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|  |  | Defence Research Report Specification: Format Standards for Scientific and Technical Reports for the United Kingdom Ministry of Defence |  |  |  |
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Release Conditions

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Table of contents

[List of tables 3](#_Toc427760964)

[1 Introduction 4](#_Toc427760965)

[2 Referenced documentation and other relevant procedures 5](#_Toc427760966)

[3 Classifications 6](#_Toc427760967)

[4 Layout standards 8](#_Toc427760968)

[4.1 General appearance 8](#_Toc427760969)

[4.2 Page numbering 8](#_Toc427760970)

[5 Control and information pages 9](#_Toc427760971)

[5.1 Report numbers 9](#_Toc427760972)

[5.2 Front cover and title page 9](#_Toc427760973)

[5.3 Example of a research report front page produced for the UK Ministry of Defence 11](#_Toc427760974)

[5.4 Report documentation page 12](#_Toc427760975)

[5.5 Back cover 12](#_Toc427760976)

[6 Report contents 13](#_Toc427760977)

[6.1 Suggested sections for your report 13](#_Toc427760978)

[6.2 Front cover and title page 13](#_Toc427760979)

[6.3 Release conditions 13](#_Toc427760980)

[6.4 Executive summary 14](#_Toc427760981)

[6.5 Abstract 14](#_Toc427760982)

[6.6 Contents list 15](#_Toc427760983)

[6.7 Tables and figures 15](#_Toc427760984)

[6.8 Introduction 15](#_Toc427760985)

[6.9 Main text 15](#_Toc427760986)

[6.10 Conclusions 15](#_Toc427760987)

[6.11 Recommendations 15](#_Toc427760988)

[6.12 Acknowledgements 16](#_Toc427760989)

[6.13 References 16](#_Toc427760990)

[6.14 Glossary 16](#_Toc427760991)

[6.15 Abbreviations and acronyms 16](#_Toc427760992)

[6.16 Symbols, equations and measurements 16](#_Toc427760993)

[6.17 Appendices and annexes 17](#_Toc427760994)

[6.18 Distribution list 17](#_Toc427760995)

[6.19 Report documentation page 17](#_Toc427760996)

[7 Electronic publication 18](#_Toc427760997)

[List of abbreviations 19](#_Toc427760998)

[APPENDIX A Security warning and condition of supply statements 20](#_Toc427760999)

[A.1 Reports comprising technical information DEFCON 705 (Edn 11/02) 21](#_Toc427761000)

[A.2 Reports comprising technical information - DEFCON 703 23](#_Toc427761001)

[A.3 Reports comprising non-technical information 24](#_Toc427761002)

[A.4 Reports containing technical Information - DEFCON 90 (any edition) 25](#_Toc427761003)

[A.5 Software related documents - DEFCON 91 27](#_Toc427761004)

[Initial distribution 28](#_Toc427761005)

[Report documentation page v5.0 29](#_Toc427761006)

# List of tables

[Table 1 Referenced documents 5](#_Toc427760820)

[Table 2 Classification headings 10](#_Toc427760821)

[Table 3 MOD reports comprising technical information DEFCON 705 (Edn 11/02) 21](#_Toc427760822)

[Table 4 MOD reports comprising technical information - DEFCON 703 23](#_Toc427760823)

[Table 5 Reports comprising non-technical information 24](#_Toc427760824)

[Table 6 DEFCON 90 (any edition) 25](#_Toc427760825)

[Table 7 DEFCON 91 27](#_Toc427760826)

# Introduction

This Defence Research Report Specification (DRRS) defines the requirements for the presentation, format and production of scientific and technical reports prepared for the UK Ministry of Defence (MOD). The objective is to provide specifications on the content, layout, appearance and structure of reports supplied under contract to MOD. **Reports which do not conform to this specification will be returned as non-compliant deliverables.**

# Referenced documentation and other relevant procedures

The following documents relate to activities described in this specification:

|  |  |
| --- | --- |
| **Title** | **Availability** |
| Guidance on writing abstracts | On [GOV.UK website](https://www.gov.uk/submit-a-report-to-athena#guidance-on-writing-abstracts) |
| Report Documentation Page | On [GOV.UK website](https://www.gov.uk/submit-a-report-to-athena#report-documentation-page) |
| Report Documentation Page: Guidelines for Use | On [GOV.UK website](https://www.gov.uk/submit-a-report-to-athena#report-documentation-page) |
| Government Security Classification Policy | On [GOV.UK website](https://www.gov.uk/government/publications/government-security-classifications) |
| Conditions of Supply Statements | Appendix A |
| UK Defence Thesaurus | Defence Intranet |
| JSP 440 Defence Manual of Security | Defence Intranet |
| JSP 101 Defence Writing Guide | Defence Intranet |
| Quantities and units - Part 1: General | BS EN ISO 80000-1 |
| Presentation of research and development reports | BS 4811 |
| Abbreviation of title words and titles of publications | BS 4148 |
| Recommendations for citing and referencing published material | BS 5605 |

Table 1 Referenced documents

# Classifications[[1]](#footnote-1)

The UK Government Security Classification System is designed to protect sensitive assets. Once applied, classifications show the value of an asset in terms of damage likely to result from its compromise, and indicate the level of protection required.

Only the originator can apply a classification to an asset and this cannot be changed without the consent of the originator, successor or current branch/unit responsible for the asset. There are three levels of classification that can be applied to assets which have national security sensitivities, depending on the degree of sensitivity involved:

* Top Secret
* Secret
* Official or Official-Sensitive

When it is necessary to provide additional protection by reinforcing the “need to know” principle, special markings that restrict access should be used, normally in conjunction with a classification. Special markings consist of:

a. National Caveats (and composite National Caveats, i.e. those that include more than one country), which exist for the additional protection of certain types of protectively marked UK material, limiting access to the nationals of the countries detailed, e.g. UK Eyes Only, UK/US Eyes Only.

b. Descriptors, which help to implement “need to know” principles by indicating the nature of the asset’s sensitivity and the need to limit access accordingly, i.e. Commercial, Personal or LOCSEN.

c. Additional markings may be required to ensure the special handling of some material to indicate particular aspects of ownership, issue or release, e.g. Codeword, STRAP, ATOMIC etc.: material covered by these markings can only be accessed by those who have been formally inducted into the specific compartment.

d. International Defence Organization (IDO) markings, e.g. NATO and their members’ nations, use similar classifications to the UK prefixed “NATO” to indicate that the information has been generated under the auspices of that organisation and should not be released to non-member states unless an additional release statement specifically authorises such release, e.g. NATO SECRET Rel to AUS.

e. IDOs and many foreign organisations continue to use the classifications Confidential, Restricted and Unclassified, and when working in collaboration a Project Security Instruction should be agreed by all participants and should detail the classifications to be used on all elements of the project.

It is the originator’s responsibility to consider the possibility of release overseas and it is considered best practice (and mandated within Dstl) to use the prefix “UK” as this indicates that the material has been classified in accordance with the UK’s classification system and protects the information from release under any current or future foreign freedom of information acts.

The markings NATO, NACC, PfP, WEU, COSMIC, FOCAL or ATOMAL are only to be placed on UK originated documents when:

a. The document is specifically prepared for issue direct to an IDO. In such cases only the copies for the IDO are to be given the appropriate IDO marking; copies retained for National use are not to be so marked, or

b. Copies of a document prepared for United Kingdom use are released to an IDO; only the copies sent to the IDO are to be given the appropriate IDO marking.

Titles and abstracts may be used in isolation and consequently classifications, descriptors, etc. may need to be applied separately. It is considered best practice (and mandated within Dstl) for an author to protectively mark multi-page documents classified SECRET or above by paragraph with the standard abbreviation of the appropriate classification, e.g. (S), (O-S), etc. If a title warrants a classification of SECRET or above, an alternative title, classified no higher than Official-Sensitive, should be included on the report for records management purposes. Wherever possible the abstract should be Official. **Note: When a report requires a high classification because of the inclusion of a small amount of very specific information, consideration should be given to extracting this into a companion report or separately issued annex.**

# Layout standards

## General appearance

Reports should be produced with legibility as a prime consideration. The overall style must be clean and simple. The following describes some basic requirements for the appearance of a MOD report:

* No size font is mandated, but a san serif font (e.g. Arial) should be used for clarity of reading. Type size within a single paragraph, sentence or statement should not vary.
* Italics should be used sparingly (e.g. for short quotes).
* Titles and headings should use an initial capital on the first word, followed by all lower case (except for proper nouns).
* Justify text at the left margin only (excluding security markings).
* Use single line spacing for a block of text between paragraphs. Elsewhere, leave one blank line, for example above and below subject, main and group headings, and between all types of paragraphs.
* All upper case type is not appropriate unless applied to security markings or titles, e.g. OP HERRICK.
* Printing should normally be on both sides of each sheet.
* The inclusion of non-standard sized pages (e.g. foldout diagrams) should be avoided unless essential.

If your company has their own report template, this may be acceptable to use.

## Page numbering

It is more useful if the report pages are numbered from the page following the cover page in one sequence. For ease of use, annexes and appendices should be identified as detailed in [section 6.17](#_Appendices_and_annexes).

# Control and information pages

## Report numbers

Each report submitted must be in accordance with and make reference to the specific contract under which it is supplied. Where applicable, reports should include reference to any specific Task. Each report shall also have a unique report number. This report number should be stated on the front cover title page of the report, and included in the Report Documentation Page (RDP) which accompanies the report (see [section 5.4](#_Report_documentation_page)).

## Front cover and title page

### Front cover

The front cover of the report should carry any required identity numbers (as detailed in section 5.1 above) and the title of the report.

An abbreviated classification need not be applied to the title if it is no higher than OFFICIAL-SENSITIVE.

The front cover page shall carry any notices affecting the custody, transmission or distribution of the report and its copyright status. Such notices must be in accordance with the terms of the Contract. The text to be used for the condition of supply statements is included in Appendix A.

The template includes the statement "Research report produced for the UK Ministry of Defence" and this should be followed by the name of the customer or sponsoring unit within MOD.

### Report title

The title and any sub-titles should be concise and informative to people outside of the project team. For a report which is to be highly classified, the title should be worded so that it can be assigned a lower classification, if possible, OFFICIAL.

The type of report shall be stated, e.g. interim, final, technical, milestone and, if applicable, the period covered.

For reports prepared in more than one volume or part; number the reports succinctly. Subsequent reports for the same project work should be named in a consistent and self-referring manner.

### Author details

The name of the principal author appears on the cover page first. When there are multiple authors, alphabetical order is required.

Forenames should appear as initials, e.g. Smith, J.

Civilian authors should give only initials and surname.

Serving military officers (including members of visiting forces) may use the short form appropriate to their service or arm.

### Report date

Each report shall carry a date of issue in the format: DD/MM/YYYY.

### Classification headings

Reports should carry the classification of the report at the top and bottom centre of the front cover page and in the centre of the headers and footers on all internal pages.

|  |
| --- |
| Classification |
| OFFICIAL |
| OFFICIAL-SENSITIVE |
| SECRET |
| TOP SECRET |

Table 2 Classification headings

### Handling Instructions

Authors are to provide, where appropriate, meaningful guidance on how to handle any sensitive information they originate.

Prominent handling instructions should be included when necessary to define how the document needs to be protected, including limits on its distribution, transmission and storage. Handling instructions are to be clear, unambiguous and to the point and it must be clear that they are not part of the security marking.

To avoid confusion with security markings they are to be clearly labelled as handling instructions, not written in capitals and only appear at the top of the document. Words that are used as a classification (Official, Official-Sensitive, Secret and Top Secret) and those previously used under the UK’s protective marking system (Protect, Restricted, Confidential, Secret and Top Secret) are to be avoided.

Examples of suitable handling instructions include:

* Handling Instruction: Not to be copied without the author’s approval
* Handling instruction: Do not store on an open team site
* Handling Instruction: Not to be shared outside UK MOD

On documents with a security classification handling instructions are to appear underneath the classification at the top (only) of the page. On OFFICIAL documents that do not have the classification marked on them the handling instruction is to appear on the top line (only) of the page.

## Example of a research report front page produced for the UK Ministry of Defence

If your company has a readily available logo to use, this can be inserted on the cover page of the report, but this is not mandatory. Basic information to be included on the front page of the report should be as follows:

**Report Main Title Block**

Alternative title classified no higher than OFFICIAL-SENSITIVE if the main title carries a higher level of classification.

**Second Line**

© Supplier Name (year of production) OR

© Crown Copyright (year of production) if report produced by a Crown Servant OR

© Crown Owned Copyright (year of production) if report produced by a contractor under a contract containing Defcon 703 or an alternative clause vesting ownership in the Crown.

**MOD Contract Number**

**Report Number**

**Author’s Name**

**Date of Publication**

**Contract Information**

To contain one of the statements provided at Appendix A

**Additional Contractual Information**

To contain any information which may limit disclosure or release of content

## Report documentation page

The Report Documentation Page (RDP) should accompany the report template of the supplier organisation as the final pages of the document and shall be the last numbered pages of the report. The RDP can be found via [the Athena pages on the GOV.UK website](https://www.gov.uk/submit-a-report-to-athena#report-documentation-page).

The form shall be completed according to the guidelines found via [the Athena pages on the GOV.UK website](https://www.gov.uk/submit-a-report-to-athena#report-documentation-page). Information transferred from the report (e.g. report number, title) should be copied over exactly, in full and without additions, to avoid possible confusion in records or handling.

The RDP must be attached to each report sent for inclusion in the report collection, regardless of whether the report template used is a Dstl template, MOD template, industry template or a customer-specific template. Reports without a correctly completed RDP will not be accepted and will not be uploaded to the Athena database until corrected.

## Back cover

The classification on the back cover should be obvious at a glance on classified reports. The appropriate marking should be placed centrally in the header and footer sections of the back cover page.

# Report contents

## Suggested sections for your report

Below is a suggested list of content and reasonable ordering. If any of the below are not applicable to the report, then do not include. Presentation should be appropriate to the nature of the report.

1. Front cover and title page
2. Release conditions
3. Executive Summary (or abstract)
4. Contents list
5. List of tables
6. List of figures
7. Introduction
8. Main text
9. Conclusions
10. Recommendations
11. Acknowledgments
12. References
13. Glossary
14. List of abbreviations
15. List of symbols
16. Appendices and Annexes
17. Distribution List
18. Report Documentation Page

## Front cover and title page

See [section 5.2](#_Front_cover_and) for further information

## Release conditions

See [section 5.2](#_Front_cover_and) and Appendix A for further information.

## Executive summary

The executive summary should be no longer than two pages of A4, and should be structured using paragraphs. The executive summary is written such that it is comprehensible to senior staff with limited technical knowledge and little or no knowledge of the project.

It may be assumed that many readers, especially senior staff, will only read the executive summary, so therefore the most important information of the work carried out should be included in the executive summary.

The executive summary should be consistent with the detail in the main body of the document. Suggested features of an executive summary include the following:

* The aims of the work, including reasons and context
* Important assumptions
* Details of funding in the case of collaborative agreements
* Summary of the work done and its purpose
* Explanation of the military significance of the work
* Results obtained - what was achieved
* Conclusions, including benefits to the customer
* Recommendations
* Proposed or agreed follow-on work and related milestones, including any changes to a previously agreed or proposed programme, if appropriate addressing the issue of funding
* Possible use or exploitation of the work in a wider context or applications.

If the document does not open with an executive summary section, the supplied abstract should replace it.

## Abstract

An abstract is a statement concisely stating the purpose, methodology, results and conclusions presented in the original document. It is intended to help readers decide whether they wish to consult the original report, and to help searchers decide whether a report is likely to provide the answer to a technical enquiry.

Do not include a repetition of the title or bibliographic details such as contract number, references to parts of the document such as figures or chapters, extensive references to previous work or first person references such as we, our or the author.

Guidelines on writing abstracts can be found via the [Athena pages on the GOV.UK website](https://www.gov.uk/submit-a-report-to-athena#guidance-on-writing-abstracts).

## Contents list

The list of contents should show all sections, sub-sections, appendices and annexes – including sections and sub-sections within appendices and annexes. In addition, it should show lists of tables and figures. The list should be placed on a separate page.

## Tables and figures

The author may use their discretion when placing tables and/or figures, using a consistent style of numbering/captioning throughout the report.

## Introduction

The introduction puts the work described in the report into contractual and technical context and defines the objectives of the work. A good introduction should include:

* the nature and scope of the problem investigated;
* a brief review of the relevant literature;
* an outline of the method of the research done

The introduction is also a good place to include definitions of any specialised terms or abbreviations that you intend to use.

## Main text

The main text includes the minimum of technical material necessary for an appreciation of the conclusions presented in the report. More detailed technical material should be presented in appendices and annexes.

As detailed in section 3, for reports published at Secret or above, each paragraph within the text of the report should be classified in accordance with its content; the abbreviation of the classification is to be added in parenthesis at the end of each paragraph, e.g. (S).

## Conclusions

The conclusions reached in the report should normally appear as a self-contained section at the end of the main text. Conclusions are based on facts reported in the main text without the introduction of new facts, supported if necessary by cross-references to the sections or paragraphs in the main text that support, or lead to, these conclusions. New facts shall not be introduced.

## Recommendations

If recommendations for further actions are made, these should be given separately from the conclusions. They include both recommendations for the future of the present study and for action in a wider context, supported if necessary by cross-references to the main text or the conclusions.

## Acknowledgements

Acknowledgements should be given in a separate section if required. Appropriate disclaimers may be included.

## References

References, where included, shall be listed in the order in which they appear in the text.

A consistent and appropriate referencing style, e.g. Harvard referencing (or similar), should be adopted throughout. Security classifications of references should be included where necessary.

In cases of reports containing only one or two references, these may be given (in a consistent manner) as footnotes, if there is significant advantage in this.

When referencing a report with a title of a classification higher than the report being produced, provide the reference number, author and date only.

## Glossary

Where terms are employed which may not be universally recognised, or where well-known terms are used in a restricted sense, definitions shall be presented in a separate section. A reference to this section should be given in the main text when the term is first introduced.

## Abbreviations and acronyms

Abbreviations and acronyms shall be expanded on their first usage in the report e.g. Ministry of Defence (MOD). In the case of lengthy reports they should also be listed, along with their meanings, in a separate section.

## Symbols, equations and measurements

Symbols should conform to the appropriate ISO standard, e.g. BS EN ISO 80000-1. A separate list of symbols and their definitions should be provided. A given symbol is not used for more than one quantity.

Equations should be numbered consecutively throughout the report.

All measurements (other than approved exceptions) should be reported in SI units.

Symbols should be expanded in full at the first occurrence in the report, e.g. “*PePd* = 0.5, where *Pe* is the probability of existence and *Pd* is the probability of detection”

## Appendices and annexes

Appendices, annexes and supplements contain material supportive of the main text, at a level of detail that is inappropriate for the main text.

Appendices should contain information supplementary to the main document, and are contained at the end of that document.

Annexes contain information additional to the main report and normally exist as a separate document.

Each appendix or annex should be page numbered in a separate series, e.g. A-1, A-2, etc. for Annex A and A1-1, A1-2, etc. for Appendix 1 to Annex A.

## Distribution list

A final distribution list for the technically reviewed and approved final report should include the position, organisation and location of all recipients.

The draft report should be sent to the Technical Partner (TP) who will inform the report supplier once the report has been accepted and instruct that it be forwarded on to the distribution list, which must always include the Dstl Knowledge and Information Services (KIS) as a mandatory addressee.

The distribution list may include other project stakeholders.

In exceptional circumstances, deposit of copies of some reports at Dstl KIS may not be appropriate. These include but not limited to[[2]](#footnote-2):

a. If the classification is Top Secret

b. If additionally marked with a Codeword or other special handling marking, e.g. a STRAP value

c. If authority to do so is denied by the customer.

In such circumstances a copy of Top Secret and Special Handling reports should be sent to the MOD Sensitive Archives at:

1st Floor, Building 2/003  
Gloucester Road  
HM Naval Base  
Portsmouth  
PO1 3NH

## Report documentation page

The RDP and accompanying guidelines can be found via [the Athena pages on the GOV.UK website](https://www.gov.uk/submit-a-report-to-athena#report-documentation-page). See [section 5.4](#_Report_documentation_page) for further information.

# Electronic publication

After technical review and approval, a single electronic copy of each report should be sent to all addressees specified under the terms of the contract under which the report was produced.

In addition, an electronic copy of the report in the form of an unlocked .pdf file (version 1.4 or above) produced using the ‘standard’ option from Adobe PDF settings should be sent to:

Reports up to and including Official Sensitive: [kisreports@dstl.gov.uk](file:///\\RNET\Departments\KIS\309_KIS\15_KME_Tasks\FY1516\DRRS%20Review%20(NJM)\kisreports@dstl.gov.uk)

Secret reports: [kisreports@snet.dstl.gov.uk](file:///\\RNET\Departments\KIS\309_KIS\15_KME_Tasks\FY1516\DRRS%20Review%20(NJM)\kisreports@snet.dstl.gov.uk)

Please refer to section 6.18 where deposit of copies of some reports at Dstl KIS may not be appropriate.

# List of abbreviations

|  |  |
| --- | --- |
| BS  BS EN ISO  DEFCON  DRRS  IDO  JSP  KIS  MOD  NACC  NATO  PfP  RDP  TP  WEU | British Standard  International standard adopted by Europe as a European standard  Defence Contract Condition  Defence Research Report Specification  International Defence Organization  Joint Service Publication  Knowledge and Information Services  Ministry of Defence  North Atlantic Co-operation Council  North Atlantic Treaty Organisation  Partnership for Peace  Report Documentation Page  Technical Partner  Western European Union |
|  |  |

1. Security warning and condition of supply statements

For reports protected at OFFICIAL-SENSITIVE and above with national security implications, a security warning statement is required on the back cover.

|  |
| --- |
| THIS DOCUMENT IS THE PROPERTY OF HER BRITANNIC MAJESTY'S GOVERNMENT, and is issued for the information of those who need to know its contents in the course of their official duties. Outside Government service, this document is issued on a personal basis; each recipient is personally responsible for its safe custody and for ensuring that its contents are disclosed only to authorised persons. Anyone finding this document should hand it to a British Forces unit or to a police station for safe return to the Chief Security Officer, DEFENCE SCIENCE AND TECHNOLOGY LABORATORY, Porton Down, Wiltshire SP4 0JQ, with particulars of how and where found. THE UNAUTHORISED RETENTION OR DESTRUCTION OF THE DOCUMENT IS AN OFFENCE UNDER THE OFFICIAL SECRETS ACTS OF 1911 - 1989. |

The front cover page of a report shall carry any notices affecting the custody, transmission or distribution of the report and its copyright status. Such notices must be in accordance with the terms of the Contract. The text to be used for the condition of supply statements is as follows (A.1–A.5).

* 1. Reports comprising technical information DEFCON 705 (Edn 11/02)

|  |  |
| --- | --- |
| **Full Rights Version**  *(Mandatory – see Note 1)* | **Limited Rights Version**  *(If required to supplement Full Rights Version – see Note 1)* |
| **Conditions Of Supply – Full Rights**  This document is supplied in confidence to MOD in accordance with Contract No [*ABC/1234, task XYZ/9876*]. (*See Note 2*) The document comprises information proprietary to [Supplier name] and whose unauthorised disclosure may cause damage to the interests of [Supplier name]. (*See Note 3*)  The document is supplied to MOD as a FULL RIGHTS VERSION under the terms of DEFCON 705 (Edn 11/02) and, except with the prior written permission of [Supplier name], MOD’s rights of use and dissemination in the document are limited to those set out in that Condition and the Contract for the use of Full Rights Versions of Technical Deliverables.  Requests for permission for wider use or dissemination should be made to the relevant [Supplier name] Account Manager. | **Conditions Of Supply – Limited Rights**  This document is supplied in confidence to MOD in accordance with Contract No [*ABC/1234, task XYZ/9876*]. (*See Note 2*) The document comprises information proprietary to [Supplier name] and whose unauthorised disclosure may cause damage to the interests of [Supplier name]. (*See Note 3*)  The document is supplied to MOD as a LIMITED RIGHTS VERSION under the terms of DEFCON 705 (Edn 11/02) and, except with the prior written permission of [Supplier name], MOD’s rights of dissemination of the document are limited to UK government departments and to service providers under the terms of Clause 14 of DEFCON 705.  Requests for permission for wider use or dissemination should be made to the relevant [Supplier name] Account Manager. |

Table 3 MOD reports comprising technical information DEFCON 705 (Edn 11/02)

Notes:

1. A Full Rights version is required for every deliverable report. An additional Limited Rights version of the report should also be provided in accordance with clause 9 of DEFCON 705 where the Full Rights version does not include all of the required deliverable Technical Information.

2. This must always be the customer’s contract number.

3. If subcontractor information is included in reports subject to DEFCON 705 then, unless the IPR in that information is owned by [Supplier name], the text in brackets should be amended in the first case to refer to the subcontractor(s) by name in addition to [Supplier name], and in the second case by referring to the companies concerned.

4. If conditions other than DEFCON 705 apply to third party information included in reports subject to DEFCON 705, then [Supplier name] commercial staff should be consulted for advice on the appropriate means of identification and marking.

* 1. Reports comprising technical information - DEFCON 703

|  |  |
| --- | --- |
| **No third party information in document** | **Third party information included in document** |
| © Crown Owned Copyright (year of production) Supplied to MOD under DEFCON 703 in accordance with Contract No [*ABC/1234, task XYZ/9876*].  *No further statement required, subject to Note 4 below* | © Crown Owned Copyright (year of production) Supplied to MOD under DEFCON 703 in accordance with Contract No [*ABC/1234, task XYZ/9876*].  This document contains additional information proprietary to [*company name*] and which has been supplied in confidence for the purposes of the Contract. Such information is identified. (*See note 2*)  Requests for permission for wider use or dissemination of such proprietary information should be made to the relevant [Supplier name] Account Manager. |

Table 4 MOD reports comprising technical information - DEFCON 703

Notes:

1. The markings in this section apply to documents subject to Edn 11/02 and all previous versions of DEFCON 703.

2. Where third party information is included in a document subject to DEFCON 703, the information in question must be identified in the body of the document, except where this is impracticable and the customer has agreed that such identification is not required.

3. [Supplier name] background must not be included in deliverables if the information should not be generally released.

4. If any information included in the document is known to be subject to a [Supplier name] or third party patent or design right, [Supplier name] commercial staff should be consulted about how this should be identified.

* 1. Reports comprising non-technical information

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Table 5 Reports comprising non-technical information

Notes:

* + - * 1. This must always be the customer’s contract number.
        2. If [Supplier name] is required to deliver a report that consists solely of non-technical information (such as financial information) and is not subject to DEFCON 90, 91, 703, 705 or other license condition then such documents should be marked to ensure commercially sensitive financial and management information is not subject to the same dissemination rights as technical information required under the contract. This will not be possible if a deliverable is a mixture of Technical and non-Technical Information, and therefore non-technical Information should always be kept separate from technical deliverables.

3. If any sub-contractor or third party information is to be included in reports, then [Supplier name] commercial staff should be consulted for advice on the appropriate means of identification and marking.

* 1. Reports containing technical Information - DEFCON 90 (any edition)

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| No [Supplier name] background in document | [Supplier name] or third party owned background included in document |
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Table 6 DEFCON 90 (any edition)

Notes:

1. This must always be the customer’s contract number.

2. The information not generated under the contract should be identified in the body of the document, especially if MOD’s rights in that information are significantly different from those provided by DEFCON 90, and such information should only be included in the document if the MOD customer has been informed beforehand.

3. If the information not generated under the contract is subject to the DERA Grant Back IP licence, consider whether the information really needs to be identified - release of such information for a "Defence Use" would still be permitted but other rights, especially those exercisable by other government departments, are more limited. However in most cases the difference will be insufficiently material to warrant restriction of MOD rights in the document.

4. If subcontractor information subject to DEFCON 90 is included in the document then, unless the IPR in that information is owned by [Supplier name], the text in brackets should be amended in the first case to refer to the subcontractor(s) by name in addition to [Supplier name], and in the second case by referring to the companies concerned.

5. If third party information not subject to DEFCON 90 is included in the document, then the following sentence should be added and the information in question should be identified in the body of the document: “Certain information within the document, which is identified, has been supplied in confidence by [company name] and is included in the document on condition that the information is not released outside the Ministry of Defence.”

* 1. Software related documents - DEFCON 91

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| **CONDITIONS OF SUPPLY**  This software/document is supplied in confidence to MOD in accordance with Contract No [*ABC/1234*]. (*See Note 1*) The software/document comprises information proprietary to [Supplier name] and whose unauthorised disclosure may cause damage to the interests of [Supplier name]. (*See Note 4*)  The software/document is supplied under the terms of DEFCON 91 (Edn [xy/abcd]) and, except with the prior written permission of [Supplier name], MOD’s rights of use and dissemination are limited to those set out in that Condition.  Requests for permission for wider use or dissemination should be made to the relevant [Supplier name] Account Manager. |

Table 7 DEFCON 91

Notes:

1. This must always be the customer’s contract number.

2. Appropriate Markings should be on the CD jacket, label, and on the opening screen or a separate file.

3. DEFCON 91 applies not only to deliverable computer software, but also to user documentation which should carry the release conditions applicable to software rather than those applicable to documents as set out elsewhere in this Guide.

4. If subcontractor software or other information subject to DEFCON 91 is included in the deliverable then, unless the IPR in that software or information is owned by [Supplier name], the text in brackets should be amended in the first case to refer to the subcontractor(s) by name in addition to [Supplier name], and in the second case by referring to the companies concerned.

5. If Supplier owned background information is included in the deliverable, the Supplier should notify the Authority in accordance with Section 3b of Defcon 91. The MOD’s rights of use and dissemination in that information should then be determined according to Section 3c and 3d of Defcon 91, and the document should be marked with a suitable indication of those rights as necessary. If third party background information is included in the deliverable, the following paragraph should be added:

“Certain parts of this software/document, which are identified include material proprietary to [company name], and the rights of use and dissemination of this material are further subject to the terms of a licence (ref: XYZ) between [company name] and the Secretary of State for Defence.”

# Initial distribution

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# Report documentation page v5.0

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| \* Denotes a mandatory field | | | | | | | | | |
| 1a. | Report number: \* | | DSTL/DOC90344 | | | 1b. | Version number: |  | |
| 2 | Date of publication: \* | | 01/12/2015 | | | 3. | Number of pages: | 28 | |
| 4a. | Report UK protective marking: \* | | | | UK OFFICIAL | | | | |
| 4b. | Report national caveats: \* | | | | NONE | | | | |
| 4c. | Report descriptor: \* | | | | NONE | | | | |
| 5a. | Title: \* | | | | | | | | |
|  | Defence Research Report Specification: Format Standards for Scientific and Technical Reports for the United Kingdom Ministry of Defence | | | | | | | | |
| 5b. | Title UK protective marking: \* | | | | UK OFFICIAL | | | | |
| 5c. | Title national caveats: \* | | | | NONE | | | | |
| 5d. | Title descriptor: \* | | | | NONE | | | | |
| 6. | Authors: \* | | | | | | | | |
|  | Myall, N. | | | | | | | | |
| 7a. | Abstract: \* | | | | | | | | |
|  | This Defence Research Report Specification (DRRS) defines the requirements for the presentation, format and production of scientific and technical reports prepared for the UK Ministry of Defence (MOD). The objective is to provide specifications on the content, layout, appearance and structure of reports supplied under contract to MOD. | | | | | | | | |
| 7b. | Abstract UK protective marking: \* | | | | UK OFFICIAL | | | | |
| 7c. | Abstract national caveats: \* | | | | NONE | | | | |
| 7d. | Abstract descriptor: \* | | | | NONE | | | | |
| 8. | Keywords: | | | | | | | | |
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| Please note: Unclassified, Restricted and Confidential markings can only be used where the report is prepared on behalf of an international defence organisation and the appropriate prefix (e.g. NATO) included in the marking. | | | | | | | | | |
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| 9. | Name and address of publisher: \* | | | | | 10. | Name and address of funding source: | | |
|  | Dstl  Knowledge and Information Services  Fort Halstead  Sevenoaks  Kent  TN14 7BP | | | | |  | Knowledge Innovation and Futures Enterprise (KNIFE)  Dstl Porton Down  Salisbury  Wiltshire  SP4 0JQ | | |
| 11. | Funding source contract: | | | STECH/048 | | | | | |
| 12. | Dstl project number: | | | 708047 | | | | | |
| 13. | Programme: | | |  | | | | | |
| 14. | Other report numbers: | | |  | | | | | |
| 15a. | Contract start date: | | | 01/04/2015 | | 15b. | Contract end date: | | 31/03/2016 |
| 16. | IP conditions for report: \* | | | MOD Funded Dstl authored report | | | | | |
| 17a. | Patents: | | | NO | | | | | |
| 17b. | Application number: | | |  | | | | | |
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| Guidance on completing the report documentation page can be found on the [Gov.UK website](https://www.gov.uk/submit-a-report-to-athena). | | | | | | | | | |
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| This information is released for Defence purposes and whilst it does not attract a national Security Protective Marking, elements of the information may be of a sensitive nature and therefore the information is to be:  • Handled, used and transmitted with care.  • Basic precautions against accidental compromise, opportunist or deliberate attack are to be taken.  • Disposed of sensibly by destroying in a manner to make reconstruction unlikely. |
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1. The information in section 3 is provided as a guide only. Detailed and updated information can be found in JSP 440 and the [Government Security Classification Policy](https://www.gov.uk/government/publications/government-security-classifications) pages on GOV.UK website. [↑](#footnote-ref-1)
2. Advice from the Project Manager should be sought [↑](#footnote-ref-2)