

[INSERT CLASSIFICATION]

White Paper

[DESCRIPTIVE TITLE OF IDEA]

Submitted to
CENTRE

Point Of Contact:

[Insert Name
Organisation
Address
Telephone
Fax
Email address]

Date Of Submission:

[Day Month Year]

Company Registration Number (As detailed on registration with Companies House):

Registration Number _____

As part of a Central UK Government Initiative, statistics are being collected on the number of Contracts the Authority places directly with Small and Medium Sized Enterprises (SME's). The Criteria to be used to define an SME are set out below:

- A Company with less than 250 employees (both UK and foreign companies with less than 250 employees should be included, provided that some or all of the work will be carried out in the UK)

The following should be excluded from SME status:

- Divisions or subsidiaries of larger organisations where that larger organisation has more than 250 employees;
- Joint Ventures and Special Purpose Vehicles;
- Companies procuring goods or services from overseas suppliers where there is no work being carried out in the UK;
- Companies that are clearly only acting as Agents for products and services that are not produced in the UK.

Confirmation of your SME status, or otherwise must be given below:

SME Status _____

NOTE: White Papers may be as long as 3 pages using 10 pt (plus cover sheet and optional appendix of curriculum vitae). White Papers exceeding this length may be returned to the author without review.

[INSERT CLASSIFICATION]

Executive Summary

Provide a BRIEF overview of the main points outlined within this white paper, particularly addressing the following points:

- the innovative scientific and/or engineering approach,
- the operational application from your perspective,
- the innovative aspect/s of your proposal.

This section should be a maximum of 200 words.

Operational Approach

How will this innovative science and/or technology approach and/or solution provide enhanced counter-terrorism (CT) knowledge or capability?

Consider some of the following aspects in this section.

- How do you think a successful output from this project contribute to counter-terrorism?
- What is the concept of use of the idea or approach?
- How do you envisage a successful outcome being exploited?

This section should be a maximum of 200 words.

Technical Approach

Provide a clear and concise description of the innovative scientific and/or engineering approach.

Organise the description as you see fit, but consider the following points as appropriate:

- What is/are the scientific concept and/or associated technologies and/or engineering approach being proposed?
- What are the major sciences, technology or engineering issues this approach would address? And how?
- What is novel or innovative about this approach? How does it differ from existing approaches?
- Have preliminary tests or demonstrations been conducted? If so what were the results?
- If the work was successful what output would be expected?
The following examples are provided to give an indication of the information required and should not be used to limit your proposal.
eg.
- What level of performance might be expected? For example, proposals for new sensor systems should indicate the likely probability of detection and associated false alarm rate. Include an indication of the current (if any in the case of initial concepts) level of technology maturity.
or
- The impact on human performance such as workload, situational awareness, decision making, influence, behavioural analysis, understanding social & cultural factors.
- What (if any) underpinning or background data is required? Where do you intend to acquire this data?
- Include images, data plots and/or diagrams needed to explain the approach.

This section & project breakdown should form the main part of your proposal.

Project breakdown

Provide a written description of the proposed technical work to be undertaken include a task breakdown (with any decision points or ‘phases’), who will undertake the work, where the work will be undertaken and a top level indication of the specific deliverables with any associated timescales.

The table below is provided as guidance to complement the written description.

Milestone number ^a	Milestone description	Description of deliverable eg. presentation, demonstrator, demonstration, report.	Deliverable date ^b	Payment schedule (if appropriate) ^c
1.				
2....etc				
			Total	

- a. Include the appropriate number of rows required from 1 to 10.
- b. Deliverable date can be expressed either as a date assuming a start point or T+2 months, T+x months etc where T = start date.
- c. If you require stage payments please indicate payment schedule.

This section & the technical approach should form the main part of your proposal.

Delivery schedule and costing

Provide a detailed cost breakdown for the funding perceived to be necessary for the proposed work. If different options are to be considered, provide separate breakdowns of cost and schedules for each. Any assumptions or known dependencies that may affect the cost / schedule should also be identified.

The detailed breakdown shall include amounts attributable to such headings as follows:

Total cost of Manpower (Direct Labour ^d)	£
Materials (please list materials)	£
Special Jigs, Tooling etc (please list relevant details)	£
Sub-Contract Costs (please indicate intended suppliers)	£
Associated Travel & Subsistence Costs (please list details)	£
Overheads	£
Profit	£
TOTAL PRICE (ex VAT)	£

d. Direct Labour should identify the number of Man Hours and Wage Rates applicable to staff undertaking the work. If applicable, current agreed rates for use with MoD, as approved by the Cost Assurances Group, shall be utilised and appropriate reference made.

Risks

This should identify the likely risks and contain sufficient information to enable a reviewer to assess risks associated with the proposed work.

Intellectual Property

Any known Intellectual Property protection or perceived rights associated with the proposal should be detailed.

Government Contacts

Summarise previous Government funding, if any, that has been involved with this proposal.

If you have previously given briefings to any Government agencies or personnel regarding this technology, provide names and contact information as appropriate.

Have you previously submitted this proposal, or any of its components or prior versions, to any area within UK Government for consideration? If yes, which components or versions were reviewed? When were they reviewed? What was the outcome? What features or capabilities have changed since then? Be as explicit as possible.

Qualifications and Expertise

Describe the qualifications and expertise of your organisation and/or key personnel as they relate to the proposal.

If appropriate, include an appendix with CV for key personnel. Reference should be made to security clearances already held by the organisation or individuals as appropriate.

Note:

The CT S&T Centre reserves the right, unless expressly advised in writing to the contrary, to discuss this proposal with other government departments (OGDs). If you have reservations regarding this, please advise accordingly.

Please note the CT S&T Centre **will not** share your proposal with other suppliers, outside of government, unless indicated to do so by yourself or with your permission.