



Department
for Environment
Food & Rural Affairs

MEMORANDUM OF UNDERSTANDING CHANGE NOTE

Memorandum of Understanding Change Note Number	MOU-CN0001
Memorandum of Understanding Reference Number and Title	ODA - Animal Health Systems Strengthening Project – MOU – Atamis C14084
Variation Title	One Year Extension
Number of Pages	23

Whereas the Parties and Defra entered into a Memorandum of Understanding for the ODA - Animal Health Systems Strengthening Project – MOU, dated 01/04/2022 (the original MOU agreement) and now wish to amend the Memorandum of Understanding Agreement MOU.

It is agreed as follows:

1. With effect from 01/04/2025 the Original Memorandum of Understanding shall be amended as set out in this Change Note:

Change Requestor / Originator	
Summary of Change	<p>Grant Extension to 31/3/2026 as allowed in the current agreement to accommodate £1,510,400 funding settlement in SR 2025/26. Revised payment schedule and specification enclosed (see Annex A).</p> <p>Refresh of ODA terms – see annex B</p> <ol style="list-style-type: none">1. Background and Policy Context2. Two additional definitions 'Aid Diversion' and 'Downstream Partner'.3. Principles of collaboration and Parties responsibilities4. Governance and Liaison between the Parties - additional text to add to existing wording.5. Term and Termination - additional text to add to existing wording.6. Aid Diversion – new section replaces any previous wording on this subject.7. Safeguarding for the prevention of sexual exploitation, abuse and harassment –new section replaces any previous wording on this subject.8. Cyber security – new section replaces any previous wording on this subject.9. Procurement – new section replaces any previous wording on this subject.10. Health, safety and security – new section replaces any previous wording on this subject.

	11. Environment – new section replaces any previous wording on this subject. 12. Communication and branding – new section replaces any previous wording on this subject. 13. Risk Management – new section replaces any previous wording on this subject. 14. Delivery chain risk mapping – new section - new section replaces any previous wording on this subject. 15. Due diligence – new section replaces any previous wording on this subject. 16. Conflicts of Interest – new section replaces any previous wording on this subject. 17. Annex B.1 - Assets and Inventory – new annex to replace any existing text on this subject. 18. Annex B.2 UK International Development and Uk Aid Visibility Statement – new annex to replace any existing text on this subject. 19. Annex B.3 – Joint Donor Language on Seah – new annex to replace any existing text on this subject. For the avoidance of doubt all other terms remain unchanged.	
Reason for Change	In accordance with permissible condition to extend the project for an additional year for the period of April 2025 to March 2026 in line the with agreed deliverables. Project milestones have been agreed and revised and payment schedule has been set out to allow the disbursement of funds between APHA, CEFAS and VMD.	
Revised Price	Original Contract Value	£3,685,100
	Contract Change Note 0001	£1,510,400
	New Contract Value	£5,195,500
Revised Payment Schedule	See Annex A (table 1 & table 2)	
Revised Milestones	See Tables 2.1, 2.2, 2.3	
Revised Period	01/04/2025 to 31/03/2026	
Change in Manager(s)	N/A	
Other Changes	Refresh of ODA Terms (Annex B)	

2. Save as herein amended all other terms and conditions of the Original Memorandum of Understanding shall remain in full force and effect.
3. Execution of the Agreement Change Note is carried out in accordance with EU Directive 99/93 (Community framework for electronic signatures) and the Electronic Communications Act 2000. The revised Contract is formed on the date on which both Parties communicate acceptance of its terms on Defra's electronic contract management system ("Atamis").

Annex A: FY 2025/26 Updated Payment Schedule

This Annex sets out the updated payment schedule including breakdown of costs for Financial Year 2025/26.

All costs are presented exclusive of VAT as VAT is not applicable to this MoU.

Table1: 2022 – 2026 Summary

Defra Financial Year	APHA Allocation (£GBP)	Cefas Allocation (GBP)	VMD Allocation (£GBP)	Total (£GBP)
1 Apr 2022 – 31 Mar 2023	394,949	176,978	61,615	633,542
1 Apr 2023 – 31 Mar 2024	578,193	545,256	64,123	1,187,572
1 Apr 2024– 31 Mar 2025	759,903	1,000,000	104,083	1,863,986
1 Apr 2025 – 31 Mar 2026	708,000	420,000	382,400	1,510,400
Total	2,441,045	2,142,234	612,221	5,195,500

Table 2: 01/04/2025- 31/03/2026 Quarterly Spending Forecasts

FY 2025/26	APHA	Cefas	VMD	Total
Q1 (April – June)	191,000	119,000	181,400	491,400
Q2 (July – September)	134,000	86,000	34,000	254,400
Q3 (October – December)	153,000	115,000	22,000	290,000
Q4 (January – March)	230,000	100,000	145,000	475,000
Total	708,000	420,000	382,400	£1,510,400

The funding amount is subject to revision and is dependent on the fulfilment of the provisions of this Memorandum, any revisions to budgets, actual expenditure and need, and the continuing availability of resources to Defra. In the event of a revision to the funding amount a revision to the workplan will also be agreed.

Table 2.1: Revised Milestones -APHA

Target date (dd/mm/yyyy)		Description of milestone including the deliverable (Maximum 120 characters)	Expected payment (£)	
1	30/06/2025	Project Management	130,000	Indicative
2	30/06/2025	Technical support to improve laboratory quality management systems in Ghana	4,000	Indicative

3	30/06/2025	Technical support to improve laboratory quality management systems in Ghana	4,000	Indicative
4	30/06/2025	Technical support to improve laboratory quality management systems in Ghana	4,000	Indicative
5	30/06/2025	Technical support to improve laboratory quality management systems in Ghana	4,000	Indicative
6	30/06/2025	Vaccination campaign and Community Animal Health Worker Training (CAHWS) in Ghana, Upper East Region – GAPNET Ghana	22,500	Indicative
7	30/06/2025	Vaccination campaign and Community Animal Health Worker Training (CAHWS) in Ghana, Upper East Region - GAPNET	22,500	Indicative
8	30/09/2025	Community Consultation and baseline in Ghana - GAPNET	50,000	Actual
9	30/09/2025	Emergency Response, Field Epidemiology training in Ghana	20,000	Indicative
10	30/09/2025	Salmonella and ecoli training from poultry and small ruminant in Ghana	20,000	Indicative
11	30/09/2025	Characterisation of emerging terrestrial diseases associated with Climate Change, in Ghana	12,000	Indicative
12	30/09/2025	Active targeted surveillance of climate related terrestrial disease incursion, in Ghana	8,000	Indicative
13	30/09/2025	Development and training for next generation of beekeepers, in Ghana	8,000	Indicative
14	30/09/2025	Biosafety and Biosecurity laboratory training, in Ghana	16,000	Indicative
15	28/12/2025	Training in Foot and Mouth Disease and Lumpy Skin disease in Zambia (TPI)	30,000	Indicative
16	28/12/2025	Technical support to improve laboratory quality management systems in Zambia	5,000	Indicative
17	28/12/2025	Technical support to improve laboratory quality management systems in Zambia	5,000	Indicative

18	28/12/2025	Technical support to improve laboratory quality management systems in Zambia	6,000	Indicative
19	28/12/2025	Field Epidemiology training in Zambia	20,000	Indicative
20	28/12/2025	Farm biosecurity training for SME farmers and laboratories	20,000	Indicative
21	31/07/2025	Biosafety and biosecurity training for laboratories	12,000	Indicative
22	28/12/2025	Biosecurity Emergency Preparedness in Zambia	20,000	Indicative
23	28/12/2025	Community consultation and baseline in Zambia	10,000	Indicative
24	28/12/2025	Simulation exercise/Bee Health in The Gambia	10,000	Indicative
25	28/12/2025	Monitoring and Evaluation	15,000	Indicative
26	28/02/2026	Partnership working with WOAHA	20,000	Indicative
27	28/02/2026	Partnership with UK Veterinary College	10,000	Indicative
28	28/02/2026	Technical input from across APHA	200,000	Indicative
Total			708,000	

Table 2.2: Revised Milestones - CEFAS

Target date (dd/mm/yyyy)		Description of milestone including the deliverable (Maximum 120 characters)	Expected payment (£)	
1	30/06/2025	Project Management	60,000	Indicative
2	30/06/2025	Characterisation of emerging diseases associated with climate change, training for fisheries commission and Veterinary Services Directorate – Ghana	35,000	Indicative
3	30/06/2025	Simulation fish disease outbreak with Fisheries Commission and Veterinary Services Directorate in Ghana	24,000	Indicative
5	30/09/2025	Active targeted aquatic animal health surveillance of climate change associated threat of exotic incursion in Ghana	46,000	Indicative

6	30/09/2025	Characterisation of emerging diseases associated with climate change, training for fisheries commission and Department of Veterinary Services – Zambia	40,000	Indicative
7	28/12/2025	Active targeted aquatic animal health surveillance of climate change associated threat of exotic incursion in Zambia	40,000	Indicative
8	28/12/2025	Methods to assess the benefits of reduced animal disease burden on marginalised groups	75,000	Indicative
9	30/03/2025	Application of climate smart technology for small scale fish farmers	60,000	Indicative
10	30/03/2025	Line management and technical advice	40,000	Indicative
Total			420,000	

Table 2.3: Revised Milestones – VMD

Target date (dd/mm/yyyy)		Description of milestone including the deliverable (Maximum 120 characters)	Expected payment (£)	
1	30/06/2025	Project Management	52,000	Indicative
2	30/06/2025	Wider technical input from across VMD	89,400	Indicative
3	30/06/2025	Servicing laboratory equipment and consumables for Zambia	40,000	Indicative
4	30/09/2025	Residues training for CVRI in Zambia to assess capacity for ISO accreditation	14,000	Indicative
5	30/09/2025	Regulation of specially qualified persons responsible for the distributions of veterinary medicines at the community level in Zambia	20,000	Indicative
6	28/12/2025	Host two sessions of ZAZIBONA technical working group to assess medicine applications, to enhance availability of quality medicines on national market in Zambia.	22,000	Indicative

7	30/03/2025	Climate change and strategic advice in preparation for multi years spending review	145,000	Indicative
		Total	£382,400	

Annex B – ODA specific wording update to Agreements

Background and Policy Context – replaces existing wording.

The arrangements and the purpose for which resources will be used are set out in this Memorandum of Understanding, its annexes, Logframe, budget and the corresponding Business case. The aforementioned documents are collectively referred to as the “Memorandum of Understanding”.

The activities to which this MoU relates will start on 1st April 2025 (“Start Date”) and end on 31 March 2026 or an earlier date if terminated in accordance with the relevant provisions in this Memorandum (“End Date”).

By the terms of this MoU the Parties will undertake the responsibilities set out in this Memorandum of Understanding.

This MoU establishes the responsibilities of the Parties and the general principles for their cooperation.

This MoU is not intended to be legally binding and no legal obligations or legal rights shall arise between the Parties from the provisions of the MoU. However, the Parties enter into the MoU intending to honour their obligations.

NOW THEREFORE the Parties have agreed to cooperate under this MoU as follows:

1. Interpretation – added descriptions – all existing definitions remain unchanged

“Aid Diversion” is any event, including fraud, corruption, bribery, theft, terrorist financing, money laundering and other misuse of funds that prevents the Grant or funds being directed to the aid outcomes or recipients intended.

“Downstream Partner” means any individual, organisation and or entity with which Cefas and/or APHA and/or VMD have agreed to work with to deliver the required outcomes of this MoU;

2. Principles of collaboration and the Parties' responsibilities – Added 3.2 to 3.24

- 3.2. Defra will make available an amount not exceeding £5,195,500 (five million, one hundred ninety five thousand and five hundred pounds). The amount is expected to be allocated across the following year and will be transferred to each Party via the Transfers and Reclassifications process at agreed intervals. The funding amount approved is as per the Sterling (GBP) value, as at the date of signature of this Memorandum.

Defra Financial Year	Annual Allocation (£GBP)
1Apr 2022–31 Mar 2023	£633,542
1Apr 2023–31 Mar 2024	£1,187,572
1Apr 2024–31 Mar 2025	£1,863,986
1Apr 2025–31 Mar 2026	£1,510,400

- 3.3. The funding amount is subject to revision and is dependent on the fulfilment of the provisions of this Memorandum, any revisions to budgets, actual expenditure and need, and the continuing availability of resources to Defra. In the event of a revision to the funding amount a revision to the workplan will also be agreed.
- 3.4. **Eligible expenditure** - The funding amount will be used solely for costs included as part of the budget approved by Defra for the delivery of the outputs and outcomes set out in this Memorandum.
- 3.5. Cefas, APHA and VMD shall refer to Rule 2 in the FCDO Programme Operating Framework which sets out that all transactions reported as Official Development Assistance (ODA) must meet the OECD definition of aid and will be compliant with the International Development Act 2002.
- 3.6. Defra funding will not be used to meet the costs of any other expenditure, in particular (but non-exhaustively) those items in the list below. This list does not override activities which are deemed eligible and explicitly approved as part of this Memorandum or in the work plan:
- a) lobbying UK government, i.e. activities which aim to influence or attempt to influence Parliament, UK government or political activity, or UK legislative or regulatory action;
 - b) activities which directly enable one part of government to challenge another on topics unrelated to the approved purpose of the grant;
 - c) to petition UK Government for additional funding;
 - d) input VAT reclaimable by the grant recipient from HMRC;
 - e) activities which intentionally lead to civil unrest;
 - f) activities which discriminate against any group on the basis of sex, age, gender reassignment, disability, race, colour, ethnicity, sexual orientation, pregnancy and maternity, religion or belief;

- g) interest payments or service charge payments for finance leases;
- h) gifts and hospitality;
- i) statutory fines, criminal fines or penalties;
- j) payments for works or activities which the grant recipient, or any member of their Partnership has a statutory duty to undertake, or that are fully funded by other sources;
- k) activities in breach of EU legislation on State Aid;
- l) bad debts to related parties;
- m) payments for unfair dismissal or other compensation;
- n) to replace or refund any funds lost to Aid Diversion.

- 3.7. **Exchange Rates** - Cefas, APHA and VMD are responsible for monitoring and managing any exchange rate fluctuations for the duration of this Memorandum. Where significant exchange rate gains or losses are being accumulated the Parties will jointly decide how these are managed.
- 3.8. Cefas, APHA and VMD will use the exchange rate for the date on which the purchase was made or services acquired by Cefas and/ or APHA and/or VMD, unless, by exception, explicitly approved by Defra in writing in advance.
- 3.9. **ODA Funding** – Cefas, APHA and VMD will set out and report against the ODA project budget agreed with the Defra SRO including a breakdown of costs.
- 3.10. Defra funds must be separately accounted for by Cefas, APHA and VMD and therefore readily identifiable at all times, unless explicitly approved otherwise and in writing by Defra.
- 3.11. Cefas, APHA and VMD will provide budget and actual cost line by line breakdowns for all ODA activity, as a minimum this shall include:
- a) Resource salary costs by grade
 - b) Resource overhead costs by grade
 - c) Subcontracting costs
 - d) Travel & Subsistence costs
 - e) Consumable costs
 - f) Evidence of adherence to good practice procurement procedures and Travel & Subsistence policies.
- 3.12. When requesting a budget transfer Cefas, APHA and VMD will present a forecast for the planned expenditure. At regular intervals as mutually agreed Cefas, APHA and VMD should provide detailed financial reports related to this Memorandum that set out in both cash and resource terms actual expenditure to date against the approved budget and monthly forecast expenditure for Defra's financial year (1 April to 31 March).
- 3.13. Where Cefas, APHA and VMD are unable to provide financial reports on both a cash and resource basis, approval should be sought from Defra in writing. In multi-donor arrangements, these reports should clearly segregate the Defra proportion of funding. Prior to each year-end Cefas, APHA and VMD must notify Defra of any unused Budget transferred under this MoU and arrange for it to be returned to Defra via the Transfers and Reclassifications process.
- 3.14. **Digital Spend** - The UK government defines digital spend as any external-facing service provided through the internet to citizens, businesses, civil society or non-government organisations. This includes any spend on web-based or mobile information services, websites, knowledge or open data portals, transactional services such as cash transfers, web applications and mobile phone apps.

- 3.15. Cefas, APHA and VMD will ensure that all digital spend related to this MoU is carried out in a manner consistent with the Principles for Digital Development.
- 3.16. Cefas, APHA and VMD and any Downstream Partner(s) will notify Defra of any proposed digital spend prior to carrying out any digital activities. Defra will then engage Cefas and/or APHA and/or VMD or Downstream Partner to seek the relevant approvals.
- 3.17. The Parties will perform the Activities described in the MoU.
- 3.18. The Parties will ensure they comply with the terms of all applicable laws in carrying out the Activities.
- 3.19. Each of the Parties (each via its members sitting on the Governance Board) will perform those tasks identified in the MoU.
- 3.20. Cefas, APHA and VMD are solely accountable for compliance with the provisions of this MoU including where Cefas, APHA and VMD engages any Downstream Partner(s). Cefas, APHA and VMD will reflect the provisions of this MoU as necessary in any arrangement(s) with any Downstream Partner(s) to ensure both Cefas, APHA and VMD and Downstream Partner(s) are compliant with the provisions of this MoU.
- 3.21. Defra will not be responsible for the activities of Cefas, APHA and VMD or any Downstream Partner(s) in connection with this MoU, nor will Defra be responsible for any costs incurred by Cefas, APHA and VMD or its Downstream Partner(s) in terminating the engagement of any other person, company or organisation.
- 3.22. Cefas, APHA and VMD will be accountable to Defra for the appropriate use of Defra funds, management of risk, and delivery of outputs and outcomes. This includes any adverse effects of aid expenditure that have an undesired or unexpected result upon recipients, including any adverse gender related impacts.
- 3.23. Cefas, APHA and VMD will ensure that all goods and services financed either fully or in part from Defra funds will continue to be used for the purpose set out within this MoU. In the event of such goods or services being used for other purposes, Cefas, APHA and VMD must notify Defra in writing and Defra may recover from Cefas, APHA and VMD the value of the goods and services concerned.
- 3.24. Defra may at any time during, and up to five years after the termination of this MoU, conduct or arrange for additional investigations, audits, on-the-spot checks and inspections to be carried out, or ascertain additional information where Defra considers it necessary. These may be carried out by Defra or any of its duly authorised representatives or agents. Access will be granted, as required, to all sites and relevant records. Cefas, APHA and VMD will ensure that necessary information and access rights are explicitly included within all funding arrangements with its Downstream Partner(s).

4. Project Governance General Structure and liaison between the Parties – additional text to add to existing wording.

- 4.1. Cefas, APHA and VMD will provide Defra with progress reports quarterly, on the execution of this MoU that describe performance against indicators contained in the log frame. Continuation of this MoU will be dependent upon satisfactory progress and value for money being achieved each previous year.
- 4.2. Cefas, APHA and VMD will immediately notify Defra of any delay, obstruction or event which interferes with or threatens to interfere with this MoU. This includes any delay, obstruction or event which damages or is capable of damaging the reputation or integrity of Defra or the activities to which this MoU relates.

- 4.3. As part of the regular reporting requirements outlined above, Cefas, APHA and VMD will provide a proportionate and meaningful assessment of how the specific needs of girls, women, boys and men are considered, and reflect to what extent women and girls have been included in design, implementation and monitoring. Cefas, APHA and VMD should also assess how Defra contribution is contributing to reducing gender inequality including a specific assessment on progress against any gender related commitments made as part of this MoU and demonstrate consideration of potential unintended negative consequences, such as gender-based violence. Cefas, APHA and VMD will also consider how to prevent discrimination and promote wider equality of opportunity between those who have a protected characteristic and those who do not, for example disability, sexual orientation, race, religion or belief.
- 4.4. Cefas, APHA and VMD will seek to ensure that beneficiary feedback is integrated in the design, mobilisation, delivery, monitoring, evaluation of activities to which this contribution relates, including annual review processes, and takes account of the voices of both women and men. Cefas, APHA and VMD should work with, through and represent the diversity of communities in order to respond to their needs more effectively and strengthen accountability.
- 4.5. Paris Alignment. Cefas, APHA and VMD will, as part of regular reporting outlined above, provide a proportionate and meaningful summary of:
- 4.5.1. how climate and environment concerns have been considered in design, implementation and monitoring, in line with the UK government's commitment to the Paris Agreement. This will include an assessment of:
 - 4.5.1.1. the vulnerability of the project to climate change;
 - 4.5.1.2. any impacts the delivery of the project might have on climate risk and environment (including opportunities);
 - 4.5.2. any mitigating actions put in place (including how environmental safeguarding concerns have been considered) and
 - 4.5.3. any impacts the delivery of the project might have on exacerbating or reducing impact on people affected by climate change.
- 4.6. A summary of any mitigating actions put in place (including how environmental safeguarding concerns have been considered) and
- 4.7. Any impacts the delivery of the project might have on exacerbating or reducing impact on people affected by climate change.
- 4.8. Cefas, APHA and VMD will publish to the International Aid Transparency Initiative (IATI) standard on all its Defra ODA funding within six months of the Start Date. Defra expects Cefas, APHA and VMD to publish to the IATI standard on all its Defra ODA funding, and any Downstream Partner(s) to publish to the IATI standard on all its funding. The intention of this commitment is to allow traceability throughout the delivery chain. For further advice please go to FCDO IATI Guidelines - GOV.UK (www.gov.uk).
- 4.9. Cefas, APHA and VMD give consent for this MoU (and any subsequent amendments) and associated funding information to be published on Defra website, unless explicitly approved in writing by Defra.

5. Term and Termination – additional text to add to existing wording.

- 5.6. If Defra is concerned that the provisions of this MoU have not been fulfilled by Cefas and/or APHA and/or VMD, or if any activities occur which will significantly impair the

implementation or development value of the activities to which this MoU relates, Defra will discuss its concerns with Cefas and/or APHA and/or VMD in an attempt to resolve any issues. Following such negotiation, this MoU may be amended, suspended or terminated in accordance with the relevant provisions in this MoU.

- 5.7. This MoU may be terminated by any Party at any time by giving 3 (three) months written notice to the other Parties, in which case the MoU shall be terminated in its entirety. All unspent funds other than those irrevocably committed in good faith before receipt of a written notice of termination, in line with this MoU and approved between the Parties as being required to finalise activities, will be returned to Defra within 30 days of the date of receipt of a written notice of termination. At any time when returning funds, Cefas, APHA and VMD must quote the relevant invoice reference number.

6. Aid Diversion – new section replaces any previous wording on this subject.

- 6.6. Aid Diversion is any event, including fraud, corruption, bribery, theft, terrorist financing, money laundering and other misuse of funds that prevents funds being directed to the aid outcomes or recipients intended.
- 6.7. Cefas, APHA and VMD will immediately and without undue delay inform each other of any event which interferes or threatens to interfere with this MoU, whether financed in full or in part by Defra, including credible suspicions of, or actual Aid Diversion. Cefas, APHA and VMD should assess credibility based on the source of the allegation, the content, and the level of detail or evidence provided.
- 6.8. Cefas, APHA and VMD should immediately contact Defra by email to: Fraudanderror@defra.gov.uk All information will be treated with the utmost confidentiality. Information can also be reported directly to Defra staff managing this MoU where appropriate; this will be immediately passed on to Defra's ODA and Counter Fraud Section.
- 6.9. The Parties have a zero-tolerance approach towards Aid Diversion, including any associated inappropriate behaviour. Cefas, APHA and VMD will fully co-operate with investigations into such events, whether led by Defra, Cefas or APHA.
- 6.10. Notwithstanding any provisions in this MoU or other contractual requirements, Defra may recover from Cefas and/or APHA and/or VMD all or part of the funds paid under this MoU in the event of actual or suspected Aid Diversion.
- 6.11. Consistent with local and international legislation, and applicable United Nations Security Council resolutions, the Parties are firmly committed to the international fight against terrorism. It is Defra's policy to seek to ensure that none of its resources are used, directly or indirectly, to provide support to individuals or entities associated with terrorism. In accordance with this policy, Defra expects Cefas, APHA and VMD and its Downstream Partner(s) to make themselves aware of and comply with their obligations under applicable counter terrorist financing legislation.
- 6.12. Cefas, APHA and VMD will seek to ensure that no resources provided under this MoU are made available or used to provide support to individuals or entities associated with terrorism, including those named on the following lists as updated from time to time:
- a) HM Treasury's Office of Financial Sanctions Implementation – Financial sanctions: consolidated list of targets;
 - b) UK Home Office – Proscribed terrorist groups or organisations;
 - c) European Union – Consolidated list of sanctions;

- d) United Nations – United Nations Security Council Sanctions List;
- e) World Bank – World Bank Listing of Ineligible Firms & Individuals.

7. Safeguarding for the prevention of sexual exploitation, abuse and harassment –new section replaces any previous wording on this subject.

- 7.1. The Parties have a zero tolerance for inaction approach to tackling sexual exploitation, abuse and sexual harassment (“SEAH”) and agree the terms set out in Annex F. This means Cefas, APHA and VMD will take all reasonable and adequate steps to prevent SEAH of any person linked to the delivery of this MoU by both its employees and any Downstream Partner(s) and respond appropriately when reports of SEAH arise. Cefas, APHA and VMD will apply the IASC Six Core Principles relating to Sexual Exploitation and Abuse and will adhere to the IASC Minimum Operating Standards on PSEA and/or the Core Humanitarian Standard on Quality and Accountability.
- 7.2. When Cefas and/or APHA and/or VMD becomes aware of suspicions or complaints of SEAH, they will take swift and appropriate action to stop harm occurring, investigate and report to relevant authorities (for criminal matters) when safe to do so and after considering the wishes of the survivor. Cefas and/or APHA and/or VMD will also promptly contact Defra at ODA.Safeguarding@defra.gov.uk to report any allegation credible enough to warrant an investigation of SEAH related to this MoU. Cefas and/or APHA and/or VMD will promptly report to Defra any allegation credible enough to warrant an investigation of SEAH that are not directly related to this MoU but would be of significant impact to the partnership with Defra. It is understood and accepted that Cefas and/or APHA and/or VMD arrangement to report on SEAH is subject to not compromising the safety, security, privacy and due process rights of any concerned person.

8. Cyber security – new section replaces any previous wording on this subject.

- 8.1. Cyber security is the protection of systems, networks and data to prevent cybercrime. Cefas, APHA and VMD are responsible for managing cyber security risk under its own policies and procedures.

9. Procurement – new section replaces any previous wording on this subject.

- 9.1. Cefas, APHA and VMD will ensure that any procurement using Defra funds adheres to international best practice and applicable regulations, is transparent, fair and open and is designed to achieve value for money.
- 9.2. Records of all procurement activity including but not restricted to, costs, volumes, suppliers, value for money, savings and efficiencies must be kept by Cefas, APHA and VMD and made available to Defra, upon request. Defra reserves the right to assess the procurement capacity and capability of the Cefas, APHA and VMD) at any time.

10. Health, safety and security – new section replaces any previous wording on this subject.

- 10.1. Cefas, APHA and VMD are responsible for all security arrangements in relation to this MoU including the health, safety and security of any person employed or otherwise engaged as part of this MoU, including those employed or engaged by any Downstream Partner(s).

- 10.2. Defra funds cannot be used to fund any insurance premiums intended to cover medical expenses, injury or disablement, and death unless, by exception, explicitly approved by Defra in writing in advance (including via the agreed workplan).

11. Environment – new section replaces any previous wording on this subject.

- 11.1. Cefas, APHA and VMD are committed to high environmental standards, recognising that their activities may change the way people use and rely on the environment, or may affect or be affected by environmental conditions. Cefas, APHA and VMD will ensure that they have taken sufficient steps to protect the local environment and community they work in including with Downstream Partners, and to identify environmental risks that are imminent, significant or could cause harm or reputational damage to Defra.

12. Communication and branding – new section replaces any previous wording on this subject.

- 12.1. The Parties will collaborate and proactively look for ways to build support for development and raise awareness of Defra funding. Cefas, APHA and VMD will explicitly acknowledge Defra funding, in written and verbal communications about activities related to the funding, to the public or third parties, including in announcements, and through use, where appropriate, of FCDO's "UK International Development – Partnership, Progress, Prosperity" logo ('UK Dev logo') in accordance with [FCDO Branding Guidance for ODA funded programmes](#), unless otherwise approved in advance by Defra, and in all cases subject to security and safety considerations of Cefas, APHA and VMD). Permission to use the logo initially must be sought via Defra in line with the guidance. If the UK Dev logo branding is not appropriate, the UK Government branding guidance should be adhered to.
- 12.2. Cefas, APHA and VMD will provide a visibility statement using the template provided in [Annex E: UK International Development and UK Aid Visibility Statement](#) of how and when they will acknowledge funding from Defra and where they will use the UK Dev Logo [UK Aid logo], which should be approved by Defra prior to the Cefas, APHA and VMD releasing any public communications. Cefas, APHA and VMD will include reference to this in its progress reports and annual reviews.
- 12.3. Cefas, APHA and VMD may use the UK Dev logo (UK Aid logo) in conjunction with other donor logos, and where the number of donors supporting activities is such as to make co-branding impractical, acknowledgement of funding from Defra should be equal to that of other co-donors making contributions of equivalent amounts.

13. Risk Management – new section replaces any previous wording on this subject.

- 13.1. Cefas, APHA and VMD will manage risk, with the same degree of care and due diligence as it uses in the administration of any other contribution, programme and project.

14. Delivery chain risk mapping – new section replaces any previous wording on this subject.

- 14.1. Cefas, APHA and VMD will maintain and provide to Defra an up to date and accurate record of its Downstream Partner(s) in receipt of Defra resources. This forms the basis of the delivery chain risk map which should demonstrate the flow of funds from the initial source to end beneficiaries, and the risks and potential risks along the chain.
- 14.2. The delivery chain risk map should be updated regularly by the Cefas, APHA and VMD and when there are material changes to the risk assessment associated with this MoU or to any Downstream Partner(s) in the chain.

14.3. Cefas, APHA and VMD will provide to Defra, as a minimum, an updated delivery risk map at the following intervals:

within 60 days of the Start Date; annually, as part of the

annual review process; and

at the conclusion of activities, as part of the project completion review process.

15. Due diligence – new section replaces any previous wording on this subject.

15.1. Cefas, APHA and VMD will exercise the same care in the discharge of its functions in utilising the resources under this MoU as it exercises with respect to the administration and management of its own resources and affairs. Cefas, APHA and VMD will co-operate fully with any due diligence assessment by Defra or its agents, of Cefas, APHA and VMD internal controls and systems prior to or during the implementation of this MoU and take appropriate action on any recommendations arising. Due diligence assessments will be conducted every three years or earlier if there is a significant change to Cefas and/or APHA and/or VMD procedures and controls or operating environment. A range of tools may be used to conduct the assessment and continuation of this MoU will be dependent on Defra being satisfied that Cefas, APHA and VMD has sufficient capacity and capability to carry out activities and manage Defra funds.

15.2. Cefas, APHA and VMD will carry out due diligence before transferring any funds to any Downstream Partner(s).

16. Conflicts of Interest – new section replaces any previous wording on this subject.

16.1. Neither Cefas, APHA and VMD, its Downstream Partners nor its Representatives may engage in any personal, business, or professional activity which conflicts or could conflict with any of their obligations in relation to the MoU.

16.2. Cefas, APHA and VMD and its Downstream Partners must have and will keep in place adequate procedures to manage and monitor any actual or perceived bias or conflicts of interest.

17. Annex B.1 - Assets and Inventory – new annex to replace any existing annex on this subject.

1. Defra considers any equipment and supplies purchased in part or fully from Defra funds as project assets if they have a useful life of more than one year; and either (1) the purchase price or development cost of an individual asset is in excess of £500 or equivalent in local currency; or (2) is a group of lower value items that are mobile and considered attractive (e.g. mobile phones, cameras, laptops, tablets, satellite phones, vehicles, food, pharmaceutical products, relief packs, etc.) with a combined purchase price or development cost in excess of £500 or equivalent in local currency.
2. Cefas and/or APHA and/or VMD retains ownership of all assets and will have sufficient processes in place to record and track assets.
3. Cefas, APHA and VMD will establish and maintain an inventory of all such assets.
4. Cefas, APHA and VMD will ensure that a physical check of all assets takes place on at least an annual basis and submit to Defra an up-to-date inventory using the template provided at page 30 annually. Where possible Cefas, APHA and VMD should carry out these checks directly.
5. Cefas, APHA and VMD will be accountable for the appropriate use and control of assets, in line with this MoU.
6. Cefas, APHA and VMD will manage the risk of assets being lost, stolen, damaged or destroyed under its own policies and procedures. Defra expects Cefas and/or APHA and/or VMD to cover the cost of repairing or replacing lost, stolen, damaged or destroyed assets and should make a risk-based decision on how best to do this. If the Cefas and/or APHA and/or VMD decides to take out commercial insurance to cover lost, stolen, damaged or destroyed assets, Defra funds cannot be used to fund the premiums unless, by exception, explicitly approved by Defra in writing in advance.

Inventory Template

Project Name: [INSERT PROJECT NAME]

Reference Number: [INSERT PROJECT NUMBER]

Defra considers equipment and supplies purchased in part or fully from Defra funds as project assets if they have a useful life of more than one year; and either (1) the purchase price or development cost of an individual asset is in excess of £500 or equivalent in local currency; or (2) is a group of lower value items that are mobile and considered attractive (e.g. mobile phones, cameras, laptops, tablets, satellite phones, vehicles, food, pharmaceutical products, relief packs, etc.) with a combined purchase price or development cost in excess of £500 or equivalent in local currency.

Item no.	Serial no.	Date of purchase (dd/mm/yy)	Description (Make and Model)	Purchase value (£)	Location	Responsible person	Anticipated years of life	Disposal date (dd/mm/yy)	Reason for disposal (if applicable)

On behalf of [INSERT ALB NAME] I certify that this inventory is up to date and correct following a physical check on all assets. The physical check commenced on [XX Month 20XX] and was completed on [XX Month 20XX]. I have Defra to sign this on behalf of [INSERT ALB NAME].

Signature:	
Name:	
Job Title:	
Date:	

18. Annex B.2 - UK INTERNATIONAL DEVELOPMENT AND UK AID VISIBILITY STATEMENT – new annex to replace any existing annex on this subject.

1. As part of this MoU, Cefas, APHA and VMD are required to acknowledge funding from the UK government on ODA funded programmes, in written materials and verbal statements and through use of the UK International Development (UK Dev) on programme assets. Please refer to the UK branding guidance for further information on how to acknowledge ODA funding from the UK government.
2. Permission must be sought from Defra to use the logo. The visibility statement will be discussed and agreed with the project Senior Responsible Owner.
3. Cefas, APHA and VMD may be asked to provide, as part of the agreed reporting requirements, evidence of the branding in use, including photographs of the logo in the field and examples of communications materials. Branding Guidance and details of how to access the UK aid logo files can be found here: [Official Development Assistance \(ODA\) funded programmes: branding guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/official-development-assistance-oda-funded-programmes-branding-guidance). By completing and signing this statement the signing Party accepts to fulfil these requirements.

ALB Name	[INSERT NAME]
Project Title and brief description of what it will deliver:	[INSERT PROJECT TITLE & DESCRIPTION]
Please list the assets that will carry the UK International Development or UK Aid logo or acknowledgement of UK International Development funding	
<i>List <u>all</u> assets including physical items and supplies, and other non-physical items, such as information assets that will be delivered using this contribution e.g. annual reports, research reports, press releases, websites, other communication or event materials (refer to Sections 6 & 7 of the branding guidance for more information on where UK branding should / should not appear).</i>	
Please list the assets that will be delivered by the programme that will not carry the UK International Development or UK aid logo and/or acknowledgement of funding and explain clearly why these items will not carry UK International Development or UK Aid branding	
<i>All exceptions require approval by the Deputy Director of the team in whose portfolio the programme sits and a record of this approval, e.g. an email, should be kept along with the programme documentation (refer to Section 7 of the UK Dev branding guidance for more information on branding exceptions).</i>	
Declaration I understand that no UK aid funds may be used to procure any promotional communications goods or activities that do not have a direct impact on the successful delivery of activities associated with this contribution or serve to increase the transparency of funding. By signing this statement, the Cefas and/or APHA and/or VMD accepts to fulfil the commitments stated above.	

[INSERT ALB NAME] Representative:

Name:

Job title:

Signature:

Date:

Approved by Defra Representative:

Name:

Job title:

Signature:

Date:

19. ANNEX B.3 – JOINT DONOR LANGUAGE ON SEAH – new annex

1. The Parties have a zero tolerance for inaction approach to tackling sexual exploitation, abuse and harassment (“SEAH”).¹ This means the Cefas and/or APHA and/ or VMD, and its implementing partners, will take all reasonable and adequate steps to prevent SEAH of any person linked to the delivery of this MoU by both its employees and any Downstream Partner and respond appropriately when reports of SEAH arise. The Cefas and/or APHA and/ or VMD must apply the IASC Six Core Principles Relating to Sexual Exploitation and Abuse and the following principles and practices when implementing this programme and provide evidence to demonstrate this where required:

- a) Adherence to the IASC-Minimum Operation Standards and/or SEA elements of the Core Humanitarian Standard on Quality and Accountability;
- b) A survivor-centred approach² to SEAH issues;
- c) Strong leadership and signalling on tackling SEAH;
- d) Make all reasonable and adequate efforts to address gender inequality and other power imbalances;
- e) Robust reporting to enhance accountability and transparency;
- f) Ensure that SEAH standards from this arrangement are reflected in funding templates with Downstream Partners, [for UN entities: by means such as, but not limited to, adherence to the United Nations Protocol on Allegations of Sexual Exploitation and Abuse Involving Downstream Partners.]

2. Cefas and/or APHA and/ or VMD will adhere to the following reporting requirements:

- a. Cefas and/or APHA and/ or VMD will promptly contact through written notice to **ODA.Safeguarding@defra.gov.uk** to report any allegation credible enough to warrant an investigation of SEAH related to this MoU.
- b. Cefas and/or APHA and/ or VMD should also promptly report to **ODA.Safeguarding@defra.gov.uk** any allegation credible enough to warrant an investigation of SEAH that are not directly related to this MoU but would be of significant impact to the partnership.

¹ See UNGA Resolution A/RES/73/148 for the definition of sexual harassment and UNSG Bulletin ST/SGB/2003/13 for the definition of sexual exploitation and abuse. Both definitions are included in the DAC Recommendation on Ending Sexual Exploitation, Abuse, and Harassment in Development Co-operation and Humanitarian Assistance: Key Pillars of Prevention and Response.

² A survivor-centred approach is one for which the survivor’s dignity, experiences, considerations, needs, and resiliencies are placed at the centre of the process, from the initial program design to investigating and responding to potential incidents. Consistent with the [UN Protocol on Allegations of SEA Involving Implementing Partners](#), the survivor should be informed, participate in the decision-making process, and provide consent on the possible use and disclosure of their information. Those interacting with the survivor and/or handling information regarding the allegation must maintain confidentiality, ensure safety of the survivor, and apply survivor-centred principles which are safety, confidentiality, respect, and non-discrimination. When the survivor is a child, the approach must consider the best interests of the child and engage with the family/caregivers as appropriate. Staff and partners should comply with host country and local child welfare and protection legislation and international standards, whichever gives greater protection.

3. The report, as referred to in paragraph 2.a and 2.b, will indicate: [agreement/arrangement number], nature of the alleged misconduct, date of alleged misconduct, date of first report to Cefas and/or APHA and/ or VMD, location [as/if specified by [donor]], involvement of Downstream Partner, state of affairs concerning the investigation and the action that will be taken by Cefas and/or APHA and/ or VMD, and whether the case is referred to law enforcement. The organisation will provide updates on the status of the case. The notice will be given in writing and delivered to the point of contact mentioned in paragraph 2.a and 2.b.

4. It is understood and accepted that Cefas and/or APHA and/ or VMD arrangement to report on SEAH is subject to not compromising the safety, security, privacy and due process rights of any concerned persons.

5. When Cefas and/or APHA and/ or VMD becomes aware of suspicions or complaints of SEAH, Cefas and/or APHA and/ or VMD will take swift and appropriate action to stop harm occurring, investigate and report to relevant authorities (for criminal matters) when safe to do so and after considering the wishes of the survivor.

6. The donor or any of its duly authorised representatives may at all times carry out reviews, evaluations or other control measures to verify Cefas and/or APHA and/ or VMD zero tolerance for SEAH. Cefas and/or APHA and/ or VMD shall fully cooperate with the donor or any of its duly authorized representatives or agents to carry out such control measures.