

SCHEDULE 2.3

STANDARDS

1 DEFINITIONS

In this Schedule, the following definitions shall apply:

“Open Standards Principles”	the UK Government’s published principles for open standards as set out https://www.gov.uk/government/publications/open-standards-principles as at the date of this Agreement and copied into Annex 2;
“Standards Hub”	the UK Government’s published open and transparent standards adoption process, documented at http://standards.data.gov.uk/ as at the date of this Agreement;
“Suggested Challenge”	a submission to suggest the adoption of new or emergent standards in the format specified on Standards Hub; and
“Technology Code of Practice”	HM Government’s Technology Code of Practice, set at https://www.gov.uk/service-manual/technology/code-of-practice.html (as at the date of this Agreement) and copied into Annex 3.

2 GENERAL

- 2.1 This Schedule 2.3 (*Standards*) supplements the requirements in relation to standards referred to in the Statement of Requirements (in Schedule 2.1 (*Services Description*)).
- 2.2 Throughout the term of this Agreement, the Parties shall monitor and notify each other of any new or emergent standards which could affect the Supplier’s provision, or the Authority’s receipt, of the Services. Any changes to the Standards, including the adoption of any such new or emergent standard, shall be agreed in accordance with the Change Control Procedure.
- 2.3 Where a new or emergent standard is to be developed or introduced by the Authority, the Supplier shall be responsible for ensuring that the potential impact on the Supplier’s provision, or the Authority’s receipt, of the Services is explained to the Authority (within ten (10) Working Days of notification by the Authority), prior to the implementation of the new or emergent standard.
- 2.4 Where Standards referenced conflict with each other or with Good Industry Practice, then the later Standard or best practice shall be adopted by the Supplier. Any such alteration to any Standard(s) shall require the prior written agreement of the Authority and shall be implemented within an agreed timescale.

3 MINISTRY OF DEFENCE STANDARDS

- 3.1 Annex 1 sets out a list of codes and standards relevant to the Authority. The Supplier shall comply with each such code and standard except where the Authority has granted a waiver in accordance with Paragraph 3.2 of this Schedule.

- 3.2 The Supplier may request a waiver from its obligation to comply with any of the codes and standards set out in Annex 1 which it believes are not applicable to the Supplier and/or the Services. The Supplier shall provide information and reasons in support of such request including the extent of the waiver requested. The Authority shall act reasonably in considering and then either approving or rejecting the waiver request(s).

4 TECHNOLOGY AND DIGITAL SERVICES PRACTICE

The Supplier shall (when designing, implementing and delivering the Services) adopt the applicable elements of the Technology Code of Practice.

5 OPEN DATA STANDARDS & STANDARDS HUB

- 5.1 The Supplier shall comply to the extent within its control with the Open Standards Principles as they relate to the specification of standards for software interoperability, data and document formats in the IT Environment.

- 5.2 Without prejudice to the generality of Paragraph 2.2, the Supplier shall, when implementing or updating a technical component or part of the Software or Supplier Solution where there is a requirement under this Agreement or opportunity to use a new or emergent standard, submit a Suggested Challenge compliant with the UK Government's Open Standards Principles (using the process detailed on Standards Hub). Each Suggested Challenge submitted by the Supplier shall detail, subject to the security and confidentiality provisions in this Agreement, an illustration of such requirement or opportunity within the IT Environment, Supplier Solution and Government's IT infrastructure and the suggested open standard.

- 5.3 The Supplier shall ensure that all documentation published on behalf of the Authority pursuant to this Agreement is provided in a non-proprietary format (such as PDF or Open Document Format (ISO 26300 or equivalent)) as well as any native file format documentation in accordance with the obligation under Paragraph 5.1 to comply with the UK Government's Open Standards Principles, unless the Authority otherwise agrees in writing.

6 TECHNOLOGY ARCHITECTURE STANDARDS

The Supplier shall produce full and detailed technical architecture documentation for the Supplier Solution in accordance with Good Industry Practice. If documentation exists that complies with The Open Group Architecture Framework 9.2 (TOGAF) or its equivalent, then this shall be deemed acceptable.

7 ACCESSIBLE DIGITAL STANDARDS

The Supplier shall comply with (or with equivalents to):

- (a) the World Wide Web Consortium (W3C) Web Accessibility Initiative (WAI) Web Content Accessibility Guidelines (WCAG) 2.1 Conformance Level AA; and

- (b) ISO/IEC 13066-1: 2011 Information Technology - Interoperability with assistive technology (AT) - Part 1: Requirements and recommendations for interoperability.

8 SERVICE MANAGEMENT SOFTWARE & STANDARDS

8.1 Subject to Paragraphs 2 to 4 (inclusive), the Supplier shall reference relevant industry and HM Government standards and best practice guidelines in the management of the Services, including the following and/or their equivalents:

- (a) ITIL v4;
- (b) ISO/IEC 20000-1 2018 “Information technology - Service Management - Part 1”;
- (c) ISO/IEC 20000-2 2019 “Information technology - Service Management - Part 2”;
- (d) ISO 10007: 2017 “Quality management systems - Guidelines for configuration management”; and
- (e) ISO 22313:2020 Security and resilience. Business continuity management systems. Guidance on the use of ISO 22301” and, ISO/IEC 27031:2011 and ISO 22301:2019.

8.2 For the purposes of management of the Services and delivery performance the Supplier shall make use of Software that complies with Good Industry Practice including availability, change, incident, knowledge, problem, release & deployment, request fulfilment, service asset and configuration, service catalogue, service level and service portfolio management. If such Software has been assessed under the [REDACTED] Software Scheme as being compliant to “Bronze Level”, then this shall be deemed acceptable.

9 ENVIRONMENTAL STANDARDS

9.1 The Supplier shall comply with the environmental requirements set out in Annex 4 to this Schedule.

10 HARDWARE SAFETY STANDARDS

10.1 The Supplier shall comply with those BS or other standards relevant to the provision of the Services, including the following or their equivalents:

- (a) any new hardware required for the delivery of the Services (including printers), shall conform to BS EN 60950-1:2006+A12:2011 or subsequent replacements. In considering where to site any such hardware, the Supplier shall consider the future working user environment and shall position the hardware sympathetically, wherever possible;
- (b) any new audio, video and similar electronic apparatus required for the delivery of the Services, shall conform to the following standard: BS EN 60065:2002+A12:2011 or any subsequent replacements;

- (c) any new laser printers or scanners using lasers, required for the delivery of the Services, shall conform to either of the following safety Standards: BS EN 60825-1:2007 or any subsequent replacements; and
- (d) any new apparatus for connection to any telecommunication network, and required for the delivery of the Services, shall conform to the following safety Standard: BS EN 41003:2009 or any subsequent replacements.

10.2 Where required to do so as part of the Services, the Supplier shall perform electrical safety checks in relation to all equipment supplied under this Agreement in accordance with the relevant health and safety regulations.

11 COLLABORATIVE BEHAVIOURS

The Supplier shall, in performing its obligations pursuant to the terms of this Agreement, behave in accordance with the principles as set out in ISO44001:2017 (*Collaborative business relationship management systems*), or other industry standards of equivalence. Assessment of such compliance shall be managed in accordance with Schedule 8.1 (*Governance*).

12 ADDITIONAL DATA STANDARDS

Category	Guidelines	Description
General	<ul style="list-style-type: none"> UK Government Digital Strategy National Data Strategy Data Strategy for Defence 	<ul style="list-style-type: none"> Guidance on the UK Government digital strategy and the role of data
Data protection and security	<ul style="list-style-type: none"> Government Security Classification System 	<ul style="list-style-type: none"> Provides guidance on how documents are classified within the MOD and how to handle documents of different levels of sensitivity
Data governance	<ul style="list-style-type: none"> Data Management Body of Knowledge 	<ul style="list-style-type: none"> Guidance on concepts and practices of information and data management
	<ul style="list-style-type: none"> TOGAF 	<ul style="list-style-type: none"> An example approach to Enterprise Architecture methodology and framework
Data quality	<ul style="list-style-type: none"> MOD Data Quality Framework 	<ul style="list-style-type: none"> Guidance on international and industry best practise for principles, practices and tools aimed at achieving fit for purpose data
	<ul style="list-style-type: none"> ISO-8000 - Data Quality 	<ul style="list-style-type: none"> Guidance on Data quality and Enterprise Master Data, describing features and requirements for the standard exchange of Master Data
	<ul style="list-style-type: none"> ISO-11179 - Metadata Registry 	<ul style="list-style-type: none"> Guidance on the representation and standardisation of metadates, such as principles of naming conventions and examples
	<ul style="list-style-type: none"> ISO-9001 – Quality Management 	<ul style="list-style-type: none"> Guidance on criteria for a quality management system, based on quality management principles

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	<ul style="list-style-type: none">• ISO-15489 – Information and Documentation	<ul style="list-style-type: none">• Guidance on the concepts and principles from which approaches to the creation, capture and management of records are developed
Data analysis	National Statistician's Guidance	<ul style="list-style-type: none">• Guidance for best practice advice as to how to treat management information in order to get maximum value from it whilst protecting public trust in official statistics

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ANNEX 1: MOD CODES AND STANDARDS

[Note to bidders: To be inserted when MOD complete the exercise of capturing all of the standards relevant to tri-Service recruiting activities and to check they are all in date.]

Army

	Codes & Standards
	Recruiting Services
1	Army Commissioning Regulations (ACR) 2009
2	ARITC Continuous Improvement Matrix (DHALL Blake - Duty of Care 2004-05 HC 63)
3	Queen's Regulations (QRs) Ch 5 part 9 - Tattoos - QRs 1975 incl Para 5.366d
4	AGAs including Vol 2, Chapter 59 - Tattoos Mar 97
5	Army Officer Selection Board Standards - 2009DIN01-165 released Aug 09
6	Physical Selection Standards (Recruit) - PSS(R) Apr 10
7	Education Standards & Equivalences - held in Army Commissioning Regulations for Regular Officers and Army Reserve Regulations for Army Reserve Officers. For Soldier, educational requirements are contained in Job Briefs for each CEG trade
8	Committee of Advertising Practice codes
9	One Army Media Library
10	Model Release Form - Jun 09

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11	Copyright and Crown Copyright material - Policy, Responsibilities and Procedures 2009DIN05-049
12	Recruiting Group Instructions (RGIs) - Eligibility Criteria
13	One Army Recruiting Bulletins (OARBS)
14	Brand Image - DIN
15A	Joint Recruiting Data Protection Policy dated Feb 12
	b) MOD/Army Policy
15	Values & Standards of the British Army AC63813 dated Jan 08
16	A British Soldier's Values & Standards AC638 12 dated Mar 08
17	Armed Forces Act 2006
18	Reserve Forces Act 1996
19	Queen's Regulations for the Army 1975
20	Army Reserve Regulations 1978
21	AGAI Vol 2 Chapter 75 - Army Equality & Diversity Policy Issue 168 - Mar 10
22	Unit Commander's Guide to Equality & Diversity in the British Army - Nov 10
23	AGAI Vol 2 Chapter 64 Issue No 1 - Substance Misuse Aug 10
24	AGAI Vol 2 Chapter 59 Issue 168 - Army Dress Regulations Apr 07
[25 NOT USED]	
26	DIN - 2009DIN01-092 Instructions for Re-Employment of Personnel with Previous Military Service

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27	DIN - 2009DIN01-007 Policy for the Recruitment and Management of Transsexual Personnel in the Armed Forces
28	[Defence in Society Policy] [NOT USED]
29	Community Engagement Directive 2009
30	Burton Report (Data protection & security) - Apr 08
31	Defence Media & Communications SOPs - Jul 09
32	[Army Electronic Library - living doc] [NOT USED]
33	Army Briefing Notes - as required
34	Army Personnel Stats (DASA) - published quarterly
35	Historic Compendium of Army Manpower Stats (Apr 86 - Mar 07) published Jan 10
36	Glossaries - UK and NATO Glossaries (DCDC)
37	LAND SO 3216 - Org and Arrangements for the Management of Safety in LF
38	LAND SO 4600 - Safety Management of Visiting Workers, Contractors and visitors on Army Controlled Establishments
39	Defence On-line Engagement Guidelines dated 5 Aug 09
40	DCD Partnering Handbook for Acquisition Teams
41	Ofsted. Common Inspection Framework for Further Education and Skills 2009
42	Basically Fair Respect for Others - Your Guide to Fair play in the Army AC64325 dated 5 Jul 09
43	CGS E&D Directive for the Army - AC64340 dated 1 Apr 08
44	Drug Testing Regulations 2008

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	AGAls
	AGAI 78 Army Medical Employment Policy
45	AGAI Vol 2 Chapter 62 Issue 167 - Discipline
46	AGAI Vol 2 Chapter 65 Issue 167 - Discipline - Civil Offences & attendance at Courts & Legal Proceedings
47	AGAI Vol 3 Chapter 114 Issue 139 - Inventions & Patents
48	AGAI Vol 4 Chapter 133 Issue 95 - Accounting & Audit

RAF

	Codes & Standards	sS Equivalent
	(a)	
	Recruiting Services	
1	Army Commissioning Regulations (ACR) 2009	AP3393 Vol 1
2	ARITC Continuous Improvement Matrix (DHALLI Blake - Duty of Care 2004-05 HC 63)	Dep XO - AP3391 Landing Page -Supervisory Care Directive - JSP 834 Safeguarding.
3	Queen's Regulations (QRs) Ch 5 part 9 - Tattoos - QRs 1975 incl Para 5.366d	QR (RAF) 211
4	AGAls including Vol 2, Chapter 59 - Tattoos Mar 97	AP3392 Vol 4 Lflt 1104 Tattoo AP1358 Chap 1 - General Instructions on Uniform Dress and Appearance

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		AP3392 Vol 4 Lflt 1102 Body Modifications -AP3391 QRs Chapter 6 - 208 & 211
5	Army Officer Selection Board Standards - 2009DIN01-165 released Aug 09	RAF College Cranwell Standing Orders and Instructions, Vol 2, OASC Administrative Instructions. Not published - held in a LTD area. Not released outside OASC. To be absorbed into AP3391 in due cse.
6	Physical Selection Standards (Recruit) - PSS(R) Apr 10	AP3342 Management of Physical Education in the RAF
7	Education Standards & Equivalences - held in Army Commissioning Regulations for Regular Officers and Army Reserve Regulations for Army Reserve Officers. For Soldier, educational requirements are contained in Job Briefs for each CEG trade	AP3391 Vol 3 Lflt 203 Annex B - RAF Educational Equivalency Table. For Regular Officers and Reserve Officers the role requirements are published via the Branch Information Sheets. For Other Ranks Regular and Reserve refer to the Trade Information Leaflet and Trade Selection Sheet published via the Homepage of AP3391. AP3379 RAF Manual of Training Lflt 1560 RAF Literacy & Numeracy Policy
8	Committee of Advertising Practice (CAP) codes	1. UK Code on Non Broadcast Advertising and Direct & Promotional Marketing (CAP Code) 2. The UK Code of Broadcast Advertising (BCAP Code)
9	One Army Media Library	Defence Imagery Library

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10	Model Release Form - Jun 09	2019DIN05-026 The MOD Consent Form has now been replaced with this guidance.
11	Copyright and Crown Copyright material - Policy, Responsibilities and Procedures 2009DIN05-049	2017DIN05-015 Copyright (supercedes 2009DIN05-049)
12	Recruiting Group Instructions (RGIs) - Eligibility Criteria	AP3391 AP for R&S for the RAF and Branch and Trade Advisors
13	One Army Recruiting Bulletins (OARBS)	Recruiting & Selection Orders
14	Brand Image - DIN	Defence Brand Portal. RAF Guidelines: Guidelines for single Service brand. 'RAF rules for using our identity' Apr 14 v1.6
15A	Joint Recruiting Data Protection Policy dated Feb 12	JSP 441 Information, Knowledge, Digital and Data in Defence AP7004
	b) MOD/Army Policy	
15	Values & Standards of the British Army AC63813 dated Jan 08	AP1 RAF Ethos Core Values and Standards
16	A British Soldier's Values & Standards AC638 12 dated Mar 08	AP1 RAF Ethos Core Values and Standards
17	Armed Forces Act 2006	Armed Forces Act 2006, Armed Forces (Enlistment) Regulations 2009 AP3392 Vol 2 Lflt 501 Entry of Recruits QR Chapter 10
18	Reserve Forces Act 1996	Reserve Forces Act 1996

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19	Queen's Regulations for the Army 1975	Queens Regulations for the RAF 5th Edition 1999
20	Army Reserve Regulations 1978	AP 3392 Vol 7 - Regulations for the Reserve Air Forces
21	AGAI Vol 2 Chapter 75 - Army Equality & Diversity Policy Issue 168 - Mar 10	JSP 887 - Diversity, Inclusion & Social Conduct A Force for Inclusion; Defence Diversity & Inclusion strategy 2018-2030 AP3392 Vol 5 Lflt 109 AP3391 Vol 1 Lflt 10 Diversity & Inclusion Air Cmd Diversity & Inclusion Directive
22	Unit Commander's Guide to Equality & Diversity in the British Army - Nov 10	Station D&I Directive Station D&I Policy Statement Station D&I Action Plan
23	AGAI Vol 2 Chapter 64 Issue No 1 - Substance Misuse Aug 10	AP3391 Vol 1 Lflt 20 Substance Misuse Policy, JSP 835 Alcohol & Substance Misuse & Testing QRs Chapter 15 J1023A
24	AGAI Vol 2 Chapter 59 Issue 168 - Army Dress Regulations Apr 07	AP1358 Uniform Dress & Appearance Regulations QRs Chapter 6 Uniform & Dress
[25 NOT USED]		

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26	DIN - 2009DIN01-092 Instructions for Re-Employment of Personnel with Previous Military Service (Note: now AGAI 40)	Rejoiners - SO1 Select AP3391 Vo1 1 Lflt 15 Policy on Previous Service AP3391 Vol 3 Lflt 207 Previous & Current Service Rejoiners & Transferees. AP3392 Vol 2 Chapter 5 - 504 Candidates with former RAF Service, 505 Candidates with former service in other forces. AP 3391 Vol 5 Lflt 212 RAF Part-Time Volunteer Reserves (PTVR) - Previous/Currnet Service in HM Armed Forces.
27	DIN - 2009DIN01-007 Policy for the Recruitment and Management of Transsexual Personnel in the Armed Forces	JSP 889 Policy for the Recruitment & Management of Transgender Personnel in the Armed Forces.
28	[Defence in Society Policy] [NOT USED]	
29	Community Engagement Directive 2009	SO2 Outreach
30	Burton Report (Data protection & security) - Apr 08	SO2 MIC
31	Defence Media & Communications SOPs - Jul 09	(DDC) 2020DIN03-005 Contact with Media and Communications in Public
32	[Army Electronic Library - living doc] [NOT USED]	
33	Army Briefing Notes - as required	IBN Recruiting & Selection orders
34	Army Personnel Stats (DASA) - published quarterly	Defence Statistics Governance

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35	Historic Compendium of Army Manpower Stats (Apr 86 - Mar 07) published Jan 10	Defence Statistics Governance
36	Glossaries - UK and NATO Glossaries (DCDC)	UK Terminology Supplement to NATOTerm (JDP0 - 01.1) MOD Glossary & Abbreviation Finder
37	LAND SO 3216 - Org and Arrangements for the Management of Safety in LF	AP 8000 Air TLB Safety & Environmental Management System JSP 426 Defence Fire Safety & Fire Risk Management JSP 375 Management of Health & Safety in Defence Station Standing Orders Part 1
38	LAND SO 4600 - Safety Management of Visiting Workers, Contractors and visitors on Army Controlled Establishments	AP3391 HomePage -RAF Recruiting SHEF Policy Station Standing Orders Part 1 JSP 375 Management of Health & Safety in Defence
39	Defence On-line Engagement Guidelines dated 5 Aug 09	DMC-PR-05-07-02 dated 5 Aug 09 On-line Engagement Guidelines
40	DCD Partnering Handbook for Acquisition Teams	tS
41	Ofsted. Common Inspection Framework for Further Education and Skills 2009	JSP 822 Defence Direction & Guidance for Training & Education AP3379 RAF Manual of Training

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42	Basically Fair Respect for Others - Your Guide to Fair play in the Army AC64325 dated 5 Jul 09	JSP 887 - Diversity, Inclusion & Social Conduct A Force for Inclusion; Defence Diversity & Inclusion strategy 2018-2030 AP3392 Vol 5 Lflt 109 AP3391 Vol 1 Lflt 10 Diversity & Inclusion Air Cmd Diversity & Inclusion Directive
43	CGS E&D Directive for the Army - AC64340 dated 1 Apr 08	JSP 887 - Diversity, Inclusion & Social Conduct A Force for Inclusion; Defence Diversity & Inclusion strategy 2018-2030 AP3392 Vol 5 Lflt 109 AP3391 Vol 1 Lflt 10 Diversity & Inclusion Air Cmd Diversity & Inclusion Directive
44	Drug Testing Regulations 2008	
	AGAls	IBN, DIN.
	AGAI 78 Army Medical Employment Policy	AP1269A Manual of Medical Fitness JSP 950 Joint Service Manual of Medical Fitness
45	AGAI Vol 2 Chapter 62 Issue 167 - Discipline	see below
46	AGAI Vol 2 Chapter 65 Issue 167 - Discipline - Civil Offences & attendance at Courts & Legal Proceedings	see below
47	AGAI Vol 3 Chapter 114 Issue 139 - Inventions & Patents	see below
48	AGAI Vol 4 Chapter 133 Issue 95 - Accounting & Audit	see below

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49	AP3391 Vol 4 Part B Leaflet 202	AFCO Accounting Instructions
50	JSP 322	Low Value Purchasing Manual (ePCs)
51	JSP 895	The MOD Simplified Purchasing and Payment Process Manual
52	JSP 752	Tri-Service Regulations for Expenses and Allowances
53	MOD Statement of Civilian Personnel Policy Business Travel Guide	
54	BFI 41-18	Air Cmd authorisation process for creation, re-grading and disestablishment of civilian employee position
55	BFI 04-15	Air Cmd review/audit process for Defence travel management information
56	BFI 47-19	Air Cmd HRMS procedure for submitting and checking HRMS claims
57	BFI 07-15	Air Cmd losses and special payments
58	BFI 35-18	Air Cmd civilian in year reward scheme
59	BFI 43-19	Air Cmd recruitment approval process
60	BFI 48-20	Air Cmd partial retirement process guide
61	Infra	JSP 315
62	Health & Safety	JSP 375: Management of Health and Safety in Defence
63	Security	JSP 440 - Defence Manual of Security and Resilience
64	AFCOs - Facilities Management	AFCO SLA

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65	Information Management	AP7004 - Management of Information - Policy & Guidance; JSP 441 - Information, Knowledge, Digital & Data in Defence; JSP 367 - Defence Postal & Courier Services
66	Mechanical Transport	JSP800 Vol 5 (v. 8.5) Road Transport Policy
67		DAP 3150 - Mechanical Transport Instructions
	Various Air Publications	Various Air Publications (few below but not exhaustive)
	Service Funds	AP3223
	Business Resilience	AP3085
	Manual Physical Education in the RAF	AP3342
	RAF Colours and Standards	AP 3327
	Ground Trades Terms and Conditions of Service	AP 3376 Vol 1
	Employment Careers, competency structures for Airmen	AP 3376 Vol 2
	RAF Manual of Training	AP 3379
	Manual of Establishments	AP 3390 Vol 1
	Leadership in the RAF	AP 7001
	Personnel Management	AP 3392 Vol 2
	P1 Discipline Admin	AP 3392 Vol 4
	Management Instructions	AP 3392 Vol 5
	Officers Terms and Conditions of service	AP 3393 Vol 1
	Management of Information	AP 7005

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	Codes & Standards	RN Equivalent
	(a)	
	Recruiting Services	
1	Army Commissioning Regulations (ACR) 2009	BRd 3(1) Naval Personnel Management Vol 1 - Chapter 10 (Officer Selection Processes)
2	ARITC Continuous Improvement Matrix (DHAI Blake - Duty of Care 2004-05 HC 63)	JSP 834: Safeguarding JSP 893: Procedure for personnel and posts which require a disclosure check
3	Queen's Regulations (QRs) Ch 5 part 9 - Tattoos - QRs 1975 incl Para 5.366d	BRd 3(1) Naval Personnel Management Vol 1 - Chapter 38 (Uniform Regulations - Policy and Appearance [including tattoos])
4	AGAs including Vol 2, Chapter 59 - Tattoos Mar 97	
5	Army Officer Selection Board Standards - 2009DIN01- 165 released Aug 09	BRd 3(1) Naval Personnel Management Vol 1 - Chapter 10 (Officer Selection Processes)
6	Physical Selection Standards (Recruit) - PSS(R) Apr 10	- BRd 3(1) Naval Personnel Management Vol 1 - Chapter 7 (Basic Eligibility and Entry Standards) - BRd 51(2) Physical Education & Executive Health Manual Volume 2 - Physical Education and Executive Health

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		Manual (Chapter 2 - RN Fitness Test Policy and Protocols; Chapter 3 - Divers Physical Fitness Test)
7	Education Standards & Equivalences - held in Army Commissioning Regulations for Regular Officers and Army Reserve Regulations for Army Reserve Officers. For Soldier, educational requirements are contained in Job Briefs for each CEG trade	- BRd 3(1) Naval Personnel Management Vol 1 - Chapter 7 (Basic Eligibility and Entry Standards) - CNR Job Eligibility Matrix
8	Committee of Advertising Practice codes	- JSP 579: Policy and Processes for Non-News Media Projects - broadcast, manuscripts, digital and features - Gov UK - Advertising, marketing and communications spend controls [https://www.gov.uk/guidance/advertising-marketing-and-communications-spend-controls] - Government Communication Service - Cabinet Office Professional Assurance [https://gcs.civilservice.gov.uk/guidance/marketing/delivering-government-campaigns/professional-assurance/] - Crown Commercial Service (CCS) Media Buying agreement [Customer guidance document RM6003]
9	One Army Media Library	
10	Model Release Form - Jun 09	- JSP 745 - Digital Publishing Policy

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11	Copyright and Crown Copyright material - Policy, Responsibilities and Procedures 2009DIN05-049	Copyright - 2017DIN05-015 (guidance on Crown Copyright and third party copyright)
12	Recruiting Group Instructions (RGIs) - Eligibility Criteria	- CNR Job Eligibility Matrix - BRd 3(1) Naval Personnel Management Vol 1 - Chapter 7 (Basic Eligibility and Entry Standards)
13	One Army Recruiting Bulletins (OARBS)	- CNR Recruiting Instructions - CNR Recruiting General Memoranda
14	Brand Image - DIN	- Creation and Use of Names Insignia and Logos - 2017DIN05-009 - BRd 9374 Royal Navy Identity Rules - Rules for Using the Royal Navy Logo and Identity - BRd 9374 Annex A RN Website Style Guidelines - BRd 9374 Annex B RN Social Branding Guidelines - Ministry of Defence copyright and merchandising: [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/584237/20170117_MOD_Crown_Copyright_Licensing_Information_Version_v0_1.pdf]
15A	Joint Recruiting Data Protection Policy dated Feb 12	Joint Recruiting Data Protection Policy (Royal Navy Recruiting Version) [Revised to incorporate GDPR and DPA 2018 requirements]
	b) MOD/Army Policy	

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15	Values & Standards of the British Army AC63813 dated Jan 08	RN Ethos and Core Values RM Values and Standards
16	A British Soldier's Values & Standards AC638 12 dated Mar 08	- RN Ethos and Core Values - RM Values and Standards - RFA Core Values and Strategic Business Goals
17	Armed Forces Act 2006	Armed Forces Act 2006
18	Reserve Forces Act 1996	Reserve Forces Act 1996
19	Queen's Regulations for the Army 1975	BRd 2 The Queen's Regulations for the Royal Navy
20	Army Reserve Regulations 1978	BRd 3(1) Naval Personnel Management Vol 2 (Reserves) - Schedule to the Reserve Naval and Marine Forces' Regulations
21	AGAI Vol 2 Chapter 75 - Army Equality & Diversity Policy Issue 168 - Mar 10	BRd 3(1) Naval Personnel Management Vol 1 - Chapter 30 (Diversity and Inclusion)
22	Unit Commander's Guide to Equality & Diversity in the British Army - Nov 10	
23	AGAI Vol 2 Chapter 64 Issue No 1 - Substance Misuse Aug 10	JSP 835: Alcohol and Substance Misuse and Testing
24	AGAI Vol 2 Chapter 59 Issue 168 - Army Dress Regulations Apr 07	BRd 3(1) Naval Personnel Management Vol 1 - Chapter 38 (Uniform Regulations - Policy and Appearance)
[25 NOT USED]		

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26	DIN - 2009DIN01-092 Instructions for Re-Employment of Personnel with Previous Military Service	
27	DIN - 2009DIN01-007 Policy for the Recruitment and Management of Transsexual Personnel in the Armed Forces	JSP 889: Policy for the Recruitment and Management of Transgender Personnel in the Armed Forces
28	[Defence in Society Policy] [NOT USED]	
29	Community Engagement Directive 2009	
30	Burton Report (Data protection & security) - Apr 08	
31	Defence Media & Communications SOPs - Jul 09	https://www.gov.uk/government/publications/online-engagement-guidelines
32	[Army Electronic Library - living doc] [NOT USED]	
33	Army Briefing Notes - as required	<ul style="list-style-type: none"> - Captain Naval Recruiting - Recruiting Operations' Manual for BR3 Part 4 - CNR Recruiting Instructions - CNR Recruiting General Memoranda - Royal Navy Temporary Memoranda
34	Army Personnel Stats (DASA) - published quarterly	<p>Quarterly service personnel statistics (Gov.uk)</p> <p>UK armed forces biannual diversity statistics (Gov.uk)</p>
35	Historic Compendium of Army Manpower Stats (Apr 86 - Mar 07) published Jan 10	

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36	Glossaries - UK and NATO Glossaries (DCDC)	
37	LAND SO 3216 - Org and Arrangements for the Management of Safety in LF	JSP 375: Management of Health and Safety in Defence
38	LAND SO 4600 - Safety Management of Visiting Workers, Contractors and visitors on Army Controlled Establishments	JSP 375: Management of Health and Safety in Defence (Chapter 34: 4C System - Management of Visiting Workers / Contractors)
39	Defence On-line Engagement Guidelines dated 5 Aug 09	https://www.gov.uk/government/publications/online-engagement-guidelines
40	DCD Partnering Handbook for Acquisition Teams	- Collaborative Working Guidance (CWG) [REDACTED]
41	Ofsted. Common Inspection Framework for Further Education and Skills 2009	<ul style="list-style-type: none">- Guidance for Training Establishments on the new Ministry of Defence Inspection Framework. (MODIF) [2020DIN07-089]- OFSTED Handbook for inspecting initial training for the Armed Forces, with reference to welfare and duty of care- OFSTED - Welfare and duty of care in Armed Forces initial training (Annual Report)

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42	Basically Fair Respect for Others - Your Guide to Fair play in the Army AC64325 dated 5 Jul 09	<ul style="list-style-type: none"> - 2019DIN01-045-Recruitment and Management of Commonwealth Nationals in the Armed Forces - 2015DIN01-130-Family Migration rules for UK Armed Forces family members who are Non-British - 2016DIN01-086-Recruitment of Commonwealth Nationals into the Armed Forces. - 2017DIN01-049-The Effect of Service Discipline Offences on Applications for Indefinite Leave to Remain or Naturalisation made by Service Personnel, Veterans or their Families who are Foreign or Commonwealth Citizens.
43	CGS E&D Directive for the Army - AC64340 dated 1 Apr 08	<ul style="list-style-type: none"> - A Force for Inclusion: Defence Diversity and Inclusion Strategy 2018 - 2030 [REDACTED] - JSP 820: Tri-Service Disability and Additional Needs Policy - JSP 887: Diversity, Inclusion and Social Conduct - JSP 889: Policy for the Recruitment and Management of Transgender Personnel in the Armed Forces
44	Drug Testing Regulations 2008	JSP 835: Alcohol and Substance Misuse and Testing
	AGAls	Royal Navy Temporary Memoranda
	AGAI 78 Army Medical Employment Policy	<ul style="list-style-type: none"> - JSP 950 Leaflet 6-7-7 Joint Service Manual of Medical Fitness - BRd 1750A The Handbook of Royal Naval Medical

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		Standards - BRd 1991 Instructions for the Royal Naval Medical Service (Chapter 8 Medical Boards) - JSP950 Leaflet 1-2-10 Complaints about Healthcare Services Provided by Defence
45	AGAI Vol 2 Chapter 62 Issue 167 - Discipline	BRd 3(1) Naval Personnel Management Vol 1 (Chapter 20 - Discipline Policy and Processes)
46	AGAI Vol 2 Chapter 65 Issue 167 - Discipline - Civil Offences & attendance at Courts & Legal Proceedings	BRd 3(1) Naval Personnel Management Vol 1 (Chapter 20 - Discipline Policy and Processes) [Section 19 - Administrative Action following Civil Conviction]
47	AGAI Vol 3 Chapter 114 Issue 139 - Inventions & Patents	Defence Intellectual Property Rights [REDACTED]
48	AGAI Vol 4 Chapter 133 Issue 95 - Accounting & Audit	- JSP 472 Financial Accounting and Reporting Manual - JSP 525 Corporate Governance
49		BRd 2 (QRRN) Chapter 1 - Composition of the Royal Navy - RN Careers Service
50		BRd 875 Regulations for the Royal Fleet Auxiliary
51		BRd 1283 Royal Marines Instructions
52		BRd 2806 UK Military Diving Manual
53		JSP 893: Procedure for personnel and posts which require a disclosure check
54		JSP 440 - Defence Manual of Security and Resilience

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55		JSP 441 - Information, Knowledge, Digital and Data in Defence
56		JSP 814: Policy and Regulations for Ministry of Defence Sponsored Cadet Forces
57		JSP 545: Tri-Service Regulations for Recruiting
58		JSP 740 Acceptable Use Policy (AUP) for Information and Communications Technology (ICT)
59		Maritime Reserves Directive
60		Royal Naval School of Recruiting Training Quality Manual (RNSR TQM)

ANNEX 2: OPEN STANDARDS PRINCIPLES

[Copied from <https://www.gov.uk/government/collections/open-standards-for-government-data-and-technology> : 11 Jan 2021]

Introduction

This policy explains how the government selects open standards for software interoperability, data and document formats in government IT. It also guides departments on how to implement open standards.

These principles describe how the government will specify and select open standards and how these standards can be implemented in open source and proprietary software. They support the open data and digital strategies set out in the Government Transformation Strategy 2017-2020 and the UK Digital Strategy.

The Open Standards Board will use the principles in this policy to evaluate specific open standards and require them to be used where relevant.

These principles will ensure that the selected standards will enable:

- software to interoperate through open protocols; and
- data exchange to occur between software and data stores.

Out of scope of these principles are standards for internal processing within hardware (including telecommunications hardware), which are not relevant to external interfaces.

All government departments and agencies will use these principles. The government also encourages local government, the wider public sector and devolved administrations to adopt these principles.

Point 4 of the Technology Code of Practice states that you should ‘build technology that uses open standards to ensure your technology works and communicates with other technology, and is easily upgraded and expanded’. Cabinet Office controls guidance must be followed for all relevant spend. You can contact the Government Digital Service (GDS) Standards Assurance team for guidance about spend control at gdsapprovals@digital.cabinet-office.gov.uk.

Defining open standards

Open standards give users permission to copy, distribute and use technology freely or at low cost.

The Government only selects open standards for software interoperability, data and document formats that have:

- collaboration between all interested parties, not just individual suppliers;
- a transparent and published decision-making process that is reviewed by subject matter experts; and
- a transparent and published feedback and ratification process to ensure quality.

Open standards must also be:

- well documented, publicly available and free to use to provide fair access;
- mature, unless they are in the context of creating innovative solutions;
- supported by the market to demonstrate the independence of platforms, applications and vendors;
- released for use with a royalty free licence which is irrevocable unless there is a breach of conditions; and
- compatible with both open source and proprietary licensed solutions.

Why you should use open standards

By using the Open Standards Principles for software interoperability, data and document formats, government bodies are supporting:

- equal access to government IT contracts for open source and proprietary software providers;
- improved flexibility and ability when cooperating with other government organisations, citizens and businesses; and
- sustainable cost for government IT projects.

In addition, open standards can be used to help:

- avoid vendor lock-in to a specific piece of technology, or supplier;
- software interoperability;
- reuse of software components built by others;
- the sharing of data between services and systems; and
- reduce the overall cost of your digital service or technology programme.

Principles for selecting open standards

The government adopts open standards to use in government IT using the open standards for government data and technology process. Anyone can suggest an open standard for adoption and a central open standards secretariat maintains the open standards process.

There are 7 principles for selecting open standards for use in government.

1. Open standards must meet user needs.
2. Open standards must give suppliers equal access to government contracts.
3. Open standards must support flexibility and change.
4. Open standards must support sustainable cost.
5. Select open standards using well-informed decisions.
6. Select open standards using fair and transparent processes.
7. Specify and implement open standards using fair and transparent processes.

1. Open standards must meet user needs

Users may be government users or citizens.

The main aims of open standards are to let users:

- exchange data using the software of their choice;
- improve the clarity and consistency of the data;
- improve the interaction between departments; and
- improve the interaction between government and citizen.

The selection process that government uses to identify cross-government open standards for IT starts with identifying the user needs.

To meet user needs, the Open Standards Board, in association with government bodies, must select open standards that:

- are free for users;
- use clear specifications so suppliers can easily understand and use them;
- don't specify any particular brands or products in their requirements as these could limit the usability of the technology;
- are accessible so that no one is digitally excluded; and
- provide efficient services to citizens, businesses and delivery partners.

2. Open standards must give suppliers equal access to government contracts

European procurement law (Article 42 of Directive 2014/24/EU) requires that technical specifications must give suppliers equal access to government contracts, and not create obstacles for opening up public procurement to competition.

Open standards help give suppliers equal access by:

- being neutral and flexible so both open source and proprietary technology can implement them;
- reducing unintentional contract lock-ins thereby increasing the diversity of technology and value for money in government contracts; and
- helping break down large IT contracts into smaller components that can be purchased from multiple suppliers while keeping a consistent infrastructure or service.

Implications for organisations

When you're specifying IT requirements for software interoperability, and data or document formats (that are either designed and built in-house, outsourced or purchased), you must:

- specify open standards in your IT requirements unless there is a clear reason why this is not possible;
- make sure that the supplier you choose uses open standards that comply with the definition described in this policy; and
- follow the principle of equivalence as stated in section 11 of the Regulation 42 of the Public Contracts Regulations 2015.

Implications for government frameworks

Government frameworks for IT procurements must:

- specify the use of open standards for software interoperability, data and document formats, unless there is a clear reason why this is not possible; and
- follow the principle of equivalence as stated in section 11 of the Regulation 42 of the Public Contracts Regulations 2015.

3. Open standards must support flexibility and change

Government departments need to share appropriate data with each other to provide efficient services to citizens. By using open formats, departments can:

- standardise data which will reduce the likelihood of them storing duplicated data;
- integrate their IT systems to improve communication and efficiency for users (flexible IT will help make existing and new systems compatible);
- easily transfer data and information between old and new systems; and
- make data and application programming interfaces (APIs) available - this lets others produce alternative, innovative views of government data and access government services;

The Technology Code of Practice contains information about available government platforms and guidance on interoperability and data.

Implications for organisations

If you are managing an IT project, you should ensure it is flexible and avoids vendor lock-in by:

- using open standards for smaller, component-based IT projects;
- using mature open standards with broad market support for large, higher risk IT projects to provide a stable infrastructure on which to build;
- ensuring data is shareable across government IT systems; and
- make your government APIs available to use so others can build value-added services with government information and data.

To meet data protection, privacy and security requirements, you must follow the EU General Data Protection Regulation (GDPR) and other data policies as laid out in the Technology Code of Practice.

You must ensure your government body has the skills to make appropriate choices in IT specifications and bid assessments. The government uses the Digital, data and technology professions to focus on training and skills development for digital professionals across the Civil Service.

4. Open standards must support sustainable cost

The government created the Cabinet Office controls to ensure all new technology gives taxpayers value for money.

Using open standards can help achieve financial savings and sustainable costs in government IT by:

- encouraging share and reuse of IT solutions and components across government bodies;
- reducing system complexity and the need for custom integration between solutions;
- avoiding vendor lock-in;
- providing equal access for suppliers to compete for government IT contracts; and
- simplifying exit and migration costs (so government teams are flexible to move to different suppliers).

The Cabinet Office will also ensure an open standard has economic benefits for government during the process for assessing open standards for software interoperability, and data and document formats. The Cabinet Office, advised by the Open Standards Board, will carry out an appraisal to assess whether an open standard is cost effective and creates value for money.

If the assessment is positive, the Open Standards Board will advise government to adopt an open standard or standards-based profile and make the use of it compulsory for departments and agencies. A standards-based profile defines subsets or combinations of standards that have a specific scope and function but still conform to the related compulsory standards.

Implications for organisations

When you use open standards to support sustainable cost in technology, you should:

- specify compulsory open standards or open standards profiles when agreeing to new IT expense for existing system modification or new systems (you must do this according to the principle of equivalence set out in section 11 of the Regulation 42 of the Public Contracts Regulations 2015); and
- estimate exit and migration costs at the start of any new IT project or programme - make sure you associate these costs with the incumbent supplier or system rather than the new supplier or system (this will give you a consistent way to compare the overall costs of new IT projects when making value for money judgements).

If an existing system is no longer modifiable, you should:

- consider it legacy IT and not extend its use;
- form exit management plans to transition to open standards for software interoperability, and data and document formats; and
- follow a reasonable timescale when transitioning and align with the refresh lifecycle of your existing technology.

The Crown Commercial Service (CCS) is responsible for new procurement frameworks that include categories relevant to software interoperability, data and document formats. New frameworks should align with the Open Standards Principles.

In exceptional cases, your government body can request an exemption from using open standards. Your government body must complete an economic appraisal for

each request and the Open Standards Board will consider each exemption on a case by case basis.

5. Select open standards using well-informed decisions

The government selects open standards using practical and informed decision making. This requires taking into account the consequences for users and government finances.

Open standards evolve, and updated versions or new standards develop in response to technology innovation. To avoid facing increased costs in the future, the government will select open standards that are:

- compatible with other government systems;
- interoperable across the government IT estate;
- supported by the market, either in the short or long term;
- interoperable with any international delivery partners you're engaging with; and
- appropriate for sharing information and data across government bodies, nationally and internationally within legal and security constraints.

You still need to do a full evaluation when choosing alternative open standards that are not selected by government but are proposed through an open procurement process. In these situations, professionals scrutinising government IT projects must have the knowledge and skills to assess open standards for inclusion in IT specifications. The proposed standards must still meet the IT specifications, and interoperability and implementation must be possible across government bodies.

Implications for organisations

If you work in government IT and you create IT specifications or have a scrutiny and oversight role, you should follow the guidance on standards selection. The Open Standards Board determines which open standards your government body should adopt. The Board often make the adoption of certain standards compulsory. The government has published its open standards process and governance structure on GOV.UK. The compulsory open standards will meet government requirements, and keep pace with technology and market changes by having regular reviews and updates.

The selection criteria for open standards in government IT uses the European Common Assessment Method for Standards and Specifications (CAMSS), and considers:

- software and project security and legal requirements;
- software user and operational needs;
- economic efficiency to be gained from using the standard;
- interoperability needs of government users and citizens;
- market support for the standard;
- potential for vendor lock-in; and
- the maturity of the open standard.

Open standards only become compulsory if they meet these criteria. When new versions of compulsory standards are available they go through the same process to make sure they still meet all the criteria. Selected open standards include a clear description of their specific operational requirements.

If you're involved in the standards selection process, you may develop open reference implementations to provide information on how departments can best deploy open standards. You can also encourage suppliers, voluntary groups or academia to contribute to the open reference implementation.

If you're a government body applying for an exemption to a compulsory open standard, you must provide evidence of a sensible and informed decision-making process. You'll have to provide an impact analysis for either:

- not using a compulsory open standard; or
- choosing an alternative standard.

The Cabinet Office provides guidance to government bodies on the process for requesting an exemption to this open standards policy.

6. Select open standards using fair and transparent processes

By selecting open standards with a fair and transparent process the government:

- gains access to a large amount of implementation and user-based knowledge;
- shares information with users and suppliers of government services, and experts who develop and apply standards; and
- engages with the public and subject matter experts.

Implications for organisations

The publisher of the open standard must allow users and subject matter experts to report issues with any of the selected compulsory open standards by:

- supporting public engagement;
- publishing clear and thorough meeting notes; and
- providing a transparent feedback process.

If you use open standards or you're a subject matter expert on open standards, you should report any issues by:

- joining any public engagement forums or groups relating to the standard or standards-based profile;
- publishing clear and thorough notes from any meetings discussing the standard; and/or
- joining the government's open standard feedback process outlined on GOV.UK.

7. Specify and implement open standards using fair and transparent processes

The government must be fair and transparent so it is accountable for its decisions when:

- procuring IT;
- selecting open standards; and
- agreeing an exemption from the Open Standards Principles.

Government and suppliers need to engage with each other to make sure they use the appropriate IT specifications when publishing opportunities on commercial frameworks. This will make sure the IT requirements are clear and there are equal opportunities for suppliers to tender.

You must be transparent when describing which open standard you want and how you want it implemented. This will allow the government to standardise IT solutions or components of IT solutions. These standardised IT solutions will work within the department and agency they were built for, while also working reliably with other government bodies. Government bodies can reduce costs and increase benefits if their IT solutions are interoperable.

Implications for organisations

If you are helping specify or implement an open standard, you must maintain fair and transparent processes. Unless there are security reasons preventing you from publishing details, you must publish:

- which open standards you use for software interoperability, data and document formats;
- your implementation plans to transition to open standards or open standard profiles;
- your agreed exemptions to this open standards policy, specifying the open standards rejected and why; and
- the exit management strategies which you've developed as part of exceptional extensions to IT contracts or legacy solutions, or in preparation for a technical refresh project (the strategy should include the current standards used and the transition to open standards or the compulsory open standards).

You must also make any extensions or variations to open standards for software interoperability, data or document formats available under licence for others to use.

The tender process for IT contracts must be transparent and must follow the appropriate Crown Commercial Service process, including publication on Contracts Finder. If you have a complaint relating to the specification of standards during the procurement process, contact the Cabinet Office Mystery Shopper Scheme.

ANNEX 3 - TECHNOLOGY CODE OF PRACTICE

Document embedded below (<https://www.gov.uk/service-manual/technology/code-of-practice.html>)



Technology Code of
Practice - GOV.UK.pdf

ANNEX 4: ENVIRONMENTAL REQUIREMENTS

1. DEFINITIONS

In this Annex, the following definitions shall apply:

- | | |
|---------------------------------|---|
| “Permitted Item” | means those items which are permissible under this Agreement to the extent set out in Table B of this Annex; |
| “Prohibited Items” | means those items which are not permissible under this Agreement as set out at Table A of this Annex (unless in emergency circumstances such as responses to the COVID-19 pandemic); |
| “Sustainability Reports” | written reports to be completed by the Supplier; containing the information outlined in Table C of this Annex 4; and |
| “Waste Hierarchy” | means prioritisation of waste management in the following order of preference: <ul style="list-style-type: none">a) Prevention - by using less material in design and manufacture. Keeping products for longer;b) Preparing for re-use - by checking, cleaning, repairing, refurbishing, whole items or spare parts;c) Recycling - by turning waste into a new substance or produce, including composting if it meets quality protocols;d) Other Recovery - through anaerobic digestion, incineration with energy recovery, gasification and pyrolysis which produce energy (fuels, heat and power) and materials from waste; some backfilling; ande) Disposal - Landfill and incineration without energy recovery. |

2 ENVIRONMENTAL REQUIREMENTS

2.1 The Supplier shall comply in all material respects with all applicable environmental laws and regulations in force in relation to the Agreement.

2.2 The Supplier warrants that it has obtained ISO 14001 certification (requirements for an effective environmental management system) from an accredited body and shall comply with and maintain certification requirements throughout the Term.

2.3 In performing its obligations under the Agreement the Supplier shall to the reasonable satisfaction of the Authority:

- a) demonstrate low carbon resource efficiency, including minimising the use of resources and responding promptly to the Authority's reasonable questions;
 - b) prioritise waste management in accordance with the Waste Hierarchy;
 - c) be responsible for ensuring that any waste generated by the Supplier and sent for recycling, disposal or other recovery as a consequence of this Agreement is taken to an authorised site for treatment or disposal and that the disposal or treatment of waste complies with the law;
 - d) ensure that it and any third parties used to undertake recycling disposal or other recovery as a consequence of this Agreement do so in a legally compliant way, undertake reasonable checks on a regular basis to ensure this;
 - e) inform the Environmental Agency within one (1) Working Day in the event that a permit or exemption to carry or send waste generated under this Agreement is revoked and in circumstances where a permit or exemption to carry or send waste generated under this Agreement is revoked the Supplier shall cease to carry or send waste or allow waste to be carried by any Sub-contractor until authorisation is obtained from the Environmental Agency;
 - f) minimise the release of greenhouse gases (including carbon dioxide emissions), air pollutants, volatile organic compounds and other substances damaging to health and the environment; and
 - g) reduce and minimise carbon emissions by taking into account factors including, but not limited to, the locations from which materials are sourced, the transport of materials, the locations from which the work force are recruited and emissions from offices and on-site equipment.
- 2.4 The Supplier shall use reasonable endeavours to avoid the use of paper and card in carrying out its obligations under this Agreement. Where unavoidable under reasonable endeavours, the Supplier shall ensure that any paper or card deployed in the performance of the Services consists of one hundred percent (100%) recycled content and used on both sides where feasible to do so.
- 2.5 The Supplier shall not provide to the Authority Goods or Deliverables which comprise wholly or partly of Prohibited Items unless such item is a Permitted Item.
- 2.6 The Supplier shall not use anything which comprises wholly or partly of the Prohibited Items to provide the Services under this Agreement unless:
- (a) it is a Permitted Item; or
 - (b) the use is primarily related to the management of the Supplier's own facilities or internal operations as opposed to the provision of Services.

- 2.7 The Supplier shall complete the Sustainability Report in relation its provision of the Services under this Agreement and provide the Sustainability Report to the Authority on the date and frequency outlined in Table C of this Annex.
- 2.8 The Supplier shall comply with reasonable requests by the Authority for information evidencing compliance with the provisions of this Annex within fourteen (14) days of such request, provided that such requests are limited to two per Contract Year.

TABLE A - Prohibited Items

<p>The following consumer single use plastics are Prohibited Items:</p>	<p>Catering</p> <ul style="list-style-type: none"> a. Single use sachets e.g. coffee pods, sauce sachets, milk sachets b. Take away cutlery c. Take away boxes and plates d. Cups made wholly or partially of plastic e. Straws f. Stirrers g. Water bottles <p>Facilities</p> <ul style="list-style-type: none"> a. Single use containers e.g. hand soap, cleaning products b. Wipes containing plastic <p>Office Supplies</p> <ul style="list-style-type: none"> a. Plastic envelopes b. Plastic wrapping for brochures c. Paper or card which is bleached with chlorine <p>Packaging</p> <ul style="list-style-type: none"> a. Single use plastic packaging from deliveries where avoidable e.g. shrink wrapped packaging from office supplier or facilities products. b. Single use carrier bags
<p>Authority specific Prohibitions</p>	<p><i>None [tbc]</i></p>

Project Prohibitions	specific	<i>None [tbc]</i>
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TABLE B - Permitted Items

Authority Permitted Items	None [tbc] y
Permitted Items	None [tbc]

TABLE C - Sustainability Reports

Report Name	Content of Report	Frequency of Report
Sustainability Impact	<ul style="list-style-type: none"> a. the key sustainability impacts identified; b. sustainability improvements made; c. actions underway or planned to reduce sustainability impacts; d. contributions made to the Authority's sustainability policies and objectives; e. sustainability policies, standards, targets and practices that have been adopted to reduce the environmental impact of the Supplier's operations and evidence of these being actively pursued, indicating arrangements for engagement and achievements. This can also include where positive sustainability impacts have been delivered; and f. risks to the Service and Sub-contractors of climate change and severe weather events such as flooding and extreme temperatures including mitigation, adaptation and continuity plans employed by the Supplier in response to those risks. 	On the anniversary of the Effective Date
Waste created	By type of material the weight of waste categories by each means of disposal in the Waste Hierarchy with separate figures for disposal by incineration and landfill.	Before contract award and on the anniversary of the Effective Date.

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Waste permits	Copies of relevant permits and exemptions for waste, handling, storage and disposal.	Before the Effective Date, on the anniversary of the Effective Date and within ten (10) Working Days of there is any change or renewal to license or exemption to carry, store or dispose waste
Greenhouse Gas Emissions	Indicate greenhouse gas emissions making use of the use of the most recent conversion guidance set out in 'Greenhouse gas reporting - Conversion factors' available online at https://www.gov.uk/guidance/measuring-and-reporting-environmental-impacts-guidance-for-businesses	On the anniversary of the Effective Date
Water Use	Volume in metres cubed.	On the anniversary of the Effective Date

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Energy Use	<p>Separate energy consumption figures for:</p> <ul style="list-style-type: none">a. assets deployed on the Supplier's site;b. assets deployed on the Authority's site;c. assets deployed off-site; andd. energy consumed by IT assets and by any cooling devices deployed. <p>Power Usage Effectiveness (PUE) rating for each data centre/server room in accordance with ISO/IEC 31034-2/EN 50600-4-2 (version 1.09A dated 12 November 2020).</p>	<p>On the anniversary of the Effective Date</p>
Transport Use	<ul style="list-style-type: none">a. miles travelled by transport and fuel type, for goods delivered to the Authority's sites;b. miles travelled by staff when visiting the Authority's sites from the Supplier's sites or home;c. resulting Green House Gas (GHG) emissions using agreed Conversion Factors; andd. the number of multi-lateral e-meetings i.e. with more than two attendees, held by type (audio/video).	<p>On the anniversary of the Effective Date</p>