REQUEST FOR INFORMATION FORMAT

RFI Number: XXX (to be completed by Collection/Requirements
                     management staff)

Date of RFI: XXX

Subject of RFI: Heading clearly/concisely identifying the subject

Reference: Any tasks or other information that has led to the request

Background: General information of relevance to collectors / analysts that
                     adds understanding to the request. Include sensitivity where
                     relevant.

Question number	Information sought	Method of response	Date requested	Latest date possible
1	Organisational perspective on and interpretation of trend X	Eg.mail / written report		
2				
3				

Note that the far right column 'latest date possible' refers to the point at which the
information would cease to be of any value to the requestor.