



EAG/COS/2011- 57

Military Network: 95221 7908
Telephone: +44 (0)1494 497908
Facsimile: +44 (0)1494 497952
Email: dfanelli@euroairgroup.org

See Distribution

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SUBJECT: EAG STATEMENT OF REQUIREMENT - WEBSITE AND INTRANET

1. The European Air Group (EAG) utilises the EAG Website in order to promote EAG activity and to disseminate information in an efficient and effective manner. The current EAG Website has been in use for circa 18 months and the annual hosting/backup and certificate costs are due on 7 July 11. In January 2011, EAG Ex Sec held a meeting to review the EAG Website in order to confirm that the EAG was getting the product it needed. In addition, the meeting reviewed the advantage of developing an EAG Intranet; it was confirmed that the provision of an EAG Intranet would likely improve internal communications and aid easy access to information.

2. Two Statements of Requirement (SORs), which include the essential and desirable criteria for the EAG Website and the EAG Intranet, are provided below. The purpose of the SORs is to provide information to potential Website/Intranet providers to allow them to bid to provide the services.

3. **SOR – EAG Website.** In order to promote EAG products and activity, and to disseminate EAG information, the EAG requires, with no additional EAG Staff effort, a cost effective and reliable Website, which includes at least the current level of functionality. Essential and Desirable criteria are:

a. **Essential**

- i. Maintain www.euroairgroup.org
- ii. No additional annual operating cost to EAG.
- iii. Maintain current functionality.
- iv. Training requirement for full administrator role - maximum 5 days per person.
- v. Training Course must be available if desired by EAG.
- vi. Help desk available during EAG working hours.
- vii. Same level of current reliability / access.
- viii. Maintain http / https levels.
- ix. Auditable receipts provided for work carried out.

b. **Desirable**

- i. Nil EAG staff effort to transfer current pages/info to new/updated Website.
- ii. Cheaper annual costs.
- iii. Nil one off costs.
- iv. Website designed for 1024 x 768 screen setting, but able to expand and contract gracefully to fit a visitor browser setting (screen resolution and windows size) from 800 x 600 upwards.
- v. Utilise Off the Shelf software (ie not a bespoke system).
- vi. 99% reliability/level of access.
- vii. Successors can be trained by current EAG staff.
- viii. Provide Subject Forum facility in same manner as NATO Website.

