

Independent review of the UKSA: Call for Evidence Guidance Document

The Independent Review of the UKSA is accepting written evidence as part of the consultation phase of the review.

The deadline for responding to the Independent Review of the UKSA: Call for Evidence is **11:59pm BST on Friday 7 July 2023**.

It is recommended that you read the full Call for Evidence Guidance Document found on the UKSA webpage before completing your response. Failure to comply with the guidance may result in your submissions being rejected.

How to submit evidence

To respond to this call for evidence, please submit your response online using the Call for Evidence [Online Response Form](#).

Alternative methods for submitting evidence

If you are unable to submit your response using the online form, please download the Independent Review of the UKSA: Open Call for Evidence Response Template found on the UKSA Review webpage and **email** it to:

uksareview@cabinetoffice.gov.uk

With the email subject: "Independent Review of the UKSA: Call for Evidence 2023"

Or alternatively by **post** to:

UKSA Review Team
1 Horse Guards Road
London
SW1A 2HQ

Quoting the reference "Independent Review of the UKSA: Call for Evidence 2023"

All responses must be received by the UKSA Review Team no later than 11:59pm BST on Friday 7 July 2023. We therefore strongly advise submitting evidence using the online form where possible.

How to respond

Your submission should:

- **Provide all the information requested in Section 1** - Submissions that do not provide all the information requested in Section 1 may not be processed. *You do **not** need to respond to all of the questions in Section 2 if they are not all relevant to you.*
- **Be concise** - There is no minimum word limit. **Answers should not exceed a maximum limit of 500 words per question** (not including references). We recommend providing responses which contextualise and summarise the key points, and any evidence they reference, as these are likely to be most effective. Given the volume of responses expected, **submissions exceeding this recommended length may not be read in their entirety.**
- **Be direct** - Any **further evidence, information or comments** you wish to provide that does not directly relate to the question asked **should be submitted using the text box provided at the end of the form.**
- **Be clear** - If you are not submitting evidence using the online response form, you must **clearly state which questions you're answering by referring to the relevant numbers assigned to each question.**
- **Provide examples** - You should aim to illustrate your answers to each question by providing specific examples where possible.
- **Include a bibliography** - Where you have cited specific sources, please provide a bibliography **in the text box provided.** This does **not** have a word limit and does **not** count towards your word count.

For further information on how we handle your personal data please read the UKSA Review 2023 Call for Evidence Privacy Notice found on the UKSA Review webpage.

What happens to your evidence

Your response will be assessed alongside all other responses and will be used to inform the review's conclusions. Your evidence may be published online and/or may be quoted in the final report, unless you tell us that you want your evidence or part of it to remain confidential.

If you want the information that you provide to be treated as confidential, please be aware that under the Freedom of Information Act (FOIA), there is a statutory Code of Practice with which public authorities must comply and which deals, amongst other things, with obligations of confidence. It would therefore be helpful if you could explain why you regard the information you have provided as confidential. If we receive a request for disclosure of the information we will take full account of your explanation, but we cannot guarantee that confidentiality will be maintained in all circumstances. An automatic confidentiality disclaimer generated by your IT system will not, of itself, be regarded as binding.

We will process your personal data in accordance with the Data Protection Act 2018. Your personal information may be published or disclosed in accordance with the access to information regimes (these are primarily the [Freedom of Information Act 2000](#) (FOIA), the [General Data Protection Regulations](#) (GDPR), and the [Environmental Information Regulations 2004](#)).

For further information on how we handle your personal data, please read the Privacy Notice found on the UKSA Review webpage.

For any questions on how to submit evidence, please contact the review team at uksareview@cabinetoffice.gov.uk

The closing date for receipt of responses is 11:59pm BST on Friday 7 July 2023.