

# 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: Guy Martin – Arctic Commando

Type of Project:	Type of Activity (select from list):
Non-News Public Relations Project: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	NA
Wider Markets Project: Yes <input type="checkbox"/> No <input type="checkbox"/>	NA
Community or Charity Event: Yes <input type="checkbox"/> No <input type="checkbox"/>	NA
Dates - Inclusive start and finish date(s) – dd/mm/yyyy	From: Jan 23 To: Mar 23

**2a. Project Sponsor (Overall responsibility for project)**

- Rank/Grade and Name: [REDACTED]
- Title/Role: NAVY DNS-COMMS OPS SO2 Media Ops
- Full Postal Address (inc postcode): NCHQ  
MP1-4, Level 4  
Leach Building  
Whale Island  
Portsmouth  
PO2 8BY
- Telephone Numbers: Civ: [REDACTED] Mil: [REDACTED] Mob: [REDACTED]
- Fax Number: Civ: [REDACTED] Mil: [REDACTED]
- E-Mail Address: External: [REDACTED]@mod.gov.uk Internal: [REDACTED]@Mod.gov.uk

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

- Rank/Grade and Name: [REDACTED]
- Title/Role: [REDACTED]
- Full Postal Address (inc postcode): [REDACTED]
- Telephone Numbers: Civ: [REDACTED] Mil: [REDACTED] Mob: [REDACTED]
- Fax Number: Civ: [REDACTED] Mil: [REDACTED]
- E-Mail Address: External: [REDACTED] Internal: [REDACTED]

**3. Details of Customer/Company**

- |   |   |
|---|---|
| • Customer / Registered Company Name  | NorthoneTV  |
| • Company Registration Number and VAT Number (if applicable)  |   |
| • Name of Point of Contact and Position in Organisation   | ████████ Senior Producer  |
| • Full Postal Address (inc postcode)  | North One<br>The Bond<br>180-182 Fazeley St<br>Birmingham<br>B5 5SE                   |
| • Telephone Number / Mobile   | ████████  |
| • Fax Number  |   |
| • E-Mail Address  | ████████@northonetv.com   |
| • 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 WM\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 ██████ per incident 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 ██████ 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.

**Location(s)**

Camp Viking, Norway

**Scope of Works**

- 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 DMC, 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.

Guy Martin spends a week at Camp Viking, getting a taste of Arctic training.

Guy Martin experiences a week at Camp Viking, Norway. Getting hands on to see how the Royal Marines train to survive, move and fight in one of the harshest battle environments.

Filming period 1 week in January 2024, February or March 2024. Determined by activity schedule and daylight hours.

7 personnel, made up of Guy Martin plus 2x camera operators, 1x minicam operator, 1x sound recordist, 1x director, 1x producer The concept is to put Guy through a condensed version of a typical Arctic warfare training deployment, building towards a final kinetic exercise that demonstrates the full extent of the Royal Marines capability

Synopsis of what the production would like to achieve are below in T&C and assumptions section.

production will be responsible for travel to and from Bardufoss Air Station - production will incur costs for accommodation and meals at Camp Viking - MoD will have right to view prior to broadcast for security purposes - production personnel will require some form of security vetting/sign-off - a one or two day recce by the director to assess major locations will help make the main filming trip more efficient - Potential for Royal Marines film unit to collect extra footage to be discussed - Principle contacts: ██████████@northonetv.com (producer)

**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.

**Terms & Conditions and/or Assumptions & Constraints**

- Factors that should appear in the contract/licence.

What the production would like to achieve:

Introductory survival course with mountain leaders – skis, snowshoes, pulks, shelter, making fish & veg stew 2. Ice breaking drills 3. Live fire exercise – ranging from pistols to larger weapons 4. The “Repair Squadron” – doing a shift with the team that maintains everything from radios to Vikings 5. Skijoring exercise – snowmobile lesson followed by being towed into combat 6. Medical unit - 3-D printing equipment and carrying out basic procedures in the field hospital 7. Command post – looking at the role of drones and technology in battlefield planning for the Future Commando Force 8. Vehicle in water exercise – eg driving a vehicle off a Mk5 landing craft and wading through water to the shore, or BV206 recovery from a lake bed using MAN 8x8 truck 9. Driving lesson on ice – MAN SV on the skid pan 10. Amphibious raid – possible RIB or grey shipping exercise with Royal Navy 11. Commando Helicopter Force – refuelling Apache on a frozen lake 12. Commando Helicopter Force – “Arctic huddle” and pick up drills 13. Commando Helicopter Force – filming flight to capture beauty footage of wider scenery and Russian border 14. Tromso visit – to capture footage relating to climate change and shipping route implications 15. Daily life – ad hoc sequences in the galley, gymnasium and possible R&R Nordic skiing from the front gate 16. Final exercise – a meaningful and hands on role for Guy in a climactic exercise that uses all of the skills he has learnt.

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

From: Jan 23

To: Feb 23

**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):  
Camp Viking, Norway.

How many representatives will require access to MOD lands? 7

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:  
Royal Marines (Officers and NCOs) will be either talking to Guy Martin or to camera. Other Marines will be in shot whilst filming takes place.

- Use of MOD equipment: Yes  No

If yes, provide details:  
Access and use of: Skis, snowshoes, pulks, shelter. Live fire exercise, pistols to larger weapons. Snowmobile. 3D printing equipment (Medical). Drones introduction. RIB or grey shipping exercise with RN. Commando Helicopter Force, arctic huddle and pick up drills. Helo to capture beauty footage of wider scenery. Adhoc sequences filmed in Galley, Gymnasium and possible R&R Nordic Skiing. Full detail above in Standards section.

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

If yes, provide details:  
Food and accommodation

- 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):

- Will the project involve:
 

Animals or Children?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Explosives, Fireworks, Weapons or Lasers?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Adventurous Training, Abseiling, Climbing or Water? Flying?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Filming of MOD Personnel under 18 years of age	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

If yes, provide details:  
Small arms on weapons range, possibly larger weapons, supervised. Nordic Skiing, snowmobile access.

- Are there any export controls attached to this request i.e ITAR, EAR, RMS?

If yes, are appropriate licences in place for these?  
N/A

**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.

Very positive PR – This production will be of great benefit to the RM/RN regarding recruitment. This production will provide a positive outlook on Royal Marine Arctic routines, the Royal Navy if assets are utilised and the Armed Forces in General.

## 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	Some disruption to RM daily routines
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		
Security	No		
Financial	No		
Environmental	No		
Criminal Record Bureau Checks	No		
<b>Details</b>			
<b>Project Risk Assessment</b>	High		
<b>Insurance</b>	<b>Yes/No</b>	<b>Details</b>	
Customer Insurance details held	Yes	Forwarded with PID via email attachment	
Commercial Insurance purchased	No		
Defence Insurance Scheme	Yes	Medium Risk	



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

DMC PR Rating	4 – Excellent PR Value		
DMC PR Classification	Non-News programme		
DMC Project Number			
<b>DMC Sponsor Details</b>			
Rank/Grade and Name	████████████████████		
Telephone Number:	Civ: ██████████	Mil: ██████████	Fax: ██████████
E-Mail Address	████████████████████@mod.gov.uk		
DMC Signature			Date: ██████████

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

Request for Abatement?	████
Abatement request	████
Justification for Abatement, including financial objectives of project	████████████████████

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

Command Secretary approval?	
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Command Secretary decision

Command Secretary Signature

Date:



## Project Proforma Part C – Project Cost

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

### 13. Budget Manager

- 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
<b>Personnel</b>	Rank/Grade	Hours	Capitation Rate		
<b>Plant, Machinery and Vehicles</b>					
<b>Land and Buildings</b>					
<b>Mess Facilities</b>					
<b>Parking Facilities</b>					
<b>Runway Facilities</b>					
<b>Utilities and Waste</b>					
<b>Other Costs</b>					
<b>Sub-Total</b>					
<b>Administration Charge:</b>					
<b>Intellectual Property Rights Fee</b>					
<b>Commercial Insurance (Actual costs)</b>					
<b>Departmental Insurance Scheme</b>					
<b>Defence Estates Lease / Licence Fee</b>					
<b>Total</b>					

## 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	