# UK Telecoms Innovation Network (UKTIN) Competition

# Full guidance for applicants

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# 1. Background

The UK is committed to increasing annual direct public investment on R&D to a record £22 billion by 2027, which is an essential part of our country's future prosperity and key to achieving key domestic priorities, from tackling climate change and boosting productivity, to levelling up opportunities across the UK and supporting businesses out of the pandemic.

The pandemic has shown us that major challenges can be resolved by ambitious investment in science, technology, innovation and entrepreneurship, and has shown the public what British innovators can deliver when given ambitious support, freedom, and risk tolerance.

The UK Innovation Strategy 2021 (see UK Innovation Strategy 2021) set out our vision to make the UK a global hub for innovation by 2035 by fueling businesses who want to innovate, by making the UK the most exciting place for innovation talent, by ensuring our research, development and innovation institutions serve the needs of businesses and places across the UK and by stimulating innovation to tackle major challenges faced by the UK and the world.

The Integrated Review (see Integrated Review) also laid clear the need to innovate. Keeping the UK's place at the leading edge of science and technology will be essential to our prosperity and competitiveness in the digital age. Our aim is to have secured our status as a Science and Technology (S&T) Superpower by 2030, by redoubling our commitment to research and development, bolstering our global network of innovation partnerships, and improving our national skills. We will lay the foundations for long-term prosperity, establishing the UK as a global services, digital and data hub by drawing on our nation's great strengths in digital technologies, and attracting inward investment.

Growing the UK's S&T power requires a long-term approach to building and using capability in the most important future fields. The UK is seeking to establish a leading role in critical and emerging technologies where there is a realistic prospect of delivering strategic advantage.

A new 'own-collaborate-access' framework is guiding our approach:

> **Own**: where the UK has leadership and ownership of new developments, from discovery to large-scale manufacture and commercialisation. This will always involve elements of collaboration and access.

> **Collaborate**: where the UK can provide unique contributions that allow us to collaborate with others to achieve our goals.

> **Access**: where the UK will seek to acquire critical S&T from elsewhere, through options, deals and relationships.

The Government's role in delivering the framework is as an enabler of the private sector and wider S&T community, including as a user and acquirer of technology. The Government's action may include: for 'own' – better funding, regulation and incentives for academia and

businesses, from research to commercialisation; for 'collaborate' – identifying strategic partners and creating the market and regulatory conditions for international collaboration; and for 'access' – schemes for investment in S&T companies.

DCMS is committed to playing its part in supporting these aims (see Future Telecoms Infrastructure Review), by providing world-class digital infrastructure to support economic growth. For the UK to be the best place to start and grow digital businesses, we need continued investment to build networks that are fit for the future.

Digital infrastructure is key to the delivery of a wide range of services, including critical services, across the public and private sector and to citizens. Telecommunications provides the digital infrastructure necessary to enable connectivity and is the bedrock of our modern way of life.

**Department for Digital, Culture, Media & Sport**

## 2. The UK telecoms innovation networks (UKTIN)

This guidance is for applicants applying to the "UK Telecoms Innovation Network" (UKTIN) competition. DCMS is awarding funding through this competition to establish a public-facing body to support the DCMS Open Networks Programme to deliver diversification of the telecoms supply chain.

## 1.1 UKTIN and the telecoms R&D ecosystem

The primary aim of the funding for the UKTIN will be to set up and deliver a body which will support innovative new companies and the wider telecoms R&D ecosystem to access and navigate R&D funding and facilities, as well as to provide them with the requisite technical support to grow their businesses and to develop their products and solutions. This competition fulfils ambitions set out in the 5G Supply Chain Diversification Strategy, as well as the recommendations made by the Telecoms Diversification Taskforce.

### 1.1.1 The 5G Supply Chain Diversification Strategy

The 5G Supply Chain Diversification Strategy (2020) (see 5G Strategy) set out the Government's long-term vision for the telecoms access supply market. One where competition and innovation bring forward new deployment models based on open interfaces and interoperable standards, with flexible networks and comprising an array of suppliers. This is because such a market increases competition and choice, and ultimately introduces interchangeability of equipment into the supply chain, boosting resilience.

The strategy indicated that in order to start the process of diversification as soon as possible, the government is seeking to attract new suppliers into the UK market. The government recognises that this will require a twin track approach: removing barriers for suppliers where they exist, while also incentivising operators to take up and integrate new suppliers. We must also shape relevant R&D activity, in line with our long term vision to ensure that suppliers remain at the cutting edge of the telecoms market, lead innovation and enhance competitiveness. It is also critical to establish a UK wide R&D ecosystem to accelerate and pull forward the development of interoperable technologies, including Open RAN.

### 1.1.2 The telecoms diversification taskforce recommendation: a 'front door' to the telecoms R&D ecosystem

The Telecoms Diversification Taskforce was appointed by the Government in 2020 to look at where the Government should target measures to ensure effective, accelerated and sustainable diversification in the telecoms supply chain. The Taskforce was composed of leading figures across industry and academia, chaired by ex-BT CEO Lord Ian Livingston of Parkhead, and has been providing important, expert, independent advice and scrutiny to the Government as it takes action to rebalance the supply chain.

The Telecoms Diversification Taskforce Findings and Report (see [Taskforce Report](#)) highlighted that cross-government telecoms R&D activity and funding is currently fragmented, particularly in research and testing. The telecoms R&D ecosystem is vast, expanding and evolving, with the emergence of multiple suppliers and new entrants delivering open interfaces and interoperable equipment, while government funding and activity for R&D is fractured and lacking in coordination.

This fragmentation will continue to negatively impact the diversity of the supply market due to potential overlap and duplication of work, lack of access to relevant funds and technical support and delays in driving innovations and outcomes. In addition, this fragmentation in the public sector has presented a challenge to the government planning a holistic roadmap of actionable interventions and investments which truly align with the telecoms industry.

To deliver a truly diverse supply chain, the Taskforce found that there is a need to enable and support new market entrants, vendors and innovators in navigating this fragmented telecoms R&D ecosystem. The Taskforce termed this a 'Front Door', which should steer suppliers and operators to the right place to assist them in ways that would be relevant to the diversification agenda. They argued that it should ease the burden on suppliers, particularly smaller organisations, and ultimately lead to more effective engagement and matching of suppliers and innovators with relevant government initiatives and funding or other commercial opportunities. It will require collaboratively working with, and gaining endorsement from, the private sector alongside international engagement to bring new players to the UK and to leverage activity already being undertaken by international partners. By funding a body out of the UKTIN competition, DCMS aims to fulfil this recommendation.

### 1.1.3 Boosting the wider telecoms R&D ecosystem

The telecoms R&D ecosystem (encompassing the development and delivery of telecoms and where telecoms enables innovation and delivery in vertical industry sectors) forms part of the broader digital ecosystem including critical and emerging technologies that underpin many of the digital services that we use today, and which are also being developed further.

While DCMS retains the overall lead on telecoms policy, a significant proportion of R&D activity is led and funded by the Department for Business, Energy and Industrial Strategy and its external bodies such as UK Research and Innovation. Telecoms-relevant projects are also led by a number of central and local government organisations including in areas such as transport, health and care, smart city and community based services, energy, environment, agriculture and green technologies. UKTIN will support DCMS to monitor and develop strategies for how to bring together and align the work being done across the public sector.

UKTIN also aims to build on the success of UK5G, the 5G innovation network funded by the DCMS 5G Testbeds and Trials Programme since 2018, which aimed to boost the development of the UK's 5G ecosystem in order to maximise the benefits to UK businesses and consumers from the development of 5G in the UK. The winning consortium should expand on UK5G's success in supporting the development of the 5G ecosystem, to cover all

forms of digital communications networks and with a specific focus on the diversification of the telecoms supply chain.

The telecoms innovation network should work alongside other bodies and groupings in the wider digital ecosystem; it is meant to be complementary not substitional.

## 1.1.4 A note on funding and selection

DCMS is interested in exploring what applicants are able to offer at two levels of costs, in order to consider the benefit of additional DCMS funding against committing spend elsewhere. We therefore require all applicants to include **two responses to all of the questions**, where one response corresponds to a maximum **£5m** DCMS grant and the other corresponds to a maximum **£10m** DCMS grant. **Applicants should read this guidance and the application form carefully to ensure that they have responded to this requirement in the expected format.**

**Department for Digital, Culture, Media & Sport**

## 3. Competition outline

### 3.1 Scope

There is a pressing need for a UK Telecoms Innovation Network (UKTIN) to support the government's diversification agenda. The scope of proposals for UKTIN should fall within our definition of telecoms and diversification specific to this competition.

DCMS recognises that there will be related work that goes beyond the narrow focus of the telecoms supply chain, which may become of critical necessity in the future, and that which can support diversification, such as stimulating demand in vertical sectors for new, supply side products and services across the digital domain. To that end, we hope that after an initial period of supply-side activity and on-boarding of UK5G's activities, UKTIN will be able to develop as required to support both the market and government policy as it evolves.

It is important to consider that for the purposes of UKTIN we are defining 'the telecoms supply chain' in a specific way which goes further than the 5G Supply Chain Diversification Strategy. Applicants should ensure that their applications encompass the technologies and supporting ecosystems of the following areas:

- Wireless Infrastructure inc. Advanced Open Network Technologies

- Satellite Communications

- System Integration

- Fibre / Fixed

- Network Security

- Network Management (e.g. OSS/BSS)

- AI

- Data / Cloud Infrastructure

As mentioned, DCMS is interested in exploring what applicants are able to offer at two levels of DCMS spend, and **requires proposals up to £5m and up to £10m**, in order to consider the benefit of additional DCMS funding against committing spend elsewhere. This will have an impact on the scope and outcomes of the bids – applicants are therefore encouraged to make this clear in their responses.

### 3.1.1 Objectives

The high-level objectives for the UKTIN in respect of diversification of the telecoms supply chain and boosting the wider telecoms R&D ecosystem are:

- Until March 2024, UKTIN will make the UK telecoms R&D and innovation landscape easier to navigate in order to broaden and accelerate market deployment. This should include easing the path to successful entry for new suppliers into the UK's telecoms innovation landscape;

- Until March 2025, UKTIN will enable the best use of public and private investment in R&D in line with the government's objectives: this should enable knowledge to be shared more readily across industry, to create the right partnerships and minimise unnecessary duplication;

- Until March 2025, UKTIN will engage and support all organisations participating in the open networks R&D programme to ensure their activities align and inform the government telecoms and R&D policy goals, including maximising the collective benefit of government investment in telecoms R&D;

- Until March 2025, UKTIN will drive the telecoms R&D ecosystem so that it has strengthened UK capability through aligning R&D to support advanced networking technology, creating a pro-investment environment.

We expect applicants to detail in their applications how they expect to deliver these objectives.

## 3.1.2 Outcomes and UKTIN activities

In line with the high-level objectives above, applicants will be required to understand and collate information from the telecoms R&D ecosystem in terms of progress against the outcomes set out below and work closely with DCMS to provide ecosystem insight backed up by data, insight and reports.

We require applicants to explain how you will deliver the outcomes outlined below in your application. Below each of these outcomes is an indicative list of outputs which we believe would support delivery of the outcome.

1. **UKTIN is established as a comprehensive information entry point for all telecoms organisations and companies into the telecoms R&D ecosystem should they wish or need to use it, boosting the development of the UK's telecoms R&D ecosystem.**

   - Enabling ecosystem stakeholders to be able to understand and participate in the evolving R&D landscape. Stakeholders include, for example, businesses (including SMEs), research and technology organisations, financiers, professional services firms, public sector bodies, development agencies and regulators.

   - Promoting shared learning between companies and organisations.

2. **Organisations and companies are cultivated and advised so that they are better able to innovate and find it easier to navigate the public and private UK R&D ecosystem and central government; a clear understanding of the R&D ecosystem is developed by the winning consortium which can be used to**

**advise and cultivate said companies and organisations.**

- Guiding ecosystem participants and new entrants (for example, SMEs and challengers) through the relevant UK R&D ecosystem across all Technology Readiness Level stages. This would include directing them to funding opportunities, R&D facilities and testbeds, as well as providing the high-level technical insight to help them engage with the opportunity, fund or facility for their needs as they progress towards commercial adoption. This would also complement activities undertaken by UK Research and Innovation, Catapults, development agencies, local or regional bodies and sector specific support networks in individual vertical or horizontal industry sectors.

- Develop sustainable opportunities for private investment in the telecoms R&D ecosystem.

3. **HM Government is better assisted in understanding the gaps, overlaps and opportunities of public funding for telecoms R&D, and where better alignment of strategies and funding streams would produce benefits to the sector in terms of diversification.**

- Supporting cross-government collaboration which can drive joint activities, to avoid duplication, and to help government's investments to deliver more than the sum of their parts;

- Working with DCMS to understand cross-government strategies and requirements that relate to telecoms to create and maintain a single view of relevant R&D opportunities and funds;

- Engaging and working with other innovation networks and hubs in the UK including building international relationships across sectors – e.g. linking telecoms with AI, data, security, quantum, SatComms and vertical industry sectors;

- Supporting government to develop plans for stimulating the telecoms R&D ecosystem to ensure UK capability in telecoms and in technologies which are supported by telecoms;

- Facilitating the articulation and sharing of knowledge of and learnings in telecoms innovations across government Departments, and potentially the wider public sector;

- Assisting government departments, and potentially over time other public sector bodies, where requested to identify and engage with new entrants and existing stakeholders as required. This could include exploring where to aggregate government requirements and opportunities where this would be beneficial;

- Reducing unnecessary duplication of R&D, maximising public and private investment;

- An increased alignment of telecoms R&D across government, the UK and internationally.;

- An increased engagement across the government on R&D related to the

telecoms R&D ecosystem.

4. **Companies and organisations in the telecoms sector develop a better understanding of the R&D ecosystem and available facilities.**

- Facilitating and promoting understanding of all relevant public and private R&D facilities and significant projects in the UK which ecosystem participants, including new entrants, may be interested in;

- Ensuring that best practice and important R&D learnings are shared across the ecosystem where possible to help stakeholders maximise benefits, stimulate collaboration, participation and innovation, and avoid unnecessary duplication;

- Developing and maintaining communication channels for ecosystem stakeholders to engage with the innovation network, including digital channels such as website-based channels and social media;

- Supporting and promoting the Telecoms Supply Chain Diversification R&D programme with showcasing, knowledge sharing and tactical events. For example: plugfests, campaigns to stimulate the demand side, generating a forward look on the development of Open RAN systems and opportunities in the UK, and how it should support developments in other sectors.

- Working with other public-funded R&D initiatives to share and make available information.

5. **Companies and organisations in the ecosystem find it easier to partner and match-up with others in the constituent parts of the telecoms supply chain and R&D ecosystem.**

- Supporting matchmaking where requested to identify and/or meet opportunities in telecoms and/or vertical industry sectors;

- Steering private investment, where appropriate, towards supporting R&D that meets HM Government's objectives in the digital space.

### 3.1.3 Wider outcomes of the Open Networks Programme

DCMS has longer term strategic outcomes which it is looking to achieve through a number of interventions providing R&D funding support totalling £250m through the Open Networks Programme announced at Spending Review 2021 that are designed to deliver against the DCMS 5G Supply Chain Diversification Strategy's objective of building a more competitive, dynamic and diverse telecoms equipment supply chain - specifically in bringing open networks technology to market more quickly, effectively and sustainably. They will also contribute to meeting the aims of the Integrated Review and the UK Innovation Strategy as applied to the telecoms R&D ecosystem.

As this programme of R&D develops over the coming years to meet the long term strategic outcomes of the Diversification Strategy as they develop, DCMS would expect UKTIN to be

able to have a level of built-in flexibility to take on more programmatic work or cover increased areas of the ecosystem or additional scope as required. This will be determined in future years, and does not form part of this competition response.

### 3.1.4 UKTIN outputs

The below outputs are examples and may be developed and delivered in order to successfully deliver the outcomes listed above:

- A database of up-to-date knowledge of R&D in relevant technology and technological solutions, sufficient to advise participants and new entrants where to go in the telecoms R&D ecosystem and on announced government policy and funding streams;

- An annually-updated and publishable report which maps out the ecosystem, opportunities to focus on and the market's latest technology disruptors and innovations;

- A publicly accessible and up-to-date repository of information about relevant telecoms (and associated) activities in the UK, and where relevant overseas opportunities for stakeholders and other interested parties to be able to understand – and to commence or widen participation in – the ecosystem;

- Organisation, publication and facilitation of events, publications, showcases, and other means of knowledge sharing and promotion of UK organisations and capabilities and 'UK plc' which complement other activities (whether developed by the private or public sectors);

- A UK Telecoms Innovation Network marketing brand and supporting functions with the potential for strong national and international recognition. **(Applicants may propose an alternative brand, subject to agreement post grant award with DCMS and agreement on Intellectual Property ownership)**;

- A map of the user journey for different types of new entrants into the telecoms R&D ecosystem and for participants looking to widen their engagement. This could inform the range of activities that the innovation network or other key stakeholders need to undertake to maximise the individual and collective benefits of the innovation network;

- A database of first contact points for ecosystem participants looking to engage with the government. DCMS and other government departments would support UKTIN to keep it relevant and up-to-date;

- A repository of IPR which can be used as a resource for new players to access when they need specific solutions.

## 3.2 Innovation network set up plans and handing over from UK5G

We have agreed with the existing 5G innovation network which is currently funded by DCMS (UK5G) to transfer a specific set of existing assets which DCMS considered will be relevant to the winning consortium of this competition, to UKTIN. Where some currently funded activities will not be transferable to a new consortium, DCMS may continue to fund these elements of UK5G to ensure uninterrupted availability of key existing innovation network services.

Additional information on UK5G is available for applicants on request from DCMS.

## 3.3 Funding

There is up to **£10m** available from the Department for Digital, Culture, Media & Sport (DCMS) in this competition, from the date a commercial agreement is signed to 31 March 2025.

**However, DCMS is interested in exploring what applicants are able to offer at two levels of spend: one with a maximum £5m DCMS grant and one with a maximum £10m DCMS grant.** This is in order for DCMS to determine which bid represents the best value for money based on what they think is required to deliver UKTIN, and if there is benefit of additional DCMS funding against committing spend elsewhere.

The application form requires applicants to **respond to all of the competition questions twice**; and to submit **two delivery plans, for two spending levels, one at a maximum of £5m and one at a maximum of £10m.**

The start date for DCMS funding is subject to satisfactory completion of a set up and pre-grant requirements, DCMS due diligence and signing a Grant Funding Agreement. For planning purposes, please assume that DCMS grant funding could start 10 weeks after DCMS notification of success.  DCMS funding must end by 31 March 2025 at the latest.

### 3.3.1 Subsidy control

As of January 2021 the UK is following its international obligations on subsidy control in respect of commitments arising from the UK's continued membership of the World Trade Organisation's Agreement on Subsidies and Countervailing Measures, and obligations set out in Chapter 3 of Title XI of the Trade and Cooperation Agreement (TCA) between the European Union and the United Kingdom. Applicants are also advised to be aware of the potential relevance of the various non-binding (Joint) Declarations, made by the UK and the EU, which were published in December 2020.

**Subsidy control eligibility; and acceptance of DCMS grant terms**

The TCA establishes the principles of the UK's subsidy control arrangements, and DCMS has reflected upon how best to demonstrate its compliance with the principles for the purpose of this competition. DCMS seeks to deliver the UKTIN  through a ''no subsidy'' route, falling under the exercise of governmental authority exemption in the TCA, which means that applicants will need to ensure they are meeting the requirements. Applicants must use and comply with the approach set out in the competition guidance and confirm that they are working within the Subsidy Control principles.

Before submitting an application for funding to DCMS, you must accept the terms and conditions of the grant. If you are in any doubt, you should seek independent professional

advice about your eligibility. **Applicants will be required to obtain their own independent subsidy control legal advice and, when requested to do so, commit to sharing that advice with DCMS and its professional advisers.**

If an applicant receives a subsidy in breach of the domestic subsidy control arrangements, including the subsidy control provisions of the TCA, that applicant may be required to repay any subsidy received to the value of the gross grant equivalent of the subsidy, plus interest.

**Further information on subsidy control**

The Subsidy Control team at the Department for Business, Energy & Industrial Strategy (BEIS) has lead responsibility within the UK for coordination and development of policy on subsidy control. BEIS has published guidance for public authorities which can be found on the government website, see Complying with the UK's international obligations on subsidy control.

**Funding rules**

DCMS will provide a quarterly grant based on delivery of milestones and for costs incurred for work that has been undertaken, to the lead partner for the selected consortium of organisations until 31 March 2025 who are successful in this competition, subject to timely, satisfactory set up and DCMS due diligence, and once a Grant Funding Agreement is agreed. DCMS has clarified, however, that funds must be used in accordance with the no-subsidy approach, as described above.

Grant recipients will be required to confirm that the costs they wish to claim for are capitalised and/or treated as capital expenditure in line with UK GAAP.

## 3.3.2 Organisation set up and Grant Funding Agreement

Upon being notified of success in the competition, successful applicants should be prepared to set up quickly.

You will need to provide a range of detailed planning, finance, commercial and subsidy control information to enable DCMS due diligence and preparation to enter into a Grant Funding Agreement (GFA). This will determine when DCMS funding starts and can take up to 10 weeks from receiving notification of success.

DCMS recommends that, from the start, you have a senior lead, project manager and finance lead in place to lead this pre-grant stage of work.

## 3.3.3 Eligible cost and funding allocations

Eligible costs are costs that you incur in establishing and operating the UKTIN organisation for which grant funding may be claimed - including the costs of your labour, overheads, materials, subcontracts and travel and subsistence (T&S) among others; costs incurred during bidding and in reaching grant funding agreement are not recoverable. These eligible costs are intended to cover all activities directly associated with carrying the activities of this

organisation. Please see the DCMS - Eligible Costs Guidance document for full details and explanation. Sample evidence of these costs being incurred will be required as part of the grant claims process.

Within your proposal, there must be a lead partner[1] who will be the accountable body and recipient of any DCMS grant awarded. They will also be responsible for managing the consortium and for any distribution of DCMS funds to consortium partners, as set out in the consortium's Collaboration Agreement, a template for which can be found in Annex 3 of the Grant Funding Agreement. Please note that Grant Funding is paid quarterly and in arrears.

The consortium selected at the end of this competition will need to follow the process and criteria that will be set out in the DCMS Grant Funding Agreement to access funding for individual activities.

The UKTIN competition applicants should complete all DCMS funded activities within the grant period, ending 31 March 2025, unless an extension is agreed with DCMS. Non-DCMS funded activities could continue beyond this date.

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[1] Please refer to section 4 for definition of eligible bodies that can apply

## 4. Eligibility criteria

The applicant must demonstrate clearly in their application how they meet all the eligibility criteria set out in this section.

## 4.1 Eligible applicants

This competition is open to applications from UK based organisations.

Specific eligibility criteria for the competition are below:

- Applications must be from a consortium, composed of two or more organisations. There must be an agreed lead applicant who will be the prime recipient of grant funding and who will be responsible for managing the consortium's activities and for allocation of grant funding to other consortium members.

- The lead applicant and/or consortium should have strong industry representation.

- Applicants led or largely composed of mainly lobbying/advocacy groups are not eligible.

- Individual people are not eligible applicants.

- The grant must not represent more than 50% of the consortium's annual income (averaged over 3 years).

- Consortium members will need to have signed a collaboration agreement between themselves prior to any claim to DCMS for grant funding for the organisation.

- Companies that are not UK-registered are not eligible to receive grant funding from DCMS (Non-UK organisations may participate but will not receive grant funding).

- The lead applicant and/or consortium should be able to demonstrate they can deliver engagement at international level.

- The lead applicant and/or consortium will need to demonstrate sufficient technical knowledge and skills to deliver the required outcomes or be able to subcontract sufficiently for this criteria.

- Applicants must provide an appendix separately identifying the following:

  - The estimated cost for each work package described in your responses to Section C. Make clear the level of any contribution from each Consortium Partner and the level of grant funding requested from DCMS.

  - The spend profile by month for year 1, and by quarter for years 2 and 3, linking the profile to milestones and deliverables as needed. This should be fully consistent with the dates you have specified in the delivery plan in your response to section D

- Individual organisations are allowed to apply as part of more than one consortia.

- All awards will be made subject to successful due diligence checks.

- The lead applicant and consortia will be required to ensure activities fall under the no-subsidy approach and submit their own independent written legal advice of their compliance - further detail on subsidy control is below.

## 4.2 Roles

You should specify the following roles in your proposal, as applicable:

| Organisation Role | Notes: |
|---|---|
| Consortium Lead Partner | The proposal should make it clear why the lead is the most appropriate organisation for the lead role. |
| Consortium Partner | These are any other organisations which are receiving grant funding from DCMS under this grant. and which will undertake important activities during delivery.<br><br>These organisations may be involved in the consortium governance as appropriate. |
| Consortium Members | These are any other organisations contributing to the consortium with funding or in-kind contributions but are not receiving funding from DCMS under this grant.<br>These organisations may be identified at the proposal stage, or could be added at a later date. |
| Key Consortium Suppliers | These are known key suppliers, if any, who are providing products and/or services that delivery will rely on. They will not be involved in consortium governance. |

# 5. Further general guidelines

## 5.1 Benefits and key findings monitoring

We expect consortia to focus particularly on the measurable benefits and key findings that will arise from their work as part of delivering the required outcomes.

Once the grant period has commenced, applicants will be required to agree benefits metrics as well as understand and meet the criteria on how to capture and disseminate good quality findings with DCMS, focusing on the outcomes and process to monitor and report these to the Department.

A reporting structure will be put in place that allows the winning consortium to report on the key metrics and benefits to DCMS.

These metrics may include:

1. Number and nature of inquiries.

2. Number of individuals and organisations joining the innovation network, including measures of degree of active participation.

3. Number and type of contacts/meetings with organisations.

4. Number of referrals to opportunities (including public and privately funded opportunities).

5. Number of outreach events including numbers and job roles of attendees.

6. Number of successful applications to opportunities from referred organisations.

7. Number and type of joint events/activities with other innovation networks (in the UK and internationally).

8. An analysis of metrics on a regional basis to demonstrate level of contribution to the Government's Levelling Up agenda.

9. Number of barriers removed due to given advice.

10. Any other relevant metrics that capture benefits based on key objectives.

Evaluation activities will be undertaken both during and after the lifetime of the funding.

Findings should be captured by the Partners and reported to DCMS, in accordance with the Grant Funding Agreement. This includes technical findings, unexpected breakthroughs and setbacks as well as information that could help inform existing DCMS policy areas. This information will be used to inform Government officials, including Ministers, and wider ecosystem members to showcase the progress of work in this field.

## 5.2 Collaboration

- The UKTIN organisation will be expected to help coordinate collaboration activity across relevant publicly funded projects where agreed with DCMS (and which may include projects funded by public organisations other than DCMS).

- Applicants attending the interview will be expected to provide an example of a draft collaboration plan for how they might look to action this activity be that working groups, events, producing papers on specific topics etc.

**Department for Digital, Culture, Media & Sport**

## 6. Competition process and dates

### 6.1 Competition process and key dates

The competition process will follow these steps:

- Applications will be submitted by applicants.

- Applications will be assessed by DCMS against this Competition Guidance.

- Applications will be ranked for shortlisting.

- The top three ranked applications will be invited to a second stage assessment, which will include an interview. Details of the interview stage will be confirmed nearer the time. In exceptional circumstances if there are more than three closely top ranked applications then DCMS may invite additional applicants to interview.

- Applicants attending the interview will need to submit a draft collaboration agreement that has been agreed between the consortium lead and consortium partners.

- The assessment of applications will be updated following the interview and the highest scoring shortlisted application will be selected as preferred applicant.

- The applicant lead will be notified of the funding decision.

- All applications will receive assessor feedback upon request.

| Event | Date/Deadline |
|---|---|
| Competition opens | 22rd March 2022 |
| Launch/briefing event | 7th April 2022 |
| Deadline for potential applicants' clarification questions to DCMS. | 13th May 2022 |
| Deadline for submission of applications and all the required supporting | Noon, 20th May 2022 |

| Event | Date/Deadline |
|---|---|
| appendices to DCMS uktin@dcms.gov.uk | |
| DCMS assessment of applications, including interviews with shortlisted applicants. | Late May to Early July 2022 |
| DCMS notifies applicants of the competition outcomes. For successful applicants, start of consortium set up and DCMS due diligence. | July 2022 |
| Completion of consortium set up and DCMS due diligence. Subject to timely, satisfactory completion, grant funding agreement (GFA) signed and start of the DCMS grant funding. | 10 weeks after applicants are notified by DCMS of success in this competition. (September 2022) |

## 6.2 Development review

A Development Review at key milestones during the grant funding period will require the consortium to submit updated proposals to DCMS for the remaining funding period.
The purpose of the Development Review is to:

- Help ensure UKTIN is delivering high quality outcomes by providing an opportunity for both the consortium and DCMS to reconsider approaches and strategies and potentially make adjustments.

- Provide an opportunity to reassess the funding envelope for the consortium.

At the Development Review, updated plans will be reviewed for approval by DCMS against the consortium's stated aims and those of the competition. The consortium may use this opportunity to refine their approach or adjust the consortium's direction. The purpose of this Development Review point is to ensure the consortium is continuing to deliver suitable and value for money outcomes based on the developing wider telecoms ecosystem.
The timing and periodicity of Development Reviews will be agreed as part of the pre-grant set up work described in section 3.2 above and outlined in the Grant Funding Agreement.

**Department for Digital, Culture, Media & Sport**

**7. How to apply**

You must submit your application (with all of the required documents) to the email address **uktin@dcms.gov.uk** by the date set out in section 6.1**.** You will receive an email acknowledgement of your registration.

We strongly advise submitting well in advance of the deadline (i.e. days before) as there is always a risk that IT issues prevent you submitting promptly (e.g. issues sending large files).

The Consortium Lead Partner must submit the following **mandatory documents**:

1. Your **Application Form**, with all questions answered, within the word count, plus any allowed appendices. Please note that applicants will be asked to respond to a number of questions twice, once based on each delivery plan. You must also complete the Supplementary Information section, including:

    a. **Two Finance Summary** tables, and

    b. the **Confirmation of Grant Agreement Terms** table.

2. **Two Finance Forms** (for each partner (including the lead partner) covering all proposed costs for both £5m and £10m plans - these should cover the full grant term. These documents are used to understand how you have estimated your costs - see **Eligible Costs Guidance** for further guidance.

3. **Two Years of Latest Accounts** (in .pdf format) for each Consortium Partner and the Consortium Lead Organisation.

4. **Two** initial **Delivery Plans** for UKTIN, for two spending levels, one at a maximum of£5m and one at a maximum of £10m.

5. **Two Resourcing Plans**, as per the requirement in section E of the application form.

6. **A draft Collaboration Plan**, for how you will support DCMS-funded projects to collaborate between themselves.

## 7.1 Application format

You can only use the application form and templates provided. They contain specific guidance on information you must provide. There are two exceptions: the Initial Delivery Plan and the Resource plan where no template is provided, but specific guidance is written into the question.

The application form and templates contain specific fields. It is important that you complete each field and submit a fully completed form and templates. Incomplete applications may be considered ineligible and not sent for assessment.

The application form and templates must not be altered, converted or submitted as a different file type.

DCMS reserves the right to ask for additional information, clarifications and corrections following the submission deadline. Additional information submitted at the request of DCMS must meet any timing, format and length requirements we may specify at the time.

In evaluating your responses we value brevity and the maximum word limit is fixed. Tables will not be included in this word limit but should be only used where necessary. The submission must conform to the maximum length specifications stated in the "Competition questions" section below. Information in excess of this will be disregarded, from the first word after the maximum.

DCMS does not encourage applicants to submit any additional supporting information with the required application form and templates. Any such information that is submitted will be disregarded during the assessment of applications.

Your response should provide sufficient evidence to support any assertions made and state any underlying principles or assumptions. You should not include commercial sales messages about products or services being proposed.

# 8. Application and assessment

## 8.1 Application structure

The structure for applications is as follows:

### 8.1.1 Applicant information (not assessed)

- Name of application lead organisation (Consortium Lead)

- Contact details for application lead organisation

- Name(s) of additional organisation(s) forming part of this application

- Contact details for additional organisations (Consortium Partners)

- Description of the consortium suitable for public release

### 8.1.2 Evaluated questions

Responses will be evaluated using the general weighting scheme set out in the following table. Supporting questions, detailed marking and associated reasoning are set out in subsequent sections.

| Section | Weighting |
|---|---|
| A. Vision and Strategic Approach | 20% |
| B. Consortium Suitability and Management | 15% |
| C. Activities, Outcomes, Outputs and Benefits | 27.5% |
| D. Delivery | 17.5% |
| E. Financial and Commercial | 10% |
| F. Social Value | 10% |

### 8.1.3 Application questions within each section

The evaluation weightings are set out in brackets next to each question. **Please note that all of the questions must be answered twice.** One response must represent your proposal for a maximum £5m plan, and one for a maximum £10m plan. For a small number of the questions, you may find that your responses are be the same. If that is the case then simply indicate so in the relevant response box.

**Section A. Vision and strategic approach (20%)**

This section is for applicants to demonstrate suitable ambition and credibility for how UKTIN will provide leadership, direction and momentum to be effective. You should describe what you expect to achieve by the end of 2024/25, and the potential for how the innovation network could continue to develop beyond that.

> **A1**: What is your vision for the UK Telecoms Innovation Network? (10% - maximum 900 words for each response).
>
> **A2:** Describe your approach to achieving UKTIN's objectives, including how the Network will be able to work independently of Government to stimulate the telecoms ecosystem. This should also include an outline of your vision for the types of representatives you would expect to appoint to an advisory steering group for UKTIN and potential working groups (5% - maximum 500 words for each response).
>
> **A3:** Describe your approach to how the network will be financially sustainable beyond the grant funding period; including the activities that will be undertaken to ensure sustainability and how they will be funded (5% - maximum 500 words for each response).

**Section B.  Consortium suitability and management (15%)**

This section is for applicants to demonstrate a clear overview of the consortium partner organisations, their level of skills and experience in delivering a requirement such as this, management and governance, and the roles of specified key personnel.

> **B1:** Describe the roles and responsibilities of the organisations taking part in your proposal; and outline the resourcing, management and governance arrangements for delivery of UKTIN by the consortium (6% - maximum 500 words for each response).
>
> **B2:** Describe the type and level of experience of each partner in delivering related work to their proposed outputs and activities (5% - maximum 500 words for each response).
>
> **B3:** Identify key personnel for your consortium, their main responsibilities  and describe their relevant skills and experience (4% - maximum 500 words for each response).

**Section C. Activities, outcomes, outputs and benefits (27.5%)**

This section is for applicants to describe what specific activities you are proposing to undertake to deliver the outputs and outcomes, as set out in Section 3.1 above.

DCMS would expect these to be appropriately ambitious.

**C1:** Explain what activities you will undertake to fulfil the outcomes and the outputs as set out in Section 3 above: (10% - maximum 1000 words for each response)

- Core activities, which should include the minimum viable set of activities to meet the outcomes.

- Extended activities, which should include potential additional activities to achieve greater levels against UKTIN's objectives and outcomes.

**C2:** Provide an indicative overview of your communications and stakeholder engagement plans covering the full telecoms R&D ecosystem which should link in to key activities you are proposing to undertake (6% - maximum 500 words for each response).

**C3:** Describe your proposed approach to onboarding the activities and relevant data/information conducted by UK5G.  (Please see section 3.2 above). This should include how you will ensure continuity of 'presence' with existing UK5G network members during a handover period and in following months to avoid a disruption to existing ecosystem building (4% - maximum 500 words for each response).

**C4:** Outline the key benefits you will achieve; and your approach to measuring and monitoring these (7.5% - maximum 900 words for each response).

- Outline in simple terms the key benefits expected from your activities. Be specific about the impact of these benefits and how they will align with expected outcomes in section 3.

- Provide information on how your deliverables will result in these anticipated benefits and outcomes.

- Provide clarity on the mechanisms used to track the impact of changes and how they lead to benefits.

- Provide indication of metrics, including baselines, targets and how you will monitor progress of these.

### Section D. Delivery plan (17.5%)

This section is for applicants to provide a plan for the delivery of UKTIN. A good response will provide evidence that: the applicants can deliver their proposal (set out in responses to the preceding questions) on time, within the budget, achieving high quality and UKTIN's intended benefits; and that there is a robust approach to controlling the consortium and its activities. The plan and approach will be suitable and proportionate for the proposal and funding levels sought. It is likely that applicants will have more certainty and detail for year 1, and higher level plans for years 2 and 3.

For planning purposes, assume that DCMS grant funding could start 10 weeks after DCMS notification of success. (Subject to timely, satisfactory completion of set up requirements and DCMS due diligence). DCMS funding must end by 31 March 2025 at the latest.

**D1:** Describe two initial delivery plans for UKTIN: one for up to a maximum of £5m DCMS grant and one for up to a maximum of £10m (12.5% - maximum 1000 words for each response, excluding the supporting appendix).

Provide a supporting, 'start to finish' Gantt chart appendix for each plan. Format: document, spreadsheet or .pdf. Must be easily accessible and all content readable.

For each plan, please outline the following:

- Phases of work. Target timing.

- Key milestones. Including completion of pre-grant 'mobilisation', delivery milestones linked to claiming DCMS grant funding, setting up UKTIN, and development review points (see Section 6.2). Target timing.

- The main activities to be undertaken and deliverables to be completed to achieve the milestones.

- Dependencies.

**D2:** Describe the most significant risks, uncertainties and dependencies to the successful delivery of UKTIN and how each will be managed (5% - maximum 500 words for each response).

- Identify the main risks and uncertainties for delivering UKTIN and your mitigations.

- Identify the key external (third party) dependencies, support or engagement required to successfully deliver. (Examples: suppliers, sub-contractors, stakeholders whose participation is needed; any legal/regulatory requirements, agreements or consents). Indicate what is agreed at the time of your application, what has yet to be agreed and how this will be managed.

## Section E. Financial and commercial (10%)

This section is for applicants to give: a clear overview and explanation of the costs of delivery that can be related to the proposed delivery plan; and confidence that financial management and control of the consortium will deliver good value for money.

The detail of the responses should be clearly linked to activities described under your responses to sections B (consortium) and C (activities, outputs, outcomes) and to the delivery plan and milestones described under your response to section D.

As with section D, for planning purposes, assume that DCMS grant funding could start 10 weeks after DCMS notification of success. (Subject to timely, satisfactory completion of set up requirements and DCMS due diligence). DCMS funding must end by 31 March 2025 at the latest.

**E1:** Identify the major cost components and explain how these represent value for money. This will need to be completed twice, one for the £5m plan and again for the £10m plan (5% - maximum 800 words for each response):

- Provide a narrative description summarising what each consortium participant will be delivering (linked to your response to section B) and the costs associated.

- Describe any contributions in kind from each consortium participant.

- Provide a cost breakdown of forecast expenditure for the consortium, with more detailed costs for year 1 and outline costs for each of years 2 and 3. Explain how the costs have been calculated.

- Confirm that all grant funding claims do not extend beyond 31 March 2025.

- Provide an appendix separately identifying the following:

  - **Two Resource Plans** that consolidate the information to show the full labour requirement for the consortium, based on your £5m and £10m proposals. Use this to explain the level of resourcing required and indicate where roles are filled using known individuals or where recruitment is required. Format: document, spreadsheet or .pdf. Must be easily accessible and all content readable. Please include:
    - Role Salary (1 FTE) (£)
    - Deliverables (linked to the delivery plan)
    - FTE for each year of UKTIN
    - Set up and operation period
    - Total FTE

  - The estimated cost for each milestone described in your responses to Section D. Make clear the level of any contribution from each consortium participant and the level of grant funding requested from DCMS.

  - The spend profile by month for year 1, and by quarter for years 2 and 3, linking the profile to milestones and deliverables as needed. This should be fully consistent with the dates you have specified in the delivery plan in your response to section D.

**E2:** Explain how you will ensure value for money through your delivery and sourcing approach (5% - maximum 200 words for each response):

- Explain your sourcing approach.

- Confirm that the grant amount requested includes any irrecoverable VAT, all fees and charges, and appropriate allowance has been made for any price inflation during the grant period.

- Note: As part of assessment of Sections C and D, Assessors need to be confident the proposal is good value and can be delivered to the stated cost. They will consider:
  - The response to these questions and the supporting financial information provided
  - The suitability of the proposed costs - costs considered excessive will be a cause for serious concern
  - The total amount of grant funding requested from DCMS
  - Whether there is an appropriate level of contributions from public sector organisations who are consortium partners

**Section F. Social value (10%):**

**Tackling economic inequality.** DCMS would like this funding to support growth, employment and training in the area of telecommunications, and so this answer will be evaluated in relation to the following themes:

- Creating opportunities for entrepreneurship and helping new organisations to grow, supporting economic growth and business creation.

- Creating employment and training opportunities particularly for those who face barriers to employment, those from underrepresented groups and/or who are located in deprived areas, and for people in industries with known skills shortages or in high growth sectors.

- Supporting educational attainment relevant to the grant, including training schemes that address skills gaps and result in recognised qualifications.

**F1:** Describe the commitment your organisation will make to ensure that opportunities under the grant deliver the above outcomes (10% - maximum 750 words for each response):

Please include:

- Your 'Method Statement', stating how you will achieve this and how your commitment meets the Award Criteria, and

- A timed delivery plan and process, including how you will implement your commitment and by when. Also, how you will monitor, measure and report on your commitments/the impact of your proposals. You must be clear about the relationship between what you are delivering and how it will impact the outcomes above. You should include but not be limited to:

  - timed action plan

  - use of metrics

  ○ tools/processes used to gather data

  ○ reporting

  ○ feedback and improvement

  ○ transparency

 ● How you will influence staff, suppliers, customers and communities through the delivery of the grant to support the outcomes, e.g. engagement, co-design/creation, training and education, partnering/collaborating, volunteering.

## 8.2 Supplementary information

The application form contains two parts within the Supplementary Information section. The first part contains two Finance Summary tables which must both be filled out to represent your £5m and £10m proposals. The second part contains a table which must be filled out, stating that the organisation accepts various aspects of the Grant Agreement terms. Both parts of this section are mandatory. Information provided here will be used to aid understanding of the (above) assessed responses.

| Ref | Question/Request | Applicant Response |
|---|---|---|
| 1 | Please complete the finance summary table for both the £5m and £10m delivery plans. | Complete the table in the Application Form |
| 2 | Please confirm that your consortium has reviewed and understands the Subsidy Control approach  under which you intend to receive grant funding;  and that your application complies with said rules, and that you will take independent legal advice and share that advice with DCMS upon request. | Please state: 'Yes' or 'No' |
| 3 | I confirm that the consortium has obtained a legal opinion and this application complies with the no-subsidy approach. [Please note successful applicants will be required to submit their written legal advice to DCMS on request] | Please state: 'Yes' or 'No', If No, when would this be expected to occur? |
| 4 | Please provide the addresses of the key locations in which activities will take place. | Location & address<br><br>[Insert location name and address] |

| Ref | Question/Request | Applicant Response |
|---|---|---|
| 5 | Please confirm that the grant amount requested from DCMS includes any irrecoverable VAT, all fees and charges, and appropriate allowance has been made for any price inflation during the grant claim period. | [Enter 'Confirmed'] |
| 6 | Please confirm that the Consortium Lead has accept the terms and conditions in the draft grant funding agreement provided? <br><br> We expect the lead partner to sign the agreement after notification of success and to ensure satisfactory completion of DCMS pre-grant consortium set-up requirements and information for DCMS due diligence. DCMS reserves the right to rescind offers of funding, for example if this is delayed. <br><br> The terms and conditions set out in the GFA are non-negotiable and are available on the gov.uk competition website. We recommend that you review this with your legal advisors and raise any queries you may have with DCMS before submitting your application. | [Enter 'Confirmed'] |
| 7 | Please confirm that all Consortium Partners have accepted the Terms and Conditions of the Grant Funding Agreement. <br><br> Confirmation from all Consortium Partners will be required prior to DCMS signing the Grant Funding Agreement. <br><br> The terms and conditions set out in the GFA are non-negotiable and are available on the gov.uk competition website. We recommend that you review this with your legal advisors and raise any queries you may have with DCMS before submitting your application. | [Enter 'Confirmed' and partner name] |
| 8 | Please confirm whether partners have provided a letter of support or commitment to the proposal. <br><br> Please submit a copy of such letters in PDF format. | [Enter 'Confirmed' and partner name] |

## 8.3 Assessment

**1 - Sift**
Initial eligibility checks will be undertaken on all applications against the scope, funding and eligibility requirements in the application guidance. If an application passes the sift it will progress to evaluation. If an application does not pass the sift, we will notify the Consortium Lead Partner with an explanation as to why.

**2 - Shortlisting**
All applications passing the sift will be evaluated and moderated in which they must reach a minimum threshold for evaluation to proceed. Successful applications will then be scored against the scoring scale and any pass/fail criteria and then ranked based on total score.

**3 - Outcome of shortlisting**
The result of the shortlisting will be shared with all evaluated applications.

**4 - Interview**
Shortlisted applications will be ranked in descending order, based on total score. The top three ranked applications will be selected for interview.

**5 - Post-interview and outcome of the competition**
After interview, the panel will decide which application is to be selected as the winner of the competition. The outcome of the competition will then be shared with all the shortlisted applicants**.**

**Feedback for applicants**
Feedback will be provided to all applications that have been fully evaluated once the competition has closed. It is the responsibility of the lead to communicate the feedback with the rest of the consortium, if applicable. No additional feedback can be provided.

The lead partners will be notified of the selection decision, at this point the consortium should be prepared to enter into a Grant Funding Agreement (GFA) within 10 weeks of notification of our intention to grant funding.

Following the assessment, we will carry out a period of due diligence to validate and revise where appropriate the scope, delivery plan and funding arrangements prior to the award of a grant. This will include both financial and reputational checks.

## 8.4 Scoring

Individual responses to each question will be scored in line with the following scheme. The assessors will score your answers to these questions. Each question will be given a score 0-10:

- 0-1 – Serious concerns: for example, does not meet requirements, and/or raises serious concerns.

- 2-3 – Some concerns: for example, meets some requirements but with gaps and/or some concerns.

- 4-5 – Adequate confidence: for example, meets most/all requirements, but lacks sufficient detail in some areas.

- 6-7 – Good confidence: for example, meets most/all requirements and provides a response that demonstrates a good understanding of the requirements.

- 8-9 – Very good confidence: for example, meets all requirements and provides a detailed response that also exceeds expectations in some areas and/or demonstrates a strong understanding of the requirements.

- 10 - Outstandingly good confidence: for example, meets all requirements and exceptional detail that exceeds expectations in many areas and demonstrates excellent understanding of the requirements.

Scores for each question will be weighted by the amount indicated against each question. Your application's total score will be the sum of the weighted scores.

Scoring will be undertaken on a blended basis, where two responses are required for a question, DCMS will take an average score from both responses as the assessed score for the question. The highest blended score across both proposals will be successful. Should DCMS proceed to award, it will choose from the two proposals given at its discretion.

## 8.5 Quality threshold

Following evaluation of the applications and moderation of scores, any application with an unweighted score of 1 or below (serious concerns) against any individual competition question, including where an error has been made by the applicant, will not be considered further for shortlisting (Step One).

All remaining applications with an average evaluation score against all competition questions (i.e. the weighted score across all competition questions) of 4 and above will be considered for shortlisting (Step 2).

DCMS also reserves the right to consider applications for shortlisting that do not meet the threshold above in the following cases:

- If an application fails to meet the threshold in Step 2 by a narrow margin as a result of the range of scoring by individual assessors being of significant variance from the average score for one or more competition questions for that application ("an outlier"). The application may be considered for shortlisting following a review of the outlier assessor's comments and approach if the outlier score may reasonably be eliminated and the average assessment score that is recalculated falls within the threshold above.

- If there is a very low volume of applications meeting Step 2 in respect of grant funding available, DCMS may lower the threshold that applies to Step 2 for the consideration of shortlisting. This will be on the grounds that DCMS will not want grant funding to be unallocated if there is a realistic prospect of individual applicants/consortia being able to improve their assessment score to a satisfactory level.

- If there is a significantly higher volume of applications meeting the thresholds in respect of grant funding available, DCMS may raise the threshold that applies to Step 2 for the consideration of shortlisting. This will be on the grounds that DCMS will not want individual applicants/consortia with lower assessment scores to invest time and effort in preparing for the interview stage if there is a very limited prospect of them being successful.

## 9. Additional information

### 9.1 Additional documents

The following additional documents are available on GOV.UK.

- [Additional Applicant Information on UK5G, the UKs 5G Innovation Network](#)
- [Application form / competition questions](#)
- [Eligible costs guidance](#)
- [General guidance for grant applicants](#)
- [Conditional grant offer letter](#)
- [Grant Funding Agreement](#)
- [UKTIN competition finance form](#)

Should you have any queries, please contact us at **UKTIN@dcms.gov.uk**.

### 9.2 Notices

We reserve the right to undertake a detailed financial and technical appraisal of each applicant and their proposal and for this process to continue up to the award of any grant funding. Any such appraisal will be conducted in line with government policy at the time of assessment. Further appraisal may continue if required through the duration of the grant funding period.

No representation, warranty or undertaking, express or implied, is or will be given by DCMS or any of its agents or advisers with respect to the information contained in the competition material, including with respect to its accuracy, adequacy or completeness.

Information provided in response to this document, including personal information, may be published or disclosed in accordance with access to information regimes, primarily the Freedom of Information Act 2000 (FOIA), the Data Protection Act 2018 and UK GDPR.

If you would want the information that you provide to be treated confidentially, please be aware that, in accordance with the FOIA, public sector organisations are required to comply with a statutory code of practice which deals, amongst other things, with obligations of confidence. In view of this, it would be helpful if you could explain to us why you wish that information to be treated confidentially. If we receive a request for disclosure of that information, we will take full account of your explanation, but we cannot give an assurance that confidentiality can be maintained in all circumstances.

DCMS will process your personal data in accordance with the DPA and the GDPR and, in the majority of circumstances, this will mean that your personal data will not be disclosed to third parties.

[Department for Digital, Culture, Media and Sport](#)