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## WARP Registration Application

<b>WARP provider name</b>	<i>Local Government Wessex</i>
<b>Date of application</b>	<i>dd mm yyyy</i>

<b>Date of registration</b>	<i>Official use</i>
<b>Agreed WARP title</b>	<i>Official use</i>

### Version control

This document may be made available in more than one electronic version or in print. In a case of existing or perceived difference in contents between such versions, the reference version is the version available for download from the WARP Toolbox site <http://www.warp.gov.uk>

If you find errors in the current document, please send your comment to [editor@warp.gov.uk](mailto:editor@warp.gov.uk)

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## WARP registration application form (see note - last page)

Please tab through the form and complete all fields. *Your entries will appear in blue italics.* Tick boxes can be checked using the space bar or by being “clicked”.

Examples of completed forms can be found in the Toolbox.

### WARP provider contact details

<b>Name of organisation applying to become a WARP provider</b>	<i>Local Government Wessex (LGW)</i>
<b>Main switchboard telephone number of organisation</b>	<i>nnnnn nnnnnn</i>
<b>Date of application</b>	<i>dd mm yyyy</i>
<b>Point of contact for WARP applicant</b> (title, first name, surname)	<i>Mr John Smithr</i>
<b>Position in organisation</b>	<i>Head of IT</i>
<b>Contact address</b>	<i>IT Department Council Offices Endeavour Road Casterbridge Wessex PL11 5EE</i>
<b>Contact landline numbers</b>	<i>nnnnn nnnnnn</i>
<b>Contact mobile number</b>	<i>nnnn nnn nnn</i>
<b>Contact fax number</b>	<i>nnnnn nnnnnn</i>
<b>Contact email</b>	<i>jsmith@wessexcc.gov.uk</i>

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(when completed)

## Community to be served by this WARP

<b>Sector</b>	
Private <input type="checkbox"/>	Public <input checked="" type="checkbox"/> Voluntary <input type="checkbox"/> Other <input type="checkbox"/>
<b>Description</b>	<i>Local authorities in the Wessex Region</i>
<b>Initial number of members</b>	<i>12 authorities</i>
<b>Target number of members</b>	<i>36 authorities</i>

## Pre conditions

### Agreement to terms and conditions of Toolbox

Tick this box if your organisation agrees to adhere to the [terms and conditions](#) stated in the WARP Toolbox <http://www.warp.gov.uk> .

### Agreement to abide by Code of Practice

Tick this box if your organisation agrees to abide by the [Code of Practice](#) published in the WARP Toolbox

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## WARP Register entry

Note that the following information will be published on the WARP website [www.warp.gov.uk](http://www.warp.gov.uk) and therefore will be made public.

Choose a two or three character identifier for your WARP (e.g. AAWARP, ZZZWARP or ZZ4WARP). Check in the [WARP Register](#) to ensure that your chosen combinations are not already in use.

<p><b>Two or three character identifier for WARP</b></p> <p>First choice</p> <p>Alternative 1</p> <p>Alternative 2</p>	<p><i><b>WESWARP</b></i></p> <p><i><b>WSXWARP</b></i></p> <p><i><b>WXWARP</b></i></p>
<p><b>Public URL of your WARP website</b></p> <p>A public page should be available even though the members' area will normally be protected. N.B. This public page should contain an operational contact email address.</p>	<p><i><b>www.weswarp.org</b></i></p>
<p><b>Very brief description of your WARP community (less than 75 characters).</b></p> <p>See <a href="#">WARP Register</a> for examples</p>	<p><i><b>The Wessex Government WARP (WESWARP) provided by Local Government Wessex for local authorities in the West of England</b></i></p>
<p><b>Public email address of the designated contact for the WARP when operational</b> (Please indicate if you do not want NISCC to publish your email address)</p>	<p><i><b>chrissy.smith@we.gov.uk</b></i></p>
<p><b>Estimated operational date</b></p>	<p><i><b>June 2007</b></i></p>

### Full description of WARP (community, services etc)

Please supply appropriate text (about 250 words), which will be published when the application is approved. WARPs should also have a public webpage with a link from the [WARP Register](#).

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**Full description of the WARP (for use in the WARP Register)**

*Local Government Wessex (LGW) is providing this service for a target of 36 members in the South West of England. There are five Counties in Wessex and four Unitary authorities, with 26 Shire Districts and one National Park Authority. The WESWARP will provide services to all these authorities, and should be a particular benefit to the Shire Districts, many of which are small and have limited capacity to pursue computer security issues. The WARP will enable the exchange of best practice from national and regional levels and encourage networking and mutual learning. LGW has a strong relationship with all the local authorities in Wessex and already runs a number of officer networks on a wide range of topics. As such it has developed a level of trust with the local authority community which should benefit it in establishing the WARP service. The service has been developed by a Working Group comprising representatives from County and District authorities in the Region. This Working Group will in due course become the WARP Steering Group. The WARP Network will be run by a dedicated team in the Improvement and Representation Section of LGW. The filtered warning service will be bought from an existing WARP, and the advice brokering and trusted sharing of security incidents will be developed via the WARP Network. Once the WARP is fully established membership can also be offered to other partner organisations such as Town Councils, Parish Councils and Fire Authorities.*

Please tick this box if you wish publication of these details to be delayed, and contact NISCC to discuss when they can be made public.

**Full business case for the registration application**

Please enter the full business case for establishment of the WARP into the table below.

**Costs**

*Filtered Warning Service - £6,000 per annum*

*Adminstration and Promotion - £6,000 per annum*

*Meetings - £4,000 per annum (estimate)*

*Registration - £250*

**Other resources**

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*Time given free of charge by Working Group members*

*Funding and sustainability model*

*£25,000 grant received Spring 2006 from central government to cover the first period of operation. Following this all authorities will be charged for membership, with a higher charge for Counties and Unitaries than for District Councils. The exact charge will depend on the number of authorities registering to use the service once charging begins. Based on the figures above, we should be able to offer the service free of charge for the first eighteen months, but the Working Group will decide at the end of the first twelve months what the charges will be when the free period ends. This will relate to members' intentions expressed in a questionnaire which will be circulated in Spring 2007. If all authorities sign up for the paid service, we estimate that charges will be in the region of:*

*Counties and Unitaries - £1,000 per annum*

*Districts - £350 per annum*

*Charges will increase in proportion to the number of authorities not choosing to use the service.*

## **Description of how the WARP services will be provided**

Please provide details below of how you will meet the requirements to run an approved WARP and how the three core WARP services will be provided:

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<p><b>How will you engage with your WARP's community to ensure that appropriately tailored services are offered?</b></p>	<p><i>We started the communication process via e-Champions who are significant decision makers in Local Authorities in the Region. We asked them to nominate an appropriate person to lead on computer security issues and sent all the documentation to those nominees. We have set up a Warp Network to which all nominees have been invited. We used the initial meeting to launch the service and encourage all authorities to register for the free service period, to give them a chance to evaluate the service before they made a decision on whether to pay for a charged service. Each authority registering to use the WARP service will nominate one member of staff to attend network meetings. He or she will then have the responsibility for relating to their colleagues the issues discussed at network meetings. This information will also be posted on our LGW Web site and in the Members News section of our WARP Web site.</i></p>
<p><b>How will the Filtered Warning Service be operated, and what sources will be used?</b></p>	<p><i>This service is being bought in from an existing WARP, the Wessex Schools WARP</i></p>
<p><b>How will you operate an Advice Brokering Service and share best practice?</b></p>	<p><i>This will be done in two ways: first by exchange of information at regular WARP Network meetings and secondly in a dedicated section on the LGW Web site, which is about to be developed.</i></p>
<p><b>How will you develop the Trusted sharing Service, and by when?</b></p>	<p><i>This will be done via the Web site and will be password protected. It will also be a regular item on the Agenda for Network meetings. We expect this service to be in place by the end of 2007.</i></p>

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<p><b>Describe any existing infrastructure – ICT, marketing etc which will used be by the WARP</b></p>	<p><i>LGW is a well-established organisation in the Wessex Region and shares a strong partnership of trust with its local government colleagues. We will draw on these resources for communicating news about the WARP and for marketing the services it offers.</i></p> <p><i>The LGW's Improvement Team which is used to running networks of officers on a range of topics.</i></p> <p><i>The LGW web site and bi-monthly Bulletin, which will be used to market the WARP</i></p> <p><i>The LGW Network mailing list facility which will be used to communicate with WARP Network members</i></p>
<p><b>How can you demonstrate a good understanding of security issues.</b></p>	<p><i>All members of our WARP Working Group are IT Security professionals and in a previous capacity one of them has worked at national level. The Project Manager has worked at Management Team level in local government with responsibility for the IT function.</i></p>
<p><b>Please name the designated champion who is committed to making this WARP a success?</b></p>	<p><i>Fred Quirls, LGW Associate, WESWARP Project Manager</i></p>
<p><b>Please insert the above person's contact details (tel number and email address</b></p>	<p><i>nnnnn nnnnnn</i></p> <p><i>fred.quirls@lgw.gov.uk</i></p>

**Code of Practice**

Please tick the following check-boxes to confirm compliance with specific aspects of the Code of Practice. If you wish to add any comments relating to compliance or non-compliance to the Code of Practice, a comments box is available below the table.

<p><b>WARPs will seek to promote the establishment of further WARPs for as long as there is a need</b></p>	<p><input checked="" type="checkbox"/></p>
<p><b>WARPs will be expected to contribute freely to the WARP Toolbox any examples of good practice they develop for their WARP that are likely to be of benefit to other WARPs.</b></p>	<p><input checked="" type="checkbox"/></p>

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<b>WARPs will cooperate with, and support, other WARPs, and will make reasonable efforts to attend WARP forums.</b>	<input checked="" type="checkbox"/>
<b>WARPs will not compete aggressively against other WARPs, nor try to prevent the establishment of new WARPs.</b>	<input checked="" type="checkbox"/>
<b>Members of one WARP will not be prevented or discouraged from joining additional WARPs if they so wish.</b>	<input checked="" type="checkbox"/>
<b>WARPs will work to establish a trusted relationship with each of their members, to encourage Reporting.</b>	<input checked="" type="checkbox"/>
<b>WARPs will share incident reporting about incidents likely to be of interest to others, with other WARPs, and with NISCC, subject to anonymisation, confidentiality and resource constraints.</b>	<input checked="" type="checkbox"/>
<b>WARPs will be run on a not-for-profit or cost recovery basis</b>	<input checked="" type="checkbox"/>
<b>WARPs will ensure that their growth is constrained so that they do not reduce their effectiveness or quality of service.</b>	<input checked="" type="checkbox"/>
<b>WARPs will not intentionally do anything to bring NISCC, the WARP model, brand or principles into disrepute.</b>	<input checked="" type="checkbox"/>

<b>Comments regarding compliance or non-compliance of your WARP to the Code of Practice</b>
<i>n/a</i>

## Request for further information

### Software

Tick this box if you intend to use the WARP Filtered Warning Application (FWA) software described in the WARP Toolbox.

When complete, “save” the completed form and email to [enquiries@warp.gov.uk](mailto:enquiries@warp.gov.uk)

Thank you for taking the time to fill in this form. We will contact you with regard to the success of your application in due course.

The WARP Team.

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## Notes

The form has been structured around a series of approval criteria aimed at assessing the risk and likelihood that applicants will conform to the WARP Code of Practice, available from the WARP Toolbox, and the likelihood of success. Successful registration is necessary for legal use of the WARP trademark, access to the FWA software and listing in the WARP Register as an approved WARP.