

Project Proforma Part A – Project Details (to be completed by Project Manager and Customer)

This form will enable the Ministry of Defence to assess whether it can meet the proposed project's requirements and will provide initial data which the Ministry of Defence will use to draw up any subsequent contract. This document is without commitment. It does not create rights or obligations enforceable in law, whether of partnership, agency or otherwise and shall not be construed as implying any present or future commitment.

1. Project Details for:

Project Title: Royal Marine Commando

Type of Project:

Non-News Public Relations Project:
Wider Markets Project:
Community or Charity Event:

Yes No
Yes No
Yes No

Type of Activity (select from list):

Documentary
NA
NA

2a. Project Manager (Overall responsibility for project or delegated focal point)

- Rank/Grade and Name Lt Colonel [REDACTED]
- Title/Role [REDACTED]-SO1 RM
- Full Postal Address (inc postcode) Land Littoral Manoeuvre,
2-3 NCHQ,
Whale Island,
PORTSMOUTH,
PO2 8BY
- Telephone Numbers [REDACTED] [REDACTED] [REDACTED]
- Fax Number Civ: N/A Mil: N/A
- E-Mail Address External: [REDACTED]@mod.gov.uk Internal: [REDACTED]@mod.gov.uk

2b. Project Officer (Where applicable, responsible for day-to-day running of project)

- Rank/Grade and Name Sgt [REDACTED]
- Title/Role CTCRM-MLSection-IC
- Full Postal Address (inc postcode) ML Section,
ML Coy,
CTCRM Lympstone,
EXETER,
EX8 5AR
- Telephone Numbers [REDACTED] [REDACTED] [REDACTED]
- Fax Number Civ: N/A Mil: N/A
- E-Mail Address External: [REDACTED]@mod.gov.uk Internal: [REDACTED]@mod.gov.uk

3. Details of Customer/Company

• Customer / Registered Company Name	Seadog TV and Film Productions LTD	
• Company Registration Number and VAT Number (if applicable)	08964770	234131450
• Name of Point of Contact and Position in Organisation	[REDACTED] - MD Seadog Productions	
• Full Postal Address (inc postcode)	Seadog TV and Film Productions Ltd, Unit A3, Dart Marine Park, Steamers Quay, TOTNES, Devon TQ95AL	
• Telephone Number / Mobile	[REDACTED]	[REDACTED]
• Fax Number	N/A	
• E-Mail Address	[REDACTED]@seadogproductionuns.co.uk	
• Public Liability Insurance: Please provide either a confirmation letter from the insurer/broker or a copy of the schedule of insurance (see Section 4 below).	Details attached: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

4. Insurance – It is requirement that both the MOD and the Customer shall be appropriately insured.**a. MOD Insurance**

General – The cost of either the commercial insurance premium or the Departmental Insurance Scheme will be included in the price which is charged to the customer.

Existing commercial insurance policies – The MOD has in place a number of annual commercial insurance policies including for example a Third Party Aviation Liability Insurance policy. Practitioners are to check with their respective TLB WMI Governance Focal Points on the insurance charging arrangements for recovery from the customer.

Non-News Media Projects – Flat rate insurance charges will be applied for non-news Public Relations (PR) activity; however, in exceptional circumstances, where a PR activity is inherently dangerous or high risk and sits outside the MOD's key communications priorities, DBR, Common Law Claims & Policy, Senior Claims Officer (Policy) shall be consulted.

b. Customer Insurance

Public Liability Insurance – Written evidence of public liability insurance (either a confirmation letter from the insurer/broker or a copy of the schedule of insurance) must be provided and must have a limit of liability of not less than [REDACTED] and be unlimited as to the total number of incidents it covers. The requirement for the customer to hold the requisite public liability insurance will be a condition of the necessary Defence Estates licence or lease. Higher limits may be required, commensurate with the risk exposures. If MOD aircraft are flown specifically at the request of the customer the limit of liability must be at least [REDACTED] and unlimited in total as to the number of incidents covered.

Other Insurance – According to the nature of the activity, other categories of insurance may also be required, including: Employers Liability Insurance, Motor Vehicle Insurance, Event Cancellation and Professional Indemnity.

5. Statement of Works - A Statement of Works is a non-legally binding understanding between the MOD and the customer of the objective and methodology of the project prior to the signing of a legally enforceable contract. The level of detail will be commensurate with the scale and complexity of the project; if necessary, a separate document should be attached.

<p>Location(s)</p>	<p>Various RM South West locations & possible foreign deployed activities at 47/42/30 Cdo during 2021.</p>
<p>Scope of Works</p> <ul style="list-style-type: none"> - Objectives of the project and the required deliverables. - A detailed description of the work and tasks to be performed. - Deliverables schedule: Milestones and due dates for the deliverables of the project. - Non-News Media Projects: indicate editorial content, including Key Messages and Target Audience. All Non-News Media Projects must be approved by DPR, who will decide whether a project requires a separate Statement of Proposal, in accordance with JSP 579. - Training: Provide a nominal list of attendees, including passport details. 	<p>Seadog has been commissioned by the BBC to research and develop a 4 x 1 hour series on the Royal Marines.</p> <p>Broad Aim: The aim is to follow the activities of the Royal Marine Corps from January - December 2021. The precinct will be RM Units based in Plymouth, with much of the activity stemming from 47 and 42 Cdo.</p> <p>Editorial Arc: This is not a series about training, it is a documentary that will follow the everyday activity of the RM Corps and cover what it means to be an RM Commando in 2021. It will also explore the wider Corps support network - attached arms, specialists, family support, Unit life etc. The storyline can be broken into several key areas: Raiders/The Beret. Exercises. Operational Deployments. Civilian Aid / Disaster Relief. Archive. Specialist Selection and Training. Unit and Family Life. Veterans.</p> <p>Indepth overview/breakdown of above planned activity is contained at attached Annex.</p>

Standards

- Applicable standards: Industry standards or other standards imposed on the project deliverables.
- Acceptance criteria: These would include any quality standards that must be met.
- Specialised requirements: These will include any special qualifications required.

Free use of Combat Camera Team footage from operations, training and deployments during our filming period as well as disaster relief support operations from 2019/2020. Historical Archive that is cleared and is in the public domain would be free for Seadog to use. Seadog's 2 x 2-man crews (self-shooting director with camera & sound capabilities, plus second camera/runner) will embed and travel, eat and stay with a Unit when on foreign deployments and occasionally in the UK when filming requires it. Pre-cleared footage from bodycams and RN/RM Mobile News Camera Teams may also be accessed.

Terms & Conditions and/or Assumptions & Constraints

- Factors that should appear in the contract/licence.

See above.

Dates - Inclusive start and finish date(s) – dd/mm/yyyy

From: 02/01/2021

To: 31/12/2021

6. Resources (To inform decision making and to assist accurate cost calculations, details should include where, when, duration, purpose and other relevant information)

- Use of MOD land, building, facilities: Yes No

If yes, provide details (including any proposed alterations):

Throughout the filming period, the crew would need pre-arranged and cleared access to CTCRM, 47 Cdo, 30 Cdo, CLR, 29 Cdo, and 42 Cdo - this will be subject to MoD/RN/Corps/Unit approval, Covid-19 restrictions and will be on a case by case basis.

Following these Units in exercise areas/ranges will also be required.

How many representatives will require access to MOD lands? 4

How many representatives are under the age of 18? 0

- Use of MOD/MOD Contractor manpower: Yes No

If yes, provide details (rank/grade, specialisation, number) and include what they will do:

Anticipated use of MoD personnel as guides allocated to the film crew by RNMCE or relevant Units, during filming. This is a decision for each Unit or a central decision from RNMCE and would be based around H&S, Duty of Care, Covid-19, Op Sec and Pers Sec.

The only possible uses of Corps personnel may be drivers or, if appropriate, for the crew to be using RM transport when permitted and some filming personnel based with or attached to the Units.

- Use of MOD equipment: Yes No

If yes, provide details:

- Use of other MOD resources: Yes No (eg food, accommodation):

If yes, provide details:

It is envisaged that a 2 person crew will be embedded with a unit for 7-10 days at a time and stay overnight at MOD establishments with provision of Service food and accommodation. Dates are NYK and will need to be costed on a case by case basis.

- Will the customer provide any resources? Yes No

If yes, provide details (including equipment or vehicles which the Customer wishes to bring onto an MOD site):

With Covid-19 and RM protocols to be considered, it may be a requirement that each member of the crew travels to MoD site in their own vehicle. This will be a maximum of four vehicles for any shoot. The vehicles used will be confirmed closer to the date and passed onto each Unit well in advance. The crew will aim to be self-sufficient in this regard (i.e. not use MoD vehicle assets), except if filming overseas. Seadog will provide all filming equipment as appropriate for film production.

- Will the project involve:

Animals or Children?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Explosives, Fireworks, Weapons or Lasers?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Adventurous Training, Abseiling, Climbing or Water?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Flying?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

If yes, provide details:

The series will potentially feature families activities of Marines where children may also be attending; to this end all film crew will have completed Enhanced CRB checks. Observational filming of explosives, fireworks, weapons or lasers also adventurous training, abseiling, climbing and water events. Film crew would ideally be embarked in Service air transport; helicopters or transport aircraft for key sequences.

7. Intellectual Property Rights

Details of requirement for the use of MOD owned brands (eg Military Insignia or RN/RM Logo), artistic works (eg photographs or film footage), literature or technical information.

There will be incidental use of MOD brands during filming.

8. Non-Financial Benefits to MOD

Outline of any non-financial benefits to the MOD in return for specified resources and/or services provided.

This documentary is seen is an extremely good opportunity to demonstrate to an external audience the following Royal Navy/Royal Marines priorities: Resilience (protect, people, prosperity), Success on Operations (across the globe) and Innovation (mobile, modernise and transform).

Project Proforma Part B – Project Assessment

9. Assessed Impact of Project (to be completed by Project Manager)

On own Unit/Establishment	Nil
On Other Units/Establishments/PPP Partners	Nil
On Commercial Partners/Service Providers	Nil

10. Risk and Insurance (to be completed by Project Manager) – Risk Assessments and evidence of insurance are required before contract action can take place.

Risk Assessment Completed	Yes/No	Point of Contact	Tel
Health and Safety	No	██████████@mod.gov.uk	██████████
Security	No	██████████@mod.gov.uk	██████████
Financial	No		
Environmental	No		
Criminal Record Bureau Checks	No	██████████@seadogproductions.co.uk	██████████
Details			
Project Risk Assessment	Very Low		
Insurance	Yes/No	Details	
Customer Insurance details held	Yes		
Commercial Insurance purchased	No		
Defence Insurance Scheme	No	NA	



PR Ratings



PR Classification

11. Defence Public Relations (Non-News Media Projects only) (to be completed by D Def PR or HQ Media Officers)

DPR PR Rating	3 - Good PR Value		
DPR PR Classification	Non-News PR Programme		
DPR Project Number			
DPR Sponsor Details			
Rank/Grade and Name	██████████		
Telephone Number:	Civ: ██████████	Mil: N/A	Fax: N/A
E-Mail Address	██████████@mod.gov.uk		
DPR Signature			Date:

12(a). Application for Abatement (to be completed by Project Manager)

Request for Abatement?	Yes
Abatement request	Marginal Costs
Justification for Abatement, including financial objectives of project	This documentary is seen as an extremely good opportunity to project the Royal Marines in a positive light and display day-to-day activity, utility, flexibility and how the Corp operates in support of UK global projection.

12(b). Abatement Decision (to be completed by Corporate Governance)

Command Secretary approval?	No
Command Secretary decision	

Revised: Oct 2010

Command Secretary Signature

Date:

Project Proforma Part C – Project Cost

(Details of costs must not be discussed with Customers/Companies)

13. Desk Officer

- Rank/Grade & Name
- Telephone Number
- E-Mail Address

Receipts

- Description
- UIN
- RAC

14. Costs - Resource and Details to be completed by Project Manager. If applicable, indicate when other TLBs' assets are being utilised. Costs will be calculated by Decision Support.

Resource	Details			Full Cost	Marginal Cost
Personnel	Rank/Grade	Hours	Capitation Rate		
Media Minder	Lt Cdr	8 x 60 (480)		#VALUE!	£0.00
Plant, Machinery and Vehicles				£0.00	£0.00
Land and Buildings				£0.00	£0.00
Mess Facilities				£0.00	£0.00
Parking Facilities				£0.00	£0.00
Runway Facilities				£0.00	£0.00
Utilities and Waste				£0.00	£0.00
Other Costs				£0.00	£0.00
Sub-Total				#VALUE!	£0.00
Administration Charge:				£0.00	£0.00
Intellectual Property Rights Fee				£0.00	£0.00
Commercial Insurance (Actual costs)				£0.00	£0.00
Departmental Insurance Scheme			0	#VALUE!	#VALUE!
Defence Estates Lease / Licence Fee				£0.00	£0.00
Total				#VALUE!	#VALUE!

Project Proforma Part D – Project Contract Action

(Contract and Price negotiations may only be conducted by licensed Commercial staff)

15. Contract Action (to be completed by Commercial Branch)

		Comments
Contract Price		
Offer of Contract accepted?	Yes/No	
Contract Placed?	Yes/No	
DAB1 (Request to Invoice) Raised	Yes/No	