Product title  
[Style=Title 1, 20pt Calibri] - Keep titles short, no longer than 3 lines

Insert additional caveats here as required, for example to highlight operational sensitivities or the inclusion of restricted material (e.g. AUSTRAC data). Suggested caveat wording can be found on the IPCR SharePoint site. (Red, centred, 10pt Calibri).[ENSURE ENTIRE CAVEAT REMAINS BELOW GREY BOX. REMOVE IF NOT REQUIRED].

# Key points [Style=Heading 1, 16pt Calibri]

* Put your main judgement as your first point. (Classification – 11pt Calibri)
* Bold, bulleted list [Calibri, 11pt, Style=Bold dot point]. (Classification – 11pt Calibri)
* Briefly state the key points in relation to threat level, activities the person or entity may be linked to and any commodities the entity may have involvement with. (Classification – 11pt Calibri)
* Keep key points concise, and no more than five. (Classification – 11pt Calibri)

**Insert image here**

[Delete box]

Please note that if a product contains a photo showing the head and shoulders of a person of interest, the product must contain the ‘Sensitive’ Dissemination Limiting Marker (DLM).

# Major heading [Style=Heading 1, 16pt Calibri]

1. Numbered paragraph format, size 11pt Calibri, Style=Style 1. (Classification – 11pt Calibri)
2. Include classification marker and releasability at the end of each paragraph. Classification should be represented by each classification’s respective letter e.g. (P), (U), (FOUO) etc. If using the additional dissemination limiting marker of Sensitive, paragraph classification should be displayed as (P Sens). (Classification – 11pt Calibri)
3. Use headings as required to logically present the supporting data for the advice. (Classification – 11pt Calibri)
   * Dash list [11pt Calibri, Style=Style 2] (Classification – 11pt Calibri)
     + Sub bullet point [11pt Calibri, Style=Style 3] (Classification – 11pt Calibri)
   * Dash list [11pt Calibri, Style=Style 2] (Classification – 11pt Calibri)

## Minor heading [Style=Heading 2, 13pt Calibri]

1. Use minor headings as required. (Classification – 11pt Calibri)

### Sub heading [Style=Heading 3, 11pt Calibri]

1. Use sub headings as required. (Classification – 11pt Calibri)

# Outlook and border implications [Style=Heading 1, 16pt Calibri]

1. Outline any implications for border management. (Classification – 11pt Calibri)
2. If applicable, outline any actions taken to-date in relation to this advice. (Classification – 11pt Calibri)

| Column 1 heading [Normal] | Column 2 heading | Column 3 heading |
| --- | --- | --- |
| Xxxx | xxxx | xxxx |
| Xxxx | xxxx | xxxx |
| Xxxx | xxxx | xxxx |
| Xxxx | xxxx | xxxx |

Table 1 – Table title [10pt Calibri, Style=Normal] (Classification – 10pt Calibri)

Produced by: [Analyst’s or Section’s name]

Authorised by: [Title - Assistant Director or shift leader]   
**Centred 12pt Calibri text. Remove square brackets**

**[Manually position the below feedback and disclosure text box to the bottom of the final page of your assessment, prior to Threat definitions or any Distribution lists.]**

|  |
| --- |
| FEEDBACK: DIBP Intelligence Division is committed to providing high quality intelligence products. If you would like to provide feedback, please contact us at [IntellCustrRelations@border.gov.au](mailto:IntellCustrRelations@border.gov.au). |
| *This information has been disclosed by the Department of Immigration and Border Protection (DIBP) under Part 6 of the Australian Border Force Act 2015 (Cth). Domestic recipients are requested not to further use or disclose this information, except for the purposes for which it was disclosed by DIBP. Foreign recipients have undertaken not to use or further disclose this information except for the purposes for which it was disclosed by DIBP or otherwise as required or authorised by law.* |

# Appendix A: Biographic Data:

{emptyBiograhicHandler}{#Entity\_BioGraphicDetails}

|  |  |  |
| --- | --- | --- |
| {Entity\_NISName} | | |
| Address:{Entity\_Address} | Phone: | {Entity\_Phone} |

{/Entity\_BioGraphicDetails}

**{Entity\_MainHeader}**

## {#ICS-SEA}

## Sea Cargo Details

{ICS-SEA\_NISName}

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Original Message Id | Search Arrival Date | Client ID | Ocean Bill | House Bill | Vessel Id | Voyage | Goods Description |
| {#ICS-SEA\_Data}{originalMsgId} | {searchArrivalDate} | {clientInstanceId} | {oceanBillNbr} | {houseBillNbr} | {vesselId} | {voyageNbr} | {goodsDescr}{/ICS-SEA\_Data} |

## {ICS-SEA\_text}{/ICS-SEA}

## Associated travellers

**Insert associated travellers (Table from IAT) - try to keep formatting consistent with other tabled data.**

## Financial transactions

**Insert financial transactions (Table from IAT) - try to keep formatting consistent with other tabled data.**

# Distribution

**[When compiling your distribution list:**

* **Include your key customer(s), i.e. specifically who the product was written for.**
* **Include other relevant customers who may benefit from this product (**[**intellcustrrelations@border.gov.au**](mailto:intellcustrrelations@border.gov.au) **can provide advice).**
* **Consider what level of officer this product needs to go to and add/delete as appropriate.** 
  + **For example: a Strategic Border Assessment (SBA) may include a range of customers from the Secretary down to Branch Head level, while a Tactical Intelligence Report (TIR) may include customers such as frontline ABF officers and Regional Command groups.**
* **List your customers in order of seniority and use titles, not names, for individuals.** 
  + **For example: *Deputy Secretary Visa and Citizenship Services.***
* **Specify a whole section or branch for larger recipient groups.**
  + **For example: *Strategic Border Command, Operations***
* **Consider including other relevant external partners/stakeholders that may benefit from the product.**
* **Do not include Intelligence Division recipients within this list (other than Intelligence Production), unless the product has been specifically produced for that recipient.]**

|  |  |
| --- | --- |
| **Internal** ***Example only:*** | |
| Secretary  Commissioner ABF  Deputy Secretary Policy  Deputy Secretary Visa and Citizenship Services  Deputy Commissioner Operations  First Assistant Secretary Visa and Citizenship Management Division  Assistant Secretary Permanent Visa and Citizenship Programme Branch  Assistant Secretary Temporary Visa Programme Branch  Commander Operations Branch  Regional Commands – all | Commander National Security Branch  Strategic Border Command – Operations Planning  Intelligence Production  [11pt Calibri, Style=Normal]  **The distribution list has been formatted as an invisible table, with two columns per group (i.e. Internal and External). This allows long distribution lists to remain on one page.**  **🡨 If two columns are not required, you can merge these two cells to have one cell per customer group 🡪 (*highlight both cells, right click, select ‘Merge Cells’*)** |
| External | |
| Australian Federal Police  Australian Criminal Intelligence Commission  Canada Border Services Agency  New Zealand Customs Service  United Kingdom Border Force  United States Customs and Border Protection  [11pt Calibri, Style=Normal] | **- Remove external recipients as required.**  **- Add in Australian Intelligence Community agencies as required.**  **- Add in state and territory police and other law enforcement agencies as required.**  **🡨 If two columns are not required, you can merge these two cells 🡪 (*highlight both cells, right click, ‘Merge Cells’*)** |