obligations of confidence equivalent to those in Clause 23.1

## Confidential Information from the Recipient will not be disclosed to the Funder without the agreement of the Recipient

## Immediately on receipt of a written request from the other Party, or on the termination or expiry of this Contract (however it happens), the Funds Manager and the Recipient will destroy or, at the other's request, deliver to the other, all copies of the other's Confidential Information, and confirm in writing to the other that this has been done. For the avoidance of doubt, the Parties will not be required to destroy Confidential Information contained within any computer files stored securely that are created during automatic system back up processes.

## Clause 23.1 does not apply to any Confidential Information that:

is or becomes public knowledge or is or has ceased to have the necessary quality of confidence (except as a result of a breach of this Contract);

was in the Recipient’s possession, without restriction on its disclosure or use before it was acquired in connection with this Contract;

is lawfully obtained from a third party, who lawfully acquired it and who was under no restriction as to its use or disclosure.

## Nothing in this Contract will prevent the Funder or Funds Manager from disclosing any of the Recipient’s Confidential Information:

for the purpose of the examination and certification of Funder of Funds Manager’s accounts or for the purpose of any examination under the National Audit Act;

or

to any department, office or Funder of the Crown.

# Freedom of Information and Environmental Information Regulations

## Both Parties acknowledge that each party may be subject to the requirements of the Freedom of Information Act 2000 or the Freedom of Information (Scotland) Act 2002 (together FOIA) and the Environmental Information Regulations 2004 or the Environmental Information (Scotland) Regulations 2004 (together EIR) and shall assist and co-operate with each other to enable the other Party to comply with these information disclosure requirements as necessary. Each Party shall:

1. transfer any FOIA/EIR request for information to the other Party as soon as practicable after receipt and in any event within two (2) Business Days of receiving any such request for information;
2. provide the other Party with a copy of all information in its possession or power in the form that the other Party requires to answer any FOIA/EIR request within five (5) Business Days (or such other period as the Funder may specify) of the Party requesting that information; and
3. provide all necessary assistance as reasonably requested by the Party to enable the other Party to respond to any request for information within the time for compliance set out in section 10 of FOIA or regulation 5 of EIR.

## Each Party shall be responsible for determining at its absolute discretion whether the information:

1. is exempt from disclosure in accordance with the provisions of FOIA or EIR;
2. is to be disclosed in response to a request for information, and in no event shall either Party respond directly to a request for such information unless expressly authorised to do so by the other Party. Authorisation should not be unreasonably withheld.

## Both Parties shall be responsible for ensuring all necessary assistance and information is provided to facilitate the other Party’s compliance with its statutory disclosure obligations, if any.

## The Recipient shall ensure that all information produced by it in the course of the Contract or relating to the Contract is retained for disclosure for a period of seven (7) years from the end of the project and shall permit the Funds Manager to inspect such information as requested from time to time and in accordance with the terms of this Contract.

## The provisions of this clause shall survive expiry or termination of the Contract.

# Publicity

## The Recipient shall not publish any material referring to the terms of the Grants or this Contract without the prior written agreement of the Centre Director.

## The Recipient shall acknowledge the role of the Centre and the Funder in any materials that refer to the Projects and in any written or spoken public presentations about the Programme as it relates to this Contract. Such acknowledgements (where appropriate and with the Centre Director’s written consent shall include the Centres and the Funder’s name and logo (or any future name or logo adopted) using the templates provided from time to time.

## In using the Centre’s, Funder’s, or Recipient’s names and logos, each Party shall comply with all reasonable branding guidelines that have been notified to them.

# Data protection

## Neither Party envisages that Personal Data will be shared during the performance of this Contract. To the extent that any Personal Data will be shared, both Parties will comply with all applicable requirements of the Data Protection Legislation. This clause 26 is in addition to, and does not relieve, remove or replace a Party's obligations under the Data Protection Legislation.

## The provisions of this clause shall survive termination of this agreement.

# No Partnership or Agency

## This agreement shall not create any partnership or joint venture between the Funds Manager and the Recipient, nor any relationship of principal and agent, nor authorise any Party to make or enter into any commitments for or on behalf of the other Party.

# Third party rights

## This agreement does not and is not intended to confer any contractual benefit on any person pursuant to the terms of the Contracts (Rights of Third Parties) Act 1999, except the Funder and the Centre as detailed herein.

# Assignment

The Recipient may not, without the prior written consent of the Funds Manager, assign, transfer, sub-contract, or in any other way make over to any third party the benefit and/or the burden of this agreement.

# Centre Director

The Centre Director who is responsible for the Centre Programme is:

|  |  |
| --- | --- |
| CEOI Director, Chris Brownsword  QinetiQ Building, A8 Room 1004,  Cody Technology Park,  Ively Road, Farnborough  GU14 0LX | Tel: 01252 393918  Email: [cbrownsword@QinetiQ.com](mailto:cbrownsword@QinetiQ.com) |

# Project and Contract Managers

The nominated officers who will provide liaison between the Funds Manager and the Recipient on all aspects of the Agreement shall be:

|  |  |
| --- | --- |
| **For the Funds Manager:** | **For Recipient** |
|  |  |
| **Invoicing, & administration matters:** | **Project Manager:** |
| Name: Charlotte Moretti  Contracts Assistant  Address: University of Leicester  University Road  Leicester LE1 7RH | Name:  Address: |
|  | Tel : |
| Email: cm738@le.ac.uk | Email : |
|  |  |
| |  | | --- | | **Contractual matters:** | | Name: Dr Margherita Grotzkyj Giorg  Senior Contracts Manager  Address: University of Leicester  University Road  Leicester LE1 7RH | | **Contractual & administrative matters**  Name:  Address: |
|  | Tel : |
| Email: redcontracts@leicester.ac.uk | Email : |

# SIGNATURES:

FOR AND ON BEHALF OF ……………………………………………….

**Signature**…………………………………… **Date**……………………

**Block Capitals**………………………………………

**Position**………………………………………………

FOR AND ON BEHALF OF THE FUNDS MANAGER

**Signature**……………………………………. **Date**……………………

**Block Capitals**………………………………………

**Position**……………………………………………...

**Annex A: CEOI PAYMENT MILESTONE ACHIEVEMENT CERTIFICATE**

|  |  |  |  |
| --- | --- | --- | --- |
| Project Name: | | Recipient Organisation Name: | |
| Contract No: | Planned Milestone Date:  Date Milestone Achieved: | Milestone Ref No: | Milestone Value Claimed: |
| Milestone Description: | | | |

|  |
| --- |
| Definition of Milestone Achievement: (Example: Meeting Minutes Reference, Report title and date etc) |

**CERTIFICATION:**

We hereby certify to have performed a check that the accomplishment of this milestone conforms to the above definition and that the amounts claimed were actually expended for the sole purpose of the programme of works and in accordance with the conditions of the Contract.

This is the Final Payment: YES/NO (Delete as applicable)

If this is the final payment claimed for this project, with reference to Clause 6.1(iii) of the Contract, we also confirm that the Recipient and other organisations in the Recipient’s team have contributed the total sum of \*£…………..…, with an Academic contribution of \*£…………..… and a PV contribution of \*£…….………., which were expended for the sole purpose of the programme of works.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Recipient** |  | **Name** | **Signature** | **Date** |
| *(Organisation Name)* | Technical |  |  |  |
| Commercial |  |  |  |

**For CEOI Use:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Name** | **Signature** | **Date** |
| **CEOI** | Project  Co-ordinator # |  |  |  |
| **CEOI** | Centre Director | C Brownsword  Director of CEOI |  |  |
| **University of Leicester** | Contract /Finance Manager |  |  |  |

*\* Recipient to enter amounts # CEOI to appoint* **Annex B: Programme of Work**

1. *Whole application to be inserted here once contract T&Cs agreed. Need to convert draft contract word document to pdf first to be able to insert the full pdf application*
2. *To be attached*

**Annex C: Financial Information, Including Costed Milestones and Delivery Dates**

**Milestone Payment Plan:**

* Start Date: …………………….
* Study Duration: ……………………….
* Study Completion: ……………………..

|  |  |  |  |
| --- | --- | --- | --- |
| **Milestone Event** | **Timescale** | **Date** | **Amount (GBP)** |
| **Milestone 1:**   * Approved minutes of kick-off meeting | T0 |  | £ |
| **Milestone 2:**   * Monthly Progress Reports | T0 + months |  | £ |
| **Milestone 3:**   * Monthly Progress Reports * Approved minutes of Mid-Term Review | T0 + months |  | £ |
| **Milestone 4:**   * Monthly Progress Reports | T0 + months |  | £ |
| **Milestone 5:**   * Monthly Progress Reports * Presentations from Final Review * Approved Final Report and Executive Summary | T0 + months |  | £ |
| **Total** |  |  | **£** |