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- Names and contact details of employees involved in preparing and submitting the bid; Names and contact details of employees proposed to be involved in delivery of the contract;
- Names, contact details, age, qualifications and experience of employees whose CVs are submitted as part of the bid.

## Purpose

We are processing your personal data for the purposes of the tender exercise described within the remainder of this Invitation to Tender, or in the event of legal challenge to such tender exercise.

## Legal basis of processing

The legal basis for processing your personal data is processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller, such as the exercise of a function of the Crown, a Minister of the Crown, or a government department; the exercise of a function conferred on a person by an enactment; the exercise of a function of either House of Parliament; or the administration of justice.

## Recipients

Your personal data will be shared by us with other Government Departments or public authorities where necessary as part of the tender exercise. We may share your data if we are required to do so by law, for example by court order or to prevent fraud or other crime.

## Retention

All tenders will be retained for a period of 6 years from the date of contract expiry, unless the contract is entered into as a deed in which case it will be kept for a period of 12 years from the date of contract expiry.

## Your Rights

- You have the right to request information about how your personal data are processed, and to request a copy of that personal data.
- You have the right to request that any inaccuracies in your personal data are rectified without delay.

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- You have the right to request that any incomplete personal data are completed, including by means of a supplementary statement.
- You have the right to request that your personal data are erased if there is no longer a justification for them to be processed.
- You have the right in certain circumstances (for example, where accuracy is contested) to request that the processing of your personal data is restricted.
- You have the right to object to the processing of your personal data where it is processed for direct marketing purposes.
- You have the right to object to the processing of your personal data.

## International Transfers

Your personal data will not be processed outside the European Union.

## Complaints

If you consider that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner, who is an independent regulator. The Information Commissioner can be contacted at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

0303 123 1113 | [casework@ico.org.uk](mailto:casework@ico.org.uk)

Any complaint to the Information Commissioner is without prejudice to your right to seek redress through the courts.

## Contract Details

The data controller for your personal data is the Department for Business, Energy Industrial Strategy (BEIS).

You can contact the BEIS Data Protection Officer at: BEIS Data Protection Officer, Department for Business, Energy and Industrial Strategy, 1 Victoria Street, London SW1H 0ET. Email: [dataprotection@beis.gov.uk](mailto:dataprotection@beis.gov.uk).

# Annex 2: Requirements for the Phase 1 Final Report

All funded projects must deliver a Phase 1 Report as specified below, which will be used to inform the decision about which projects move to Phase 2. If you wish to submit a second report, for publication, with sensitive commercial information removed, you may do so. If you only submit one report, that report will be published on .gov.uk once Phase 1 is completed.

## Technical, commercial and financial requirements

The report should contain:

- A detailed description of the science and engineering underpinning the proposed GGR solution, including:
  - All chemical and physical processes used, materials and substances required, how they will be sourced and consumed or disposed of.
  - All energy and fuel requirements for each stage or process, how they will be sourced, and the reasons for their selection.
  - A description of its environmental impacts.
- A detailed engineering design for a pilot project that could be taken forward between 2022 and 2025, within the cost envelope defined by the Lot within which you are operating, including:
  - Sufficient detail that the credibility of the design and its costs can be assessed by independent experts.
  - Technical drawings of the pilot plant proposed.
  - Outputs of any modelling used to inform the design, and descriptions of the model(s) used.
  - Relevant data informing the design, in tabular form.
  - Cost savings compared with exclusive development contracts.
- A detailed and costed project plan setting out how and where the GGR solution will be piloted if selected for funding, including:
  - The site (give address) & the reasons for choosing it, its benefits & risks.
  - How the GGR solution interacts with current or proposed use of the site or activities undertaken at it.

- Gantt chart.
- A programme and business plan detailing how the GGR solution could continue to be developed beyond the end of the pilot phase, should the pilot phase be funded, including:
  - What the next stage in the development of the GGR would be, including its scale and likely location.
  - How this development would be informed by information gained during Phase 2.
  - Dependencies – describe what your plan depends upon and any assumptions made.

## Stylistic requirements

Reports should be free from typographical, spelling and grammatical errors, and comply with the Government Digital Service Style Guide:

<https://www.gov.uk/guidance/style-guide/a-to-z-of-gov-uk-style>

Please take particular note of the referencing style set out in this guide. Final reports should clearly reference all evidence, assumptions and information which is based on both peer review and 'grey' literature.

## Accessibility requirements

In order to comply with the Equality Act 2010, every document / publication that is made available online must be accessible.

The following check list is designed to maximise the reach of your publication by making it accessible to as many people as possible. This is not just about catering for the vision impaired but also ensuring that your document is formatted in a way that is legible to all.

- Use accessible sans serif typeface such as Arial, Verdana or Helvetica
- Minimum font size should be 12 points for onscreen.
- Always add metadata. Go to document properties and populate the fields with useful information, in particular the title field and the author (can be just BEIS). Set document language to English.
- Structure your text. Use Heading styles and bullet/number lists.
- Headings need to be nested i.e. don't jump from Heading 1 to Heading 3, should be in sequence e.g. 1,2,3,2,3,3,4. Heading 1 is usually Chapter heading.
- Add alternative (alt) text to images, charts, graphs
- Do not use underlines as online these look like hyperlinks

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- Use minimal italics as these are hard to read on screen
- Avoid excessive use of upper case letters as these are also harder to read on screen in large amounts.
- Left align paragraph text rather than justifying – it's much easier to read.
- Keep your file size to a minimum. Documents should be no more than 2MB ideally. If your document is very large, consider splitting it into separate PDFs.
- Include a menu for long documents e.g. over 10 pages. This can be auto-generated based on the heading styles in the document.

## Annex 3: Technology Readiness Levels (TRLs)

Technology readiness levels are an indication of the maturity stage of development of a technology on its way to being developed for an application or product. The table below defines TRLs 1 to 9.

<b>Research and development</b>	
TRL 1 – Basic Research	Scientific research begins to be translated into applied research and development.
TRL 2 – Applied Research	Basic physical principles are observed, practical applications of those characteristics can be 'invented' or identified. At this level, the application is still speculative: there is not experimental proof or detailed analysis to support the conjecture.
<b>Applied research and development</b>	
TRL 3 – Critical Function or Proof of Concept Established	Active research and development is initiated. This includes analytical and laboratory studies to physically validate analytical predictions of separate elements of the technology. Examples include components that are not yet integrated or representative.
TRL 4 – Laboratory Testing/Validation of Component(s)/Process(es)	Basic technological components are integrated to establish that the pieces will work together.
TRL 5 – Laboratory Testing of Integrated/Semi-Integrated System	The basic technological components are integrated with reasonably realistic supporting elements so it can be tested in a simulated environment.

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<b>Demonstration</b>	
TRL 6 – Prototype System Verified	Representative model or prototype system is tested in a relevant environment.
TRL 7 – Integrated Pilot System Demonstrated	Prototype near or at planned operational system, requiring demonstration of an actual system prototype in an operational environment.
<b>Pre-commercial deployment</b>	
TRL 8 – System Incorporated in Commercial Design	Technology is proven to work - actual technology completed and qualified through test and demonstration.
TRL 9 – System Proven and Ready for Full Commercial Deployment	Actual application of technology is in its final form - technology proven through successful operations.

## Annex 4: CO<sub>2</sub> specification for end-to-end projects

A typical specification for geological storage is in the table below, taken from the Peterhead geological storage facility<sup>7</sup>.

Composition	Units	Value	Value	Value
		(normal case)	(turn down case)	(design case)
CO <sub>2</sub>	Mol %	98.0903	98.0903	98.0902
H <sub>2</sub> O	Mol %	1.9018	1.9018	1.9028
O <sub>2</sub>	ppmv	19	19	19
N <sub>2</sub>	ppmv	60	60	60
NH <sub>3</sub>	ppmv	<0.1	<0.1	<0.1

Specific use-cases may require slightly different specifications.

<sup>7</sup> Peterhead basic design and engineering package:  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/531347/11\\_003\\_-\\_Basic\\_Design\\_Engineering\\_Package.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/531347/11_003_-_Basic_Design_Engineering_Package.pdf)





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This publication is available from: <https://www.gov.uk/government/publications/direct-air-capture-and-other-greenhouse-gas-removal-technologies-competition>

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