Guidance for the Report Documentation Page
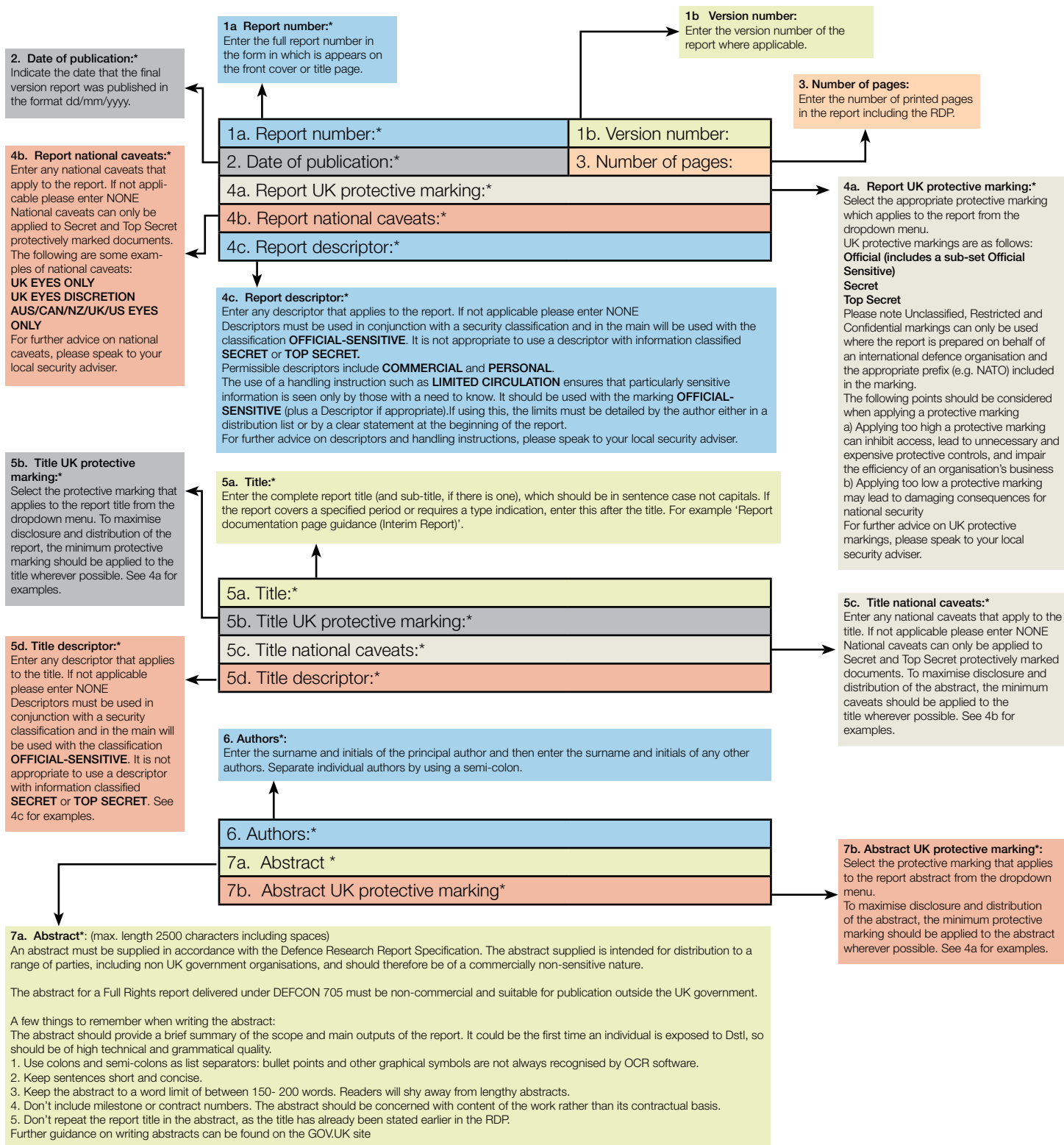
This is the guidance document for version 5 of the Report Documentation Page (RDP).
Please see www.gov.uk/submit-a-report-to-athena to ensure you are using the latest version.

The RDP is a MOD-owned document and has been designed to capture data using the MOD metadata standard. The RDP must be attached to the end of each science and technology (S&T) research report produced in support of the Ministry of Defence (MOD) S & T programme and submitted for inclusion in Athena. The RDP is a necessary part of the report production process and the information it collects is vital to the management and exploitation of the UK Ministry of Defence's technical information. The fields in the RDP provide ATHENA with the necessary information to ensure the document's safe storage and dissemination to the appropriate audience.

Completing the RDP

Use the following in conjunction with the RDP.

*Denotes a mandatory field. If not applicable enter NONE

1a Report number:*
Enter the full report number in the form in which is appears on the front cover or title page.

1b Version number:
Enter the version number of the report where applicable.

2. Date of publication:*
Indicate the date that the final version report was published in the format dd/mm/yyyy.

3. Number of pages:
Enter the number of printed pages in the report including the RDP.

4b. Report national caveats:*
Enter any national caveats that apply to the report. If not applicable please enter NONE
National caveats can only be applied to Secret and Top Secret protectively marked documents.
The following are some examples of national caveats:
**UK EYES ONLY
UK EYES DISCRETION
AUS/CAN/NZ/UK/US EYES ONLY**
For further advice on national caveats, please speak to your local security adviser.

1a. Report number:*	1b. Version number:
2. Date of publication:*	3. Number of pages:
4a. Report UK protective marking:*	
4b. Report national caveats:*	
4c. Report descriptor:*	

4a. Report UK protective marking:*
Select the appropriate protective marking which applies to the report from the dropdown menu.
UK protective markings are as follows:
**Official (includes a sub-set Official Sensitive)
Secret
Top Secret**
Please note Unclassified, Restricted and Confidential markings can only be used where the report is prepared on behalf of an international defence organisation and the appropriate prefix (e.g. NATO) included in the marking.
The following points should be considered when applying a protective marking
a) Applying too high a protective marking can inhibit access, lead to unnecessary and expensive protective controls, and impair the efficiency of an organisation's business
b) Applying too low a protective marking may lead to damaging consequences for national security
For further advice on UK protective markings, please speak to your local security adviser.

4c. Report descriptor:*
Enter any descriptor that applies to the report. If not applicable please enter NONE
Descriptors must be used in conjunction with a security classification and in the main will be used with the classification **OFFICIAL-SENSITIVE**. It is not appropriate to use a descriptor with information classified **SECRET** or **TOP SECRET.**
Permissible descriptors include **COMMERCIAL** and **PERSONAL**.
The use of a handling instruction such as **LIMITED CIRCULATION** ensures that particularly sensitive information is seen only by those with a need to know. It should be used with the marking **OFFICIAL-SENSITIVE** (plus a Descriptor if appropriate).If using this, the limits must be detailed by the author either in a distribution list or by a clear statement at the beginning of the report.
For further advice on descriptors and handling instructions, please speak to your local security adviser.

5b. Title UK protective marking:*
Select the protective marking that applies to the report title from the dropdown menu. To maximise disclosure and distribution of the report, the minimum protective marking should be applied to the title wherever possible. See 4a for examples.

5a. Title:*
Enter the complete report title (and sub-title, if there is one), which should be in sentence case not capitals. If the report covers a specified period or requires a type indication, enter this after the title. For example 'Report documentation page guidance (Interim Report)'.

5a. Title:*	
5b. Title UK protective marking:*	
5c. Title national caveats:*	
5d. Title descriptor:*	

5c. Title national caveats:*
Enter any national caveats that apply to the title. If not applicable please enter NONE
National caveats can only be applied to Secret and Top Secret protectively marked documents. To maximise disclosure and distribution of the abstract, the minimum caveats should be applied to the title wherever possible. See 4b for examples.

5d. Title descriptor:*
Enter any descriptor that applies to the title. If not applicable please enter NONE
Descriptors must be used in conjunction with a security classification and in the main will be used with the classification **OFFICIAL-SENSITIVE**. It is not appropriate to use a descriptor with information classified **SECRET** or **TOP SECRET**. See 4c for examples.

6. Authors*:
Enter the surname and initials of the principal author and then enter the surname and initials of any other authors. Separate individual authors by using a semi-colon.

6. Authors:*
7a. Abstract *
7b. Abstract UK protective marking*

7b. Abstract UK protective marking*:
Select the protective marking that applies to the report abstract from the dropdown menu.
To maximise disclosure and distribution of the abstract, the minimum protective marking should be applied to the abstract wherever possible. See 4a for examples.

7a. Abstract*: (max. length 2500 characters including spaces)
An abstract must be supplied in accordance with the Defence Research Report Specification. The abstract supplied is intended for distribution to a range of parties, including non UK government organisations, and should therefore be of a commercially non-sensitive nature.

The abstract for a Full Rights report delivered under DEFCON 705 must be non-commercial and suitable for publication outside the UK government.

A few things to remember when writing the abstract:
The abstract should provide a brief summary of the scope and main outputs of the report. It could be the first time an individual is exposed to Dstl, so should be of high technical and grammatical quality.
1. Use colons and semi-colons as list separators: bullet points and other graphical symbols are not always recognised by OCR software.
2. Keep sentences short and concise.
3. Keep the abstract to a word limit of between 150- 200 words. Readers will shy away from lengthy abstracts.
4. Don't include milestone or contract numbers. The abstract should be concerned with content of the work rather than its contractual basis.
5. Don't repeat the report title in the abstract, as the title has already been stated earlier in the RDP.
Further guidance on writing abstracts can be found on the GOV.UK site

7c. Abstract national caveats*:
Enter any national caveats that apply to the abstract. If not applicable please enter NONE
National caveats can only be applied to Secret and Top Secret protectively marked documents. To maximise disclosure and distribution of the abstract, the minimum caveats should be applied to the abstract wherever possible. See 4b for examples.

7d. Abstract descriptor*:
Enter any national caveats that apply to the abstract. If not applicable please enter NONE
Descriptors must be used in conjunction with a security classification and in the main will be used with the classification OFFICIAL-SENSITIVE. It is not appropriate to use a descriptor with information classified SECRET or TOP SECRET. See 4c for examples.

7c. Abstract national caveats*:

7d. Abstract descriptor*:

8. Keywords:

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Authors should provide keywords which identify concisely the concepts covered by the report. These may include: technologies, platforms, systems, components, processes, etc. that are of significance in defining the work carried out. Spell out acronyms in full other than accepted acronyms such as LIDAR and RADAR. For example SOBD is meaningless to most people therefore it should be written as 'Stand-off Biological Detection'. Wherever possible terms should be selected from the UK Defence Thesaurus which is available on the Defence Intranet.

9. Name and address of publisher *:
Enter full details (including relevant business sector or unit, department, address and postal code) of the organisation preparing the report.

10. Name and address of funding source:
State the name and address of the funding source, i.e. who paid you to produce this work. If the report was written specifically for an international collaboration forum (e.g. TTCP or NATO RTO) state the forum and topic.

9. Name and address of publisher *:

10. Name and address of funding source:

11. Funding source contract:
If applicable enter the number of the funding source contract here.

12. Dstl project number:
If applicable enter the Dstl project number here.

15a. Contract start date:
Enter the start date of the contract in the format dd/mm/yyyy.

11. Funding source contract:

12. Dstl project number:

13. Programme:

14. Other report numbers:

15a.Contract start date:

15b. Contract end date:

16. IP Conditions for report *:

17a. Patents:

17b. Application Number:

18. Release Authority Role *:

13. Programme:
Is this work part of a specific programme, if so please enter the name of the programme here.

14. Other report numbers:
Enter any other report numbers that may be relevant, e.g. order number, proposal number, deliverable item number or work item number. Other report numbers may be numbers assigned by the funding source and/or any collaborating organisation.

15b. Contract end date:
Enter the date the contract finished in the format dd/mm/yyyy.

16. IP Conditions for report *:
Select the Intellectual Property Rights condition under which the report has been produced from the dropdown menu.

For further advice on Intellectual Property Rights, please speak to your local IP or commercial adviser.

17a. Patents:
Select yes or no from the dropdown menu as appropriate if a patent has been filed on the results in the report.
If yes is selected, enter the application number at 17b. If applications for patents or registered designs have been made and Intellectual Property Management (Dstl) have not already been informed, they should be contacted in accordance with the relevant contract condition.
For further advice on Intellectual Property Rights, please speak to your local IP or commercial adviser

17b. Application Number:
Enter the patent application number here.

18. Release Authority Role *:
Enter here the post/role with release authority, e.g. Programme Manager (PgM)

Reports sent to the Dstl Reports Processing Centre which have incomplete or no RDPs will be returned to sender for amendment/inclusion.
For more information about the RDP or amending the RDP of a submitted report visit the ATHENA GOV.UK site www.gov.uk/submit-a-report-to-athena or email athena@dstl.gov.uk.