Ministry of Defence

Contract No: 701478374

PROJECT SOCIETAS

Annex 1 to Schedule 2.1

SQEP and CIS SQEP Requirement

1. Tasking

1.1. Each Suitably Qualified Experienced Personnel (SQEP) and CIS SQEP shall have an Authority line manager.

1.2. The Authority line managers will task SQEP and CIS SQEP on a day-to-day basis, based on their understanding of the skills required to undertake a task, and the skills that each SQEP and CIS SQEP is required to have for their SQEP competency level in accordance with Appendix 1 to Schedule 2.1 (SQEP Competency Framework) and Annex 2 to Schedule 2.1 (CIS Job Roles).

2. Working Days

2.1. One Full Time Equivalent (FTE) represents a Contractor working eight (8) hours a day, two hundred and twenty (220) days per Contract Year. In the event the onboarding date of SQEP or CIS SQEP is other than at the start of a Contract Year (or the provision of their services is contracted to end before the end of a Contract Year), their working days requirement will be calculated on a pro rata basis to reflect the onboarding date (or the date on which their services were contracted to end).

2.2. The Contractor shall provide a record of availability for all SQEP and CIS SQEP to the Authority. This may be subject to audit.

2.3. Core working hours are assumed to be between 08:00 to 17:00. All staff are required to take a minimum break after six (6) hours of continuous work in compliance with the Working Time Regulations.

2.4. Departments may allow for flexibility in working hours so long as it meets their outputs in a sustainable manner. Within this, Authority line managers are authorised to:

2.4.1. Adopt shift patterns that are optimised for the outputs.

2.4.2. Routinely authorise Working from Home (WFH) for individuals and teams, subject to continued compliance with the provisions of Schedule 2.3 (Security Management). Specific Measurable Achievable Realistic and Timely (SMART) objectives are to be applied to tasks that are allocated for completion when WFH.

2.4.3. Where possible, accommodate individual requests for Flexible Working and/or compressed working hours.

3. Annual Leave

3.1. The duration and timing of Contractor personnel's annual leave, training and other non-working time is subject to discussion between the Authority and the Lead Industry Partner where not mandated by legislation.

3.2. Non-working days during the Christmas period over and above those non-working days mandated by legislation, whereby all Authority personnel and Contractor personnel are not required to work, will be circulated to all personnel prior to the end of November. Contractor personnel shall not work on these days, and these days will not count towards their contracted working days requirement, unless this has been approved by the Authority.

4. Location

4.1. The place of work for Contractor personnel is set out for each role in Figure 1 (Core SQEP Requirement) and Figure 2 (Core CIS SQEP Requirement). However, Authority line managers are authorised to routinely authorise Working from Home (WFH) for individuals and teams, subject to continued compliance with the provisions of Schedule 2.3 (Security Management).

4.2. Should the Authority require SQEP or CIS SQEP at a differing location during the Contract, this will be managed through the change process in accordance with Schedule 7.2 (Change Control Procedure).

5. Onboarding Date

5.1. The onboarding date indicated for each SQEP and CIS SQEP role is the date from which delivery against that role is required. Performance against the relevant KPIs (including KPI 1.1, KPI 1.2, KPI 1.5, and KPI 1.6) will be measured in accordance with the timescales and grace periods (where provided) set out in Condition 1.4 of Schedule 2.2 (Performance and Collaboration).

6. Number of SQEP

The below table (Figure 1 – CORE SQEP REQUIREMENT) details the SQEP required under SR 2.1.1, with the associated job roles, levels and dates for onboarding.

Reference	Function	Team	Job Role	Job Level	Onboarding date	Full Time Equivalent (FTE)	Place of Work	Security clearance
1.01	MD	MES	Reprogrammer	Level 2	01-Feb-23	1	RAF Waddington	SC
1.02	MD	Test team	Reprogrammer	Level 2	01-Feb-23	1	RAF Waddington	SC
1.03	MD	SG200D CHINOOK	Reprogrammer	Level 3	01-Feb-23	1	RAF Waddington	SC
1.04	MD	Stim Engineering	Stim Engineer	Level 4	01-Feb-23	1	RAF Waddington	SC
1.05	EW	Radar	Radar Modeller (MDO)	Level 2	01-Feb-23	1	RAF Waddington	DV
1.06	EW	Radar	Radar Modeller (MDO)	Level 2	01-Feb-23	1	RAF Waddington	DV
1.07	EW	Radar	Radar Modeller (MDO)	Level 2	01-Feb-23	1	RAF Waddington	DV
1.08	EW	Radar	Radar Modeller (MDO)	Level 3	01-Feb-23	1	RAF Waddington	DV
1.09	EW	Radar	Radar Modeller (MDO)	Level 3	01-Feb-23	1	RAF Waddington	DV
1.10	EW	Radar	Radar Modeller (MDO)	Level 3	01-Feb-23	1	RAF Waddington	DV
1.11	EW	Radar	Radar Modeller (RPM/MDO)	Level 2	01-Feb-23	1	RAF Waddington	DV
1.12	EW	Radar	Radar Modeller (RPM/MDO)	Level 2	01-Feb-23	1	RAF Waddington	DV
1.13	EW	Intercepts	Intercept Modeller	Level 3	01-Feb-23	1	RAF Waddington	DV
1.14	MD	SG2000 Merlin	Reprogrammer	Level 2	01-Feb-23	1	RAF Waddington	SC
1.15	MD	Orange Reaper	Reprogrammer	Level 2	01-Feb-23	1	RAF Waddington	SC

Reference	Function	Team	Job Role	Job Level	Onboarding date	Full Time Equivalent (FTE)	Place of Work	Security clearance
1.16	EW	EOB	EOB Analyst	Level 3	01-Mar-23	1	RAF Waddington	DV
1.17	EW	Intercepts	Intercept Modeller	Level 2	01-Mar-23	1	RAF Waddington	DV
1.18	EW	Intercepts	Intercept Modeller	Level 2	03-Apr-23	1	RAF Waddington	DV
1.19	MD	Counter Measures	Reprogrammer	Level 3	02-May-23	1	RAF Waddington	SC
1.20	EW	Radar	Test Modeller (CEESIM)	Level 2	02-May-23	1	RAF Waddington	DV
1.21	MD	A400M	Reprogrammer	Level 2	01-Jun-23	1	RAF Waddington	SC
1.22	MD	SG2000	Reprogrammer	Level 2	03-Jul-23	1	RAF Waddington	SC
1.23	MD	SG200D APACHE	Reprogrammer	Level 2	03-Jul-23	1	RAF Waddington	SC
1.24	MD	SG2000	Reprogrammer	Level 2	03-Jul-23	1	RAF Waddington	SC
1.25	EW	EOB	EOB Analyst	Level 2	01-Aug-23	1	RAF Waddington	DV
1.26	MD	SG2000 Wildcat	Reprogrammer	Level 3	01-Sep-23	1	RAF Waddington	SC
1.27	EW	EOB	EOB Analyst	Level 2	01-Dec-23	1	RAF Waddington	DV
1.28	MD	MRFI	Reprogrammer	Level 3	01-Apr-24	1	RAF Waddington	SC
1.29	MD	MES	Reprogrammer	Level 3	03-Jun-24	1	RAF Waddington	SC
1.30	MD	SG200D	Reprogrammer	Level 2	01-Aug-24	1	RAF Waddington	SC
1.31	MD	Stim Engineering	Stim Engineer	Level 3	01-Aug-24	1	RAF Waddington	SC
1.32	EW	Ops	Portal Developer	Level 2	01-Aug-24	1	RAF Waddington	SC

Reference	Function	Team	Job Role	Job Level	Onboarding date	Full Time Equivalent (FTE)	Place of Work	Security clearance
1.33	MD	SG2000 Apache HIDAS	Reprogrammer	Level 2	01-Oct-24	1	RAF Waddington	SC
1.34	MD	E7	Reprogrammer	Level 2	02-Dec-24	1	RAF Waddington	SC
1.35	EW	Ops	Portal Developer	Level 2	01-Feb-25	1	RAF Waddington	SC
1.36	EW	Radar	Test Modeller (CEESIM)	Level 3	01-Apr-25	1	RAF Waddington	DV
1.37	EW	Radar	Radar Modeller (RPM/MDO)	Level 2	02-Jun-25	1	RAF Waddington	DV
1.38	EW	Intercepts	Intercept Modeller	Level 2	02-Mar-26	1	RAF Waddington	DV
1.39	EW	EOB	EOB Analyst	Level 3	01-May-26	1	RAF Waddington	DV
1.40	EW	Radar	Test Modeller (CEESIM)	Level 4	01-Jul-26	1	RAF Waddington	DV

Note: The competencies for the different job levels of each job role are set out in Appendix 1 (SQEP Competency Framework) to Schedule 2.1 (Statement of Requirements): an overall indication of SQEP level is as follows: Level 1 = in training, Level 2 = supervised practitioner, Level 3 = practitioner, and Level 4 = expert.

Figure 1: CORE SQEP REQUIREMENT

7. Number of CIS SQEP

The below table (Figure 2 – CORE CIS SQEP REQUIREMENT) details the CIS SQEP required under SR 2.5.1, with the associated job roles, levels and dates for onboarding.

Reference	Function	Team	Job Role	Job Level	Onboarding date	Full Time Equivalent (FTE)	Place of Work	Security clearance
2.01	CIS	UNIX	IT Ops Engineer (UNIX specialism)	Level 4	01-Feb-23	1	RAF Waddington	DV
2.02	CIS	Server	IT Ops Engineer (Windows specialism)	Level 4	01-Feb-23	1	RAF Waddington	DV
2.03	CIS	Server	IT Ops Engineer (Windows specialism)	Level 4	01-Feb-23	1	RAF Waddington	DV
2.04	CIS	Support	Solution Architect	See CIS Job Roles Annex 2	01-Feb-23	1	RAF Waddington	DV
2.05	CIS	Support	Service Delivery Manager	See CIS Job Roles Annex 2	01-Feb-23	1	RAF Waddington	DV
2.06	CIS	Support	Oracle Software Developer	See CIS Job Roles Annex 2	01-Feb-23	1	RAF Waddington	DV
2.07	CIS	Support	IT Oracle Database Administrator	See CIS Job Roles Annex 2	01-Feb-23	1	RAF Waddington	DV
2.08	CIS	Support	Software Developer	See CIS Job Roles Annex 2	01-Feb-23	1	RAF Waddington	DV
2.09	CIS	Support	Business Analyst	See CIS Job Roles Annex 2	01-Feb-23	1	RAF Waddington	DV
2.10	CIS	Support	Security Assurance Co-ordinator	See CIS Job Roles Annex 2	01-Feb-23	0.5	RAF Waddington	DV

Reference	Function	Team	Job Role	Job Level	Onboarding date	Full Time Equivalent (FTE)	Place of Work	Security clearance
2.11	CIS	IS	IT Ops Engineer (PC/LAN specialism)	Level 3	01-Feb-23	1	RAF Waddington	DV
2.12	CIS	IS	IT Ops Engineer (PC/LAN specialism)	Level 2	02-Jan-24	1	RAF Waddington	DV
2.13	CIS	Server	IT Ops Engineer (Windows specialism)	Level 3	02-Jan-24	1	RAF Waddington	DV
2.14	CIS	Server	IT Ops Engineer (Windows specialism)	Level 3	01-May-24	1	RAF Waddington	DV
2.15	CIS	Change – IT	Change Manager IT	Level 2	03-Jun-24	1	RAF Waddington	SC
2.16	CIS	Change – IT	Change Manager IT	Level 2	01-Jul-24	1	RAF Waddington	SC
2.17	CIS	SW Test	IT Software Tester	Level 3	05-Jan-26	1	RAF Waddington	SC
2.18	CIS	UNIX	IT Ops Engineer (UNIX specialism)	Level 2	05-Jan-26	1	RAF Waddington	DV
2.19	CIS	IS	IT Ops Engineer (PC/LAN specialism)	Level 4	01-Feb-27	1	RAF Waddington	DV
2.20	CIS	UNIX	IT Ops Engineer (UNIX specialism)	Level 3	01-Feb-27	1	RAF Waddington	DV
2.21	CIS	SW Test	IT Software Tester	Level 2	01-Apr-27	1	RAF Waddington	SC
2.22	CIS	IS	IT Ops Engineer (PC/LAN specialism)	Level 2	01-Sep-27	1	RAF Waddington	DV

Note: Where indicated, the competencies for the different job levels of each job role are set out in Appendix 1 (SQEP Competency Framework) to Schedule 2.1 (Statement of Requirements): an overall indication of SQEP level is as follows: Level 1 = in training, Level 2 = supervised practitioner, Level 3 = practitioner, and Level 4 = expert. Where indicated, the CIS Job Roles are set out in Annex 2 (CIS Job Roles) to Schedule 2.1 (Statement of Requirements).

Figure 2 : CORE CIS SQEP REQUIREMENT