

## Template letter to attend: Defence Information 2020, 1 & 2 April 2020 on Defence-led Transformation

### Example 1

Dear [Name]

For the benefit of [our team/organisation/business] and my own personal development, I would like to attend DI20, 1-2 April 2020 at STEAM Museum of the Great Western Railway, Swindon. [This will count towards my continual professional development in support of my Chartered designation, professional registration with [professional body name], etc.]

This annual event brings together the MOD and Industry as a single community to hear the latest thinking on information-led transformation through keynote presentations from senior leaders, interactive workshops and panel sessions. I will hear about the latest developments in defence's transformation programme and topics at the forefront of IT.

During this period of change, it is critical we understand how defence's direction affects our specific [environment/business/team]. Attending DI20 will ensure that I can successfully guide our transformation to continue to deliver what our customers need.

Over the two days, the themes are Information, Cyber & Information Enablers on on day 1 and Support, Services & Support Information on day 2, which will provide me with deep insight into:

- Defence transformation
- Cloud computing
- How the Joint Information Group can assist our work
- How new career starters view the future of defence and how we can attract and retain new talent
- Sustainable ICT
- <What else?>

As well as gaining new knowledge, I will visit a range of exhibitors, who are open to demonstrating and discussing their capabilities, case studies and the 'art of the possible'. I will also network with some of the most actively engaged MOD and Industry personnel on matters relating to secure information sharing across the defence. I will build new business relationships and learn best practices from those who are working on the same priorities and resolving the same challenges we face.

The event price is [<pick one from>

- Delegate - £820
- Team Defence Information Members - £695
- ADS/techUK Members - £740
- UK Government/Academia, MOD Trading Funds - £540
- MODUK Civil servants (including Dstl) - £435
- UK Military - £260]

The conference overview and agenda can be found [here](#).

As part of my professional development, I will share the knowledge I have gained through producing a post-event report and a presentation to cascade learnings to our colleagues.

Please accept this proposal to attend as I am confident in the significant return we will receive for the small investment involved.

Thank you for your consideration.

## Example 2

Dear [Name of Line Manager or relevant person]

For the best interests of our organisation and my own personal development<sup>i</sup>, I would like to attend the [Defence Information 2020 Event \(DI20\)](#), 1-2 April 2020 at STEAM Museum of the Great Western Railway, Swindon. This established annual event is jointly planned by MOD and Industry and coordinated by the membership organisation Team Defence Information (TD-Info)<sup>ii</sup>.

Within TD-Info, the MOD jointly sets the agenda with Industry, working together pragmatically on transforming secure information sharing across the defence enterprise – with timely, accurate and auditable information being fundamental to operations, delivery and support.

The 2020 theme is '**Defence-led Transformation**', which deliberately points to the significant *transformation initiatives* in-play<sup>iii</sup> and planned by the MOD; to the MOD's clear intent to involve Industry closely<sup>iv</sup> and for Defence and Industry's constant need for innovation and agility across the Defence Supply Chain and support Network.

Attending DI20, I will be engaged with a highly active defence community and expect to gain from opportunities to learn, and possibly contribute, to aspects of mutual interest and benefit covering: Information, Cyber & Information Enablers and Support, Services & Support Information. The 2-day event is a mix of presentations by senior and expert figures in MOD and Industry around the theme, workshops, case-studies in good practice and innovation, exhibitors and networking, with over 350 attendees.

I expect to gain new insights with a distinctly 'Team Defence' perspective from this event and to network with peers from both Industry and MOD, many of whom will be sharing in similar 'transformational challenges' that our organisation is engaged with and that we can follow-up on. Also, I propose creating a post-event summary as part of cascading learnings with my team/colleagues and others who may be interested so that we fully capitalise on this opportunity.

Booking for this event is through TD-Info's event partner [Cranfield University](#). The delegate price for attending DI20 is £xxx<sup>v</sup>, which includes:

- Insights from senior MOD and Industry figures as keynote and Subject Matter Experts
- Participation in 3 workshops (from a choice of 4 each session) on the theme
- Engagement with Award finalists in Good Practice in Collaboration and Innovation
- Insights from many exhibitors: e.g. Industry demonstrating the art-of-the-possible and MOD promoting awareness on transformational activities
- Networking opportunities with colleagues and peers
- Event dinner

Attached you will find some literature about the DI20 event.

Please endorse my proposal to attend DI20 as I am confident it will provide a significant return for a relatively modest investment.

Thank you for your consideration.

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<sup>i</sup> For MOD Staff, the DI20 Event is likely to be eligible for your Continual Professional Development (CPD)

<sup>ii</sup> **Team Defence Information** - a collaborative association that informs defence information policy and pilots new ways of working to transform the defence ecosystem. TD-Info brings into play the collective insights, knowledge and innovations of our members to help the MOD deliver its objectives for equipment

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and information. Collaboration with the MOD gives members invaluable business intelligence to align and enhance their products, services and working practices.

<sup>iii</sup> **Examples of MOD Transformations** include: the [Engineering Support Transformation](#), the [Defence Support Operating Model \(DSOM\)](#) and the [MOD Report: Mobilising, Modernising & Transforming Defence: Modernising Defence Programme](#), along with innovations being addressed by LOGNET and elsewhere as covered by TD-Info facilitated groups such as the [Support & Information Innovation Community of Interest \(SII-COI\)](#) and the [Engineering Support Transformation User Forum \(E-STUF\)](#) with current LOGNET sub-groups for [Robotics & Autonomous Systems](#), [Artificial Intelligence](#) and [Additive Manufacturing](#).

Also, MOD-led Transformation initiatives almost inevitably involve Industry whether as suppliers of ICT capabilities &/or as users of those same capabilities (roughly 120,000 users on the MOD network are Industry users). TD-Info has working groups that provide Industry perspectives for the MOD on transformation initiatives: e.g. the [Industry Customers Engagement Forum \(ICEF\)](#) that works with MOD's Information Systems and Services (ISS) and the [Delivery Continuity Executive \(DCE\)](#) that seeks early engagement with MOD on the wider 'Team Defence' information sharing aspects for proposed 'people, process and technology' changes and future requirements.

<sup>iv</sup> **MOD Transformation CIO Charlie Forte** said in the July edition of the ISS journal (ISSue 12), *"We acknowledge that there is a huge amount of transformation taking place, not just in D&IT but across the whole of Defence. As many of you will be aware, there are three basic aims for MOD across these transformation programmes to: Mobilise, Modernise and Transform. Therefore, transformation is not only focused on the D&IT Transformation Programme but on providing PanDefence Capability, to which D&IT Transformation is a key enabler as some of our projects unlock the ability for other functions to realise their own transformational ambitions."* Read ISSue article in full [here](#). Also, see [MOD Report: Mobilising, Modernising & Transforming Defence: Modernising Defence Programme](#)

<sup>v</sup> Prices for DI20 from [Cranfield University Symposia](#) website:

- Delegate - £820
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