



FOREWORD BY THE MINISTRY OF DEFENCE DIRECTOR OF NEWS

This document has been produced in consultation with media, press and broadcasting organisations as a general guide to the procedures that the United Kingdom Ministry of Defence (MOD) will adopt in working with the media throughout the full spectrum of military operations, wherever in the world including the UK.

It covers the practical arrangements for enabling correspondents¹ to report on operations, including the MOD's plans for representative numbers of correspondents to accompany British Forces. It also addresses the policy and principles that will facilitate and may limit the activities of journalists during operations.

In short, the document sets out what editors can expect from the MOD and what the MOD seeks from the media. It is the result of continuing dialogue between the MOD and media organisations and representatives which began after the Falklands Conflict and now takes account of lessons learned from subsequent and current operations.

The document remains a statement of intent and should be read in conjunction with specific advice that will be discussed with the media and issued by the MOD as part of the planning and preparation for each assignment.

JAMES SHELLEY

i. The following media organisations have participated in this revision of the MOD Green Book:

- The Newspaper Publishers Association
- The Newspaper Society
- National Union of Journalists
- The British Broadcasting Corporation
- Independent Television News
- Sky News
- The Scottish Daily Newspaper Society
- The International News Safety Institute
- The Independent Defence Media Association
- The London News Security Group
- The Society of Editors

¹ In the context of this document the term correspondent includes reporters, producers, photographers, authors, cameramen, technicians and media support staff (e.g. drivers, logisticians, translators and security).

- The Press Association
- ii. The MOD is also grateful to the British Red Cross, who provided comments for and on behalf of the International Committee of the Red Cross and the British Red Cross.
- iii. MOD Director News welcomes comments on the MOD Green Book from all media organisations and will seek to address their comments in future revisions.

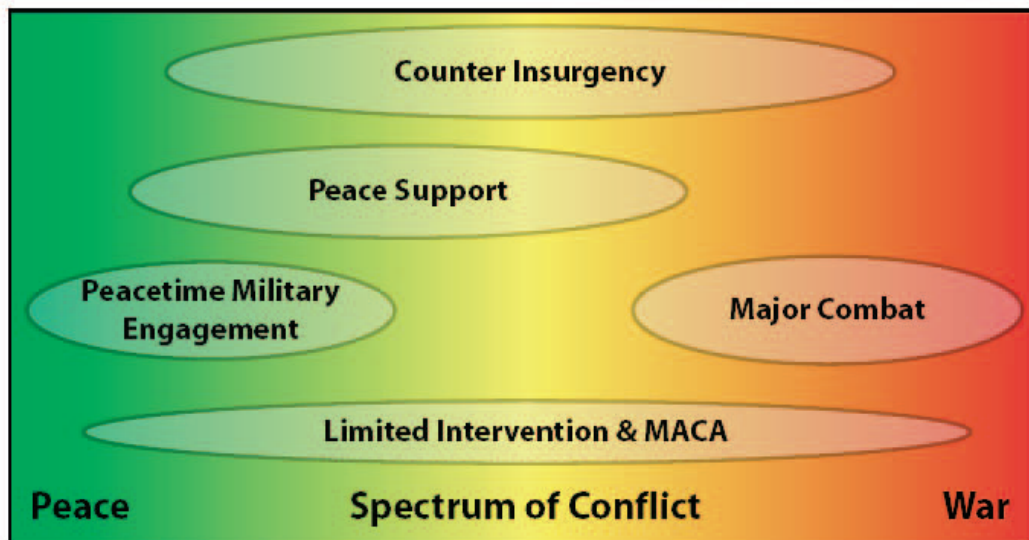
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MOD WORKING ARRANGEMENTS WITH THE MEDIA FOR USE THROUGHOUT THE FULL SPECTRUM OF CONFLICT

INTRODUCTION

1. In an armed conflict and during military operations involving UK Forces, the Ministry of Defence (MOD) aims to provide the media with a range of facilities to enable reporting on operational and tactical military and Defence-related activity. In addition, the Department will seek to understand editors' and correspondents' requirements and provide an accurate, objective and timely information service.
2. The context in which modern conflict is conducted is wide, varied and complex. In most instances the operational setting will be Joint (combining land, air & maritime forces), usually will be part of a wider coalition² and increasingly will include the input of other government agencies or departments. The breadth of operations will vary between peace and war and will change over time in terms of type, scale and intensity³. Referred to generically within military circles as the Spectrum of Conflict, the predominant campaign themes and operations UK forces are likely to be engaged can be arranged diagrammatically as shown below:



3. At the outset of an operation the MOD will provide briefings ranging from those by ministers to officials and military officers as well as visits to units and other facilities as appropriate to each assignment. These will be arranged to demonstrate ongoing preparations to mobilise and deploy and, later, to give up-to-date information about progress of operations and the political situation. These facilities will always be tempered by the likely speed of deployment and the media's overall focus.

² Coalition Accreditation rules vary significantly between nations.

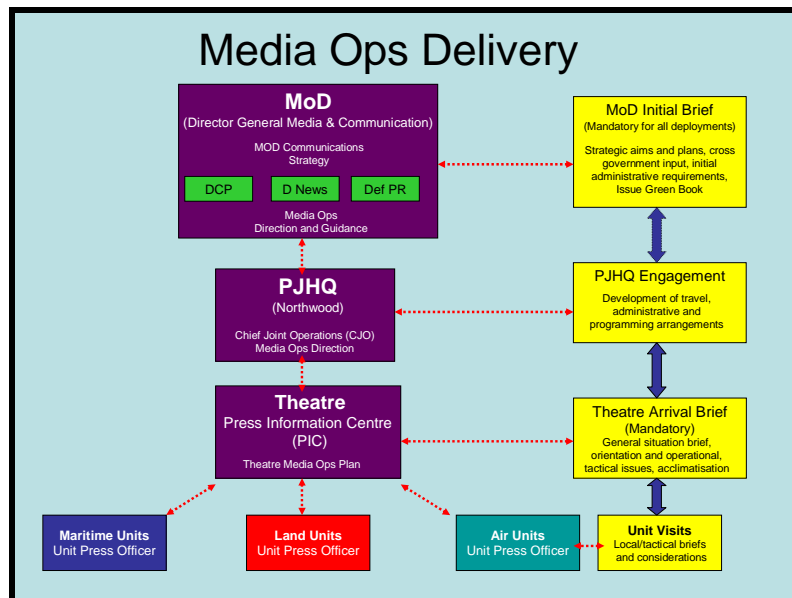
³ In the instance of enduring operations, timelines between distinct phases can vary from months to years.

4. Prior to and during each assignment, media organisations and their correspondents will be briefed as required at various levels and locations so that a regular and frank flow of information is maintained, with the aims of ensuring that the overall situation and the operational response is understood and that the British public and international audiences can be properly and fully kept abreast of developments and events.

5. The MOD and the Armed Forces will strive to provide as many facilities and as much information as possible, subject to practical operational and security constraints. Where it is necessary to impose security checks, the MOD will seek the co-operation of media organisations and correspondents in achieving a system which is fair and even handed and which is applied only in the interests of national or operational security, to safeguard UK, Allied or coalition operations and lives.

6. In the theatre of operations, a media service will be established at the UK, Allied or coalition headquarters. Dependant on the geographical spread of the deployment and the specific command structure in place, further facilities may be provided to enable balanced access for as many correspondents as possible to represent the media as a whole within UK units and formations⁴.

7. It is important for correspondents who aim to deploy to recognise that the risks associated with and the level of Media Operations support within deployments and environments will vary. Therefore initial briefings and engagements provide a critical first step in the management of expectation between correspondents' and the MOD. The levels at which editors and correspondents can expect to interact are shown below:



8. The MOD recognises that correspondents are free to look for information in the area of operations and to communicate it back to the public. However, it is important to understand that this implies no specific obligation on the part of UK

⁴ The degree of media service will vary, dependant on the type of operation being conducted, the tactical situation and availability of resources to effectively support it.

forces to protect individuals or installations over and above the rights of all civilians working in conflict zones set out in the Geneva Conventions and their Additional Protocols⁵. The MOD additionally recognises its obligations as a UN signatory to respect the professional independence and rights of journalists, media professionals and associated personnel as civilians⁶.

INITIAL MEETINGS WITH EDITORS AND MEDIA ORGANISATIONS

9. As a crisis evolves and/or when military action/activity is either anticipated or already taking place in the case of enduring operations, the MOD's Director of News will have discussions with editors and media organisations. The dialogue will continue, as necessary, as events either develop or continue.

10. Discussions will be in line with provisions outlined in this document and will cover practical and policy issues of mutual concern. In principle, discussions would centre on the following:

- a. Types of assignment and media facilities.
- b. The safety of correspondents.
- c. The MOD's security requirements.
- d. Practical constraints on numbers and allocation of places for correspondents.
- e. Pooling arrangements.
- f. Accreditation.
- g. Relations with the UK's coalition partners/Allies, where applicable.
- h. Communications and emission control.

⁵ The four Geneva Conventions of 1949 and their two Additional Protocols of 1977 only apply to situations of armed conflicts, including military occupation. They are intended to alleviate the effects of armed conflict by protecting those not, or no longer, taking a direct part in hostilities and by regulating the means and methods of warfare. Journalists are considered civilians and thus must not be the object of attack unless and for such time as they take a direct part in hostilities (Article 79, Additional Protocol I). If captured they must be treated humanely. More detailed rules are contained in the Fourth Geneva Convention (dealing with "protected persons") and the Additional Protocols, where applicable (dealing with persons in the hands of a party to the conflict). Special rules apply to war correspondents when in enemy hands, see Art. 13(4), First Geneva Convention, Art. 13(4), Second Geneva Convention and Art. 4A(4), Third Geneva Convention. For further information on the Geneva Conventions, the Additional Protocols and the protection of journalists, you may contact the International Committee of the Red Cross (general enquiries: webmaster.gva@icrc.org ; press and media: press.gva@icrc.org) or the British Red Cross (information@redcross.org.uk).

⁶ United Nations Resolution 1738 dated 23 Dec 2006: The Protection of Civilians in Armed Conflict.

- i. General advice for editors and correspondents to assist their own preparations.
- j. Other cross government briefings.

MEDIA OPERATIONS STAFF

11. In the event of a new crisis or conflict, specialist Media Ops staff⁷ will be dispatched to the theatre of operations⁸ with the first troop deployments to assist with the provision of media facilities and the dissemination of information at UK and Allied/Coalition headquarters, and with units in the field. Their role is to support the military Commander in the execution of his mission. The Media Ops staff will endeavour to ensure that correspondents are provided with sufficient information, access and facilities to enable the media to develop a coherent understanding of the key issues involved and to pursue storylines as required. Media Ops staff will continue in this role throughout the subsequent and enduring phases of the operation.

TYPES OF ASSIGNMENT AND MEDIA FACILITIES

12. A range of media facilities may be offered by MOD/Media Ops staff in either the operational theatre or UK. These may be one or a combination of the following:

- a. Press Conferences.
- b. Interviews.
- c. Briefings.
- d. Visits.
- e. Unit/sub-unit attachments, which can include:
 - (1) Embed Assignments: Correspondents who are attached to specific units/sub-units.
 - (2) Centralised Assignments: Correspondents who are assigned to Press Information Centres (PICs)/ Media Ops Teams at centralised/formation locations.

⁷ The term 'Media Ops Officer' covers both serving officer and MOD civilian staff engaged on Media Ops duties.

⁸ Dependent on the size and type of operation.

- (3) Individual Assignments: Correspondents who are working independently but participate in individual MoD/Media Ops staff arranged facilities.

SAFETY ADVICE

13. The MOD recognises and understands the concerns of correspondents working in operational areas and other hostile environments regarding their own safety and protection. Correspondents who gain access to operational areas, other than under the auspices of MOD or Media Operations (Ops) staffs, do so at their own risk⁹. The MOD and Media Ops staffs can neither be held responsible for their safety nor guarantee to provide assistance.

14. Media representatives need to recognise that operations, and particularly those involving war-fighting, create extremely hazardous environments in which lethal force may be employed. In the often challenging situations that this engenders, mistakes resulting from mis-identification, weapons systems failure or mallocation may result. It is also important to understand that UK Forces on operations will not deliberately target either individual correspondents or civil media facilities (as already detailed in in paragraph 8).

15. Media representatives at all levels need to understand the challenges the military faces in working in often confused and fluid environments, and accept that blanket protection of media personnel will not be possible. Accordingly, correspondents who expect to work in these types of environment should be trained in risk evaluation and the fundamentals of working alongside the military. There are a number of recorded incidents when correspondents' lives have been placed in danger through their own lack of understanding or knowledge. The responsibility rests with the individual and/or the individual's employer to ensure that they are appropriately prepared, physically and mentally fit, trained and insured for the assignment. Details of the minimum standards of health and physical fitness expected of accredited correspondents assigned to in-theatre formations can be found at Annex C to this document¹⁰. Further clarity and advice should be sought through early contact and liaison with the Media Ops staff in MoD if employers or correspondents have concerns about the standards recommended¹¹.

⁹ All assigned correspondents should deploy with full Public Liability Insurance.

¹⁰ Whilst the MOD will not provide hostile environment training, DGMC Media Ops staff will be able offer advice on how to attain independent/commercial specialist pre-deployment training.

¹¹ Flexibility on the lowering of standards maybe applied by MOD Media Ops staff but only on a case by case basis.

SECURITY

16. The MOD's Director of News will maintain a dialogue with media organisations on the issue of security and security checks. If required, written guidance will be issued on security matters. This document sets out the principles governing the activities and conduct of correspondents attached to UK Forces. In addition, if required, a 24-hour advisory service will be maintained via the Duty Defence Press Officer, which editors may consult if in any doubt about security issues.

ACCREDITATION

17. **Accredited Correspondents.** All correspondents on operational media assignments with UK Forces will require accreditation under the provisions of the MOD's Green Book.

18. Accreditation will be at the discretion of the MOD, which will reserve the right to decide on numbers and to withhold or withdraw accreditation. However, the MOD will not employ accreditation to influence the choice of individuals. The reasons for any restrictions and/or limitations on numbers will be the subject of explanation.

19. In instances where there is a necessity to cater for mass media access, the MOD will decide on the numbers of correspondents that can be safely and appropriately supported on any particular facility, taking account of operational and practical constraints in each instance. The MOD will also decide the composition of groups. If possible, representatives of the UK national and regional press, news agencies, broadcasters, and international media (in no particular order), will be included in every facility (using the table at ANNEX F as a guideline), with the aim of ensuring fair and balanced media representation.

20. Having announced the numbers and composition of a facility, the MOD believes that the choice of which titles and individual correspondents should represent the media as a whole should be left to editors and media organisations. In the case of the press, the Newspaper Society, the Newspaper Publishers' Association and Scottish Daily Newspaper Society, in consultation with editors, will be invited¹² to select which newspapers will be allocated places on each facility. In the case of the broadcast media and agencies, where there are no corresponding associations, individual managements will be asked to reach mutual agreements. Editors of all titles selected will be expected to nominate individual correspondents. The MOD does not intend to be involved in this selection process unless news organisations are unable to reach agreement.

21. Visits to UK forces conducting enduring operations, accreditation can be obtained by application either to the Media Ops team within the MOD DGMC or to

¹² Not all of these organisations will be approached on every occasion.

the Media Ops staff in theatre. On Coalition/Allied led operations, the accreditation of media representatives may be carried out either through national or Coalition/Allied channels. Alternatively, host nations may insist on registering all media at national centres. All successful applicants will be expected to attend a pre-deployment brief given by Media Ops staff (MOD or within theatre) to discuss details of the assignment and individual suitability to deploy. Waivers to this requirement will only be authorised by the MOD, DGMC Media Ops staff.

22. When selecting correspondents for facilities in the front line, editors should have regard to their health, physical fitness, stamina and ability to endure difficult, dangerous and often extreme environments, since commanders will have the right to refuse access to a unit and the MOD may refuse access for an individual to theatre if, by reason of unfitness or temperament, they are thought likely to jeopardise operations, or the safety of personnel¹³,.

23. The purpose of embedding correspondents with units and formation headquarters' is to enable the media to gain a deeper understanding of the operation in which they are involved, particularly through access to personnel and commanders. They will be afforded all possible briefings and other facilities, including the opportunity to accompany British troops during war-fighting operations. Their individual requirements will be met wherever possible. In return, they may be subject to some military orders and training, both for their own safety and that of the unit.

24. Once assigned to a particular unit, formation, ship or air base, it will not normally be possible for embedded correspondents to move between units. However, in some circumstances, they or their editors may apply for their representatives to be re-assigned or replaced and, if it is practically possible, the MOD will make every effort to meet this request.

25. If accreditation is refused, the MOD will inform the respective media organisation or individual, explaining the reasons for refusal. This also applies in cases where accreditation is withdrawn or where an individual is removed from an embed assignment. None of these occurrences will necessarily prejudice other nominations from the individual's organisation.

¹³ Medical facilities on deployment are not the same as in the UK and are in general geared towards young people with trauma rather than treating chronic health problems associated with age and/or poor levels of fitness. Conditions where there is a high chance of complications developing in theatre are automatically disqualifying for accredited deployment. These include; severe allergies, asthma greater than Step 2 Management, ischemic heart disease, poorly controlled hypertension, diabetes, epilepsy, conditions requiring regular specialist review, and conditions with increased susceptibility in hot climates, such as those on diuretics, those with greater than Class 1 obesity, conditions that may cause diarrhoea (IBS, colitis) or previous history of heat illness. The absence of all the above conditions does not necessarily mean that the individual is medically fit for deployment. These regulations equally apply to freelance and independent correspondents.

26. Details of accreditation formalities are contained at Annex A, with the formal application form (Correspondent Accreditation Form) attached at Annex B.

FACILITIES IN THE UK

27. The MOD's Director of News will hold detailed discussions with editors and media organisations to ensure adequate practical provision for outside broadcast units, briefing and interview facilities and, wherever possible, to meet individual requirements. A programme of press conferences, briefings and facilities will be organised and individual briefing and interview requirements met when required and deemed appropriate.

BRIEFINGS

28. In the UK and dependent on the operational situation in theatre, the MOD will consider briefings in various forms, depending upon the scale of the operation:

- a. High level meetings with editors or senior editorial staff to resolve operational and facility difficulties and as an aid to understanding strategic thinking and the background to events.
- b. A 24-hour media enquiry service provided by the MOD Press Office.
- c. A 24-hour high-level MOD advisory service for editors.
- d. Open Press conferences by ministers, senior officers and/or officials.
- e. Background briefings for defence correspondents.

29. MOD and military spokesmen will offer these briefings at various levels under one of the following terms. The conditions of any briefing will be stated in advance:

- a. **Attributable:** The information is for use and can be quoted in full. It will be either "directly attributable" (where the spokesman can be identified by name), or "indirectly attributable" (where the person providing the information cannot be identified by name but can normally be described as "an MOD official ", "a UK military spokesman", etc).
- b. **Unattributable:** The information may be used but may not be attributed to a named source, either an individual or the organisation involved. Hence, for example, "military sources", or "Whitehall sources", but not "Ministry of Defence sources", or "1st Armoured Division sources".
- c. **Background:** the information is given to aid greater understanding. It will be stated at the time whether it may be used but, if used, may not be attributed in any way, except as though from a journalist's own knowledge.

d. **Not for Use:** The information may not be published and is given only to aid greater understanding. The term "off the record", is sometimes misinterpreted, misunderstood and misused. It should not be employed.

OTHER ASSIGNMENTS

30. Additional categories of association with a unit or formation may be covered under the following auspices:

a. **Structured Visit.** A formal, deliberate programme, most likely by invitation or grouped for specific events or purposes. Structured visits are most likely to be supported once enduring operational status has been achieved. These visits will invariably include significant Other Government Department (OGD) input.

b. **PR projects.** Assignments principally sponsored by Defence Public Relations (Def PR) directorate within DGMC in support of wider and for longer term MOD initiatives. Individuals deploying will be covered by separate contract arrangements, the Green Book or a combination of the two¹⁴. This will be decided on a case by case basis.

c. **"Passing Trade".** Applications made by both international and domestic correspondents already in a theatre of operations under independent means and made through the deployed theatre Media Operations staff. All applications will be subject to the normal practices and procedures concerning the granting of assignment status.

d. **War Correspondent.** Applications made at the outset of International Armed Conflict (see para 29 for qualifying criteria).

INTERNATIONAL ARMED CONFLICT

31. Correspondents accompanying UK Forces during an International Armed Conflict will need to be accredited to the armed forces if they are to attain the special status provided for them by Art. 4A(4) of the Third Geneva Convention. This will mean that as an accredited 'War Correspondent' they will be required to carry an identity card as a means of proof of such authorisation (see ICRC Commentary to the Third Geneva Convention (1960), p. 65.). War Correspondents will also be provided with distinguishing media insignia while working with units in the field. They will not be permitted to carry arms.

32. Prior to deployment, War Correspondents will be placed at a number of days or hours of notice to move. The period of notice will alter as the situation develops.

¹⁴ PR Project bids are most likely to be supported and conducted when an operation has reached the enduring phase or status.

When placed on notice to move, War Correspondents will be expected to prepare themselves so that they are ready in all respects. In addition to the actions in Preparations by War Correspondents Placed at Notice to Move at Annex C the MOD will offer further advice and assistance as appropriate.

33. Subject to conditions at the time, the MOD will aim to embed War Correspondents with UK combat units as a multi-discipline group of about five to seven accredited correspondents assigned to an individual combat unit; in ships at sea, with naval taskgroups; or at air bases.

34. Embedded correspondents will live and work alongside soldiers, sailors and airmen, sharing their food, accommodation and basic domestic chores. Within operational constraints, embedded correspondents will be given as many front line facilities as possible.

35. The host unit will be responsible for assisting embedded correspondents with the dispatch of material, subject to the prevailing controls on emission, and for arranging security checking.

36. Whilst the MOD recognises there is an undeniable interest on the part of the public in the progress of an armed conflict involving UK forces, and that War Correspondents should be free to communicate this, there may be exceptional circumstances when it is necessary to place limits on this freedom. War Correspondents will not be 'controlled' by an MOD 'minder'. Nevertheless, there may be occasion when circumstances necessitate the accompaniment by Media Ops personnel on certain issues and journalists will be required to submit their material for security checking and to undertake not to publish or divulge any operationally sensitive information gained as a member of a unit, without specific permission of commanders (see under Control of Information). In addition they will have to agree not to cover events from the opposing side at any stage, without the prior agreement of the MOD.

37. Each correspondent's status as a War Correspondent will be protected by the issue by the MOD of internationally-recognised identity cards (Form 108). This accords correspondents a specific status under the terms of the Third Geneva Convention and gives them (officer status) prisoner of war protection should they be captured¹⁵. In other words the War Correspondent must be treated as a prisoner of war when captured, while at the same time keeping the status of civilian when accompanying British Forces on one essential condition; they must carry on them authorisation issued by the UK military authorities.

POOLING

38. Pooling arrangements will apply whenever demand exceeds capacity on a facility. In such cases, the MOD will endeavour to provide as many places as

¹⁵ Art.4A(4)

possible, so that all forms of media will be represented. By making a wide range and number of facilities available and by adopting the pooling system, both in the UK and in theatre, it is intended that editors will be represented fairly and the media will gain a complete overall picture of events from a variety of sources.

39. News organisations, editors and correspondents will have to agree among themselves about matters of style and presentation, resolve any differences about selection and representation and establish mutually acceptable working practices for pools and distribution of material. Editors whose representatives accept a pooled facility will be asked to make their own arrangements for making material available to the rest of the media.

40. If pooling occurs it will mean that all written material and photographs and unabridged copies of broadcast tapes and film produced by all correspondents resulting from the facility will have to be made available to all media outlets on request.

41. The MOD does not wish to interfere in matters of working practices or representation and selection, except in cases of unresolved differences among the media, when it may be forced to make the decisions in the greater public interest.

42. Wherever possible, pooling arrangements will be made at news organisation/editor level but, at times, facility opportunities may arise in theatre at short notice. In these circumstances, the MOD would expect that arrangements with the media will be made locally by the Media Ops staff through a "pool co-ordinator" appointed by the media corps in theatre

CONTROL OF INFORMATION

RESTRICTIONS ON REPORTING

43. Correspondents must accept that in the conditions under which they will be operating the appropriate operational commander has the right to restrict what operational information can be reported and when. Correspondents will be advised on current restrictions (which will differ from operation to operation) by the nominated Media Ops officer, acting on behalf of the senior commander. Clearances should be attained from Media Ops staff on the suitability of information to be reported especially if given access to restricted areas, such as operations rooms and communication centres. Subjects that correspondents may not be allowed to include in copy, or radio or television reports without specific approval may include at least some of the following:

- a. Composition of the force and the locations of ships, units and aircraft (see separate subsection on aircrew interviews).
- b. Details of military movements.

- c. Operational orders.
- d. Plans or intentions.
- e. Casualties (see separate sub section below).
- f. Organisations.
- g. Place names.
- h. Tactics, details of defensive positions, camouflage methods, weapon capabilities or deployments, force protection measures.
- i. Names or numbers of ships, units or aircraft.
- j. Names of individual servicemen, Prisoners of War (see separate section) or names of hostages and their families.

CONTROL OF THE RELEASE OF INFORMATION

44. In the interest of the security of the force and of the individual, correspondents must accept that they may be required to submit all written material, voice items intended for radio or television, films or video recordings produced for television, associated scripts or voice accompaniments, and still photographs for security checking clearance before transmission. Details of how this will be applied and actioned will be given by the nominated Media Ops officer. Applicants and their sponsors acknowledge this by signing the accreditation form at Annex B.

45. The purpose of security checking material is to ensure only that no information is inadvertently made public which might be of benefit to an enemy, or would endanger an operation, or the lives of British or allied Service personnel or civilians.

46. Security checking will be exercised in theatre. It will be an operational function of the UK Force Commander and will be conducted by the Press Information Centre (PIC) Director or Media Ops staff. The MOD will not impose a second tier of checking in London. Matters of taste and presentation will be for the media - although the MOD reserves the right to make its views known and make representations to editors where particular sensitivities arise.

47. The aim will be to achieve a system which is fair, enlightened and efficient, and to establish a relationship with the media based on openness and co-operation, leading to understanding and the acceptance of advice as to what is and what is not genuinely operationally sensitive.

48. Wherever possible, Media Ops staff and commanders in London and in the theatre of operations will attempt to explain the reasons why information cannot be given, or must be delayed. They will not attempt to deceive journalists or use them in furthering deception plans, although there will be occasions when operations are mounted to deceive the enemy when their true purpose will not be disclosed.

49. The MOD recognises that views on what is and what is not of security value are subjective and that individual checking officers may apply different judgements. However, it will strive to achieve a system which is fair and even-handed. In the field, Media Ops staff will represent the views of correspondents in cases of disagreement, and will liaise with senior officers in theatre, and with the MOD, to ensure that decisions are made for appropriate operational reasons.

50. In the UK, editors should be aware that analysis of events and capabilities by well-informed specialists, such as academics, or retired officers and officials, could be of assistance to an enemy. They are requested, therefore, to take special care when inviting speculation from such experts.

EMBARGOES

51. To preserve operational security and for the convenience of the media, there may be occasions when editors or correspondents are provided with operational information on the understanding that it will be embargoed. This will prevent information being published that would be of value to the enemy but will allow early briefing of the media when it would otherwise not be possible, thereby giving the media time to prepare material, or to plan for an event.

52. The MOD undertakes not to use an embargo unnecessarily or for other than operational reasons. The reasons for its imposition will be explained, wherever possible, at the time it is declared and it will be in force for the minimum amount of time necessary.

53. It should be understood that this will mean at times that a correspondent in theatre might be entrusted not to communicate information even to his or her editor until the expiry of the embargo. This will be made clear at the outset of the embargo by Media Ops staff.

54. Information supplied under embargo implies considerable trust. Breaches will, therefore, be viewed very seriously and may result in loss of accreditation and withdrawal of all facilities.

CASUALTY REPORTING

55. The MOD is anxious to maintain close co-operation with media organisations during hostile operations on the question of casualties. It recognises that casualty information is of legitimate interest to the media and the public but it faces the

difficulty that reports of casualties from individual operations could be of intelligence value to an enemy.

56. However, while there may be occasions when the MOD will be forced to delay the release of casualty information for security reasons, in general it will aim to make announcements of losses and numbers of casualties as soon as possible after they are confirmed (for practical purposes, this might be at set times).

57. Casualty numbers will be provided by the relevant category e.g. as "killed (died on active service)", "injured", or "missing". It is unlikely that the MOD will be able to give details during the course of operations about the individual circumstances surrounding all casualties.

58. It may be necessary to identify an individual group, unit, or ship which has been lost and to give details of the scale of casualties and/or survivors before next of kin have been informed - either to minimise anxiety which might be caused to families whose loved ones are not involved, or to counter enemy propaganda.

59. However, the names of casualties will not be released or confirmed until the next of kin have been told officially and have been given a reasonable further period of time, 24 hours, to inform their wider families.

60. Once the next of kin have been informed and the 24 hour period has elapsed, the names, ages, marital status, units, and home areas (not addresses) of those killed will be announced by the MOD in London.

61. The names of personnel who are injured will not normally be released but the MOD, in some circumstances, may be prepared to confirm information obtained from other sources. Due to the understandable sensitivities attached, correspondents are requested not to take or show images of casualties or hospitalised personnel without MOD clearance and the consent of the individual.

62. Journalists may be aware of the names of individual casualties before official announcements are made. Because it could be of value to an enemy, editors are urged not to publish such information, gained from whatever source - even if it comes directly from a next of kin - until it is released or confirmed by the MOD.

63. The question of "missing" personnel poses a particular problem in this respect. In some circumstances it may be necessary for the MOD to withhold information about missing personnel for a considerable period - e.g. if a rescue operation is planned, or there is the likelihood they will evade capture. Editors should be aware that simply reporting that an individual is missing could be of value to the enemy, if they were unaware that he was evading capture. Similarly, personal information published about a missing serviceman could assist his interrogators if he were to be taken as a prisoner of war.

64. For this reason, aircrew or other service personnel who might be captured by the enemy, held hostage or be prone to capture should not be identified with a particular operation without first seeking advice from MOD. Editors are urged not to publish any information, from whatever source, which might identify these personnel or give details of their personal backgrounds. Details of their families, home-base and home-town addresses and any other information, including photographs, which could assist an interrogator, or be exploited for propaganda purposes, should be similarly protected.

65. The MOD would expect to enable the media to report the repatriation of dead and wounded and, subject to the agreement of individuals and medical advice, would anticipate being able, on occasions, to offer facilities at reception points and hospitals for interviews with wounded personnel.

66. The MOD is anxious, however, that the families of those killed, wounded, or missing should not be subjected to undue stress. The MOD strongly urges extreme caution by editors when considering approaching next of kin, particularly before official announcements are made. It is highly recommended that the first point of contact for advice in all such cases should be the MOD Press Office.

67. Editors are also requested to ensure that their staffs do not approach the welfare organisations and casualty "helpline" services which will be set up to assist the families of servicemen during times of armed conflict. Direct enquiries could seriously hamper the work of these organisations. Casualty information and information about welfare activities will be available from the MOD Press Office. Media facilities with the welfare organisations will be arranged by the MOD Press Office and Media Ops staff in the commands.

INTERVIEWS WITH THOSE PRONE TO CAPTURE

68. Requests for interviews with operational aircrew and others who are prone to capture by the enemy may be considered subject to operational circumstances.

69. Correspondents must be aware of additional sensitivities and operational security issues associated with operational roles that are more prone to capture and therefore must follow guidance and advice provided by Media Ops staff when either conducting interviews or preparing reports. Topics and issues to be avoided might include:

- a. Any linkage between names and addresses (either home-base or home-town).
- b. Showing aircrew in flying suits which bear names, squadron badges or flying brevets.

- c. Film or photographs which reveal constituted crews. Shots of individuals are acceptable, as are shots of crews mixing together.
 - d. Details of operations - e.g. heights and speeds employed, sortie frequency, time on task, and so on.
70. If the above guidelines are adhered to, there is no requirement to avoid showing faces; the following areas are perfectly acceptable:
- a. Film and photographs of aircrew and ground crew:
 - (1) Briefing and debriefing (avoid crew linkage).
 - (2) Walking to/from their aircraft.
 - (3) Cockpit shots showing strapping in/unstrapping.
 - (4) Refuelling and arming aircraft.
 - b. Film and sound interviews focussed on the stated aim of the detachment, and general information about life on the detachment.
 - c. Interviews may be given by the detachment commander, aircrew and ground crew, provided that the individual from whom the interview is to be obtained agrees to the request.

PRISONERS OF WAR¹⁶

71. The numbers of prisoners of war or detainees and the circumstances under which they are taken is a matter of legitimate public interest - but such publicity is constrained by the terms of the Geneva Conventions. Specifically, Article 13 of the Third Geneva Convention of 1949 protects prisoners of war from insults and public curiosity. In essence, this prohibits the public transmission of images of prisoners of war either as identifiable individuals or which undermine their personal dignity.

72. The MOD and the UK Armed Forces will, therefore, attempt to provide accurate and up-to-date information and, where possible, will allow filming and photography to illustrate the scale and nature of capture. However, they will not offer any facility, or co-operate in any media activity, which contravenes the Geneva Convention. Interviews with prisoners, or close-up photography which focuses on individual prisoners will not normally be permitted. Media Ops staff will work closely with accredited correspondents to enable them to act prudently and discreetly when reporting on prisoners of war, bearing in mind the effect of publication or transmission of their work on prisoners of war or their families.

¹⁶ The same measures apply to security internees held in custody by UK forces as an Occupying Power as provided for in Article 27 of the Fourth Geneva Convention.

73. The names of enemy prisoners of war and enemy dead held by UK Forces will not be made public by the MOD but will be released to the International Committee of the Red Cross (ICRC) in accordance with the terms of the Geneva Convention. The ICRC will normally divulge names only through official government channels or to the next of kin.

74. The names of UK military prisoners of war, or those killed, whose bodies are held by the enemy, will normally be announced by the MOD once official confirmation has been received from the ICRC. Until that time, either their names will not be released, or they will be listed as "missing."

DEPLOYMENT PREPARATIONS, ASSISTANCE WITH TRAVEL AND LIFE SUPPORT

75. **General.** Preparations for deployment, precise travel and life support arrangements, which will apply for each assignment, will be determined by the MOD in consultation with editors, their correspondents and freelance correspondents in advance of each assignment. The following paragraphs provide general amplification.

76. **Fitness Levels.** All correspondents are expected to possess a level of medical, dental, physical and mental fitness similar to MOD civilian personnel or contractors deployed to the operational theatre. Details of guideline standards expected, including important vaccination and anti-malarial requirements, are contained within Appendix 1 to Annex B. Correspondents are highly recommended to seek medical advice from their doctor prior to travel in order to attain appropriate medical judgement on an individuals suitability to deploy.

77. **Personal and Public Liability Insurance.** All deploying correspondents are strongly advised to possess full health and Public Liability Insurance.

78. **Visas.** Correspondents will be responsible for making their own arrangements to obtain any visas that may be required.

79. **Travel to Theatre.** The MOD will endeavour, if possible, to provide military transport to and from the theatre of operations (normally from the UK) for correspondents on embed and centralised assignments where no reasonable alternative exists.

80. **Transport within Theatre.** The MOD will provide transport for correspondents on embed and centralised assignments. Correspondents on independent assignments will be expected to make their own arrangements to get to media facilities, but they may be offered transport between media facilities.

81. **Food and Accommodation.** Correspondents on embed and centralised assignments will be provided with food and accommodation by their host formation/unit. However, a charge may be raised for these. Correspondents on independent assignments should expect to be self-sufficient and not rely on the military for support.

82. **Communications Equipment.** Correspondents will be expected to provide their own communications and transmission equipment. If absolutely necessary, assistance with communications may be given using military or MOD-controlled civil facilities. However, since the actual act of transmission could endanger an operation, or the safety of a unit under some circumstances, the use of both military and correspondents' own equipment will be at the discretion of commanders. Charges may be raised for the use of Service equipment.

83. **Medical Fitness and Treatment.** Correspondents on MOD-arranged assignments are entitled to receive Service medical treatment free in the operational area, but will be charged for such treatment outside the area. In an International Armed Conflict, any sick or wounded correspondent would be entitled to medical treatment under the Geneva Conventions and Additional Protocols, see for example the definition of "wounded" and "sick" under Article 8(a) of Additional Protocol I, in conjunction with Art. 10, or Common Art. 3(2) to the four Geneva Conventions, and Art. 7 of Additional Protocol II.

84. **Casualties.** If an accredited correspondent is killed or injured whilst on an MOD-arranged assignment, the MOD will inform his or her employer as soon as the information is confirmed. It will be the employer's responsibility to inform the next of kin. The MOD will assist with arrangements for the repatriation of the dead or injured, however a charge may be raised. If judged appropriate, the MOD, without prejudice, will help with enquiries into the circumstances surrounding a death or injury.

85. **Dress and Equipment.** Correspondents will be expected to equip themselves with their own personal protective equipment (e.g. body armour, helmet as advised by MOD). However, accredited correspondents may be issued with appropriate specialist protective clothing (as well as provided with any required training in its use) and appropriate clothing as worn by operational troops, but in the case of War Correspondents, with special media shoulder titles/armbands. On all other assignments, correspondents will wear appropriate clothing of their choice but of a neutral colour.

SUMMARY

86. It is reiterated that this document remains a statement of intent and should be read in conjunction with specific advice that will be discussed with the media and issued by the MOD as part of the planning, preparation and briefings that correspondents, if assigned, will receive before, during and after each assignment.

DGMC
MOD London

14 Nov 08

**APPLICATION PROCEDURE FOR MEDIA VISITS TO OPERATIONAL
THEATRES**

1. **General.** Correspondents wishing to apply for media visits with UK Armed Forces in operational theatres should:

- a. Read the Green Book main text.
- b. Consider preferred dates to travel.
- c. Decide on subject matter to be covered in as much detail as possible (including issues/locations/interviewees that will facilitate the required coverage if known).
- d. Confirm commission with associated editor.
- e. Contact MOD D News Media Ops as indicated at paragraph 2 below with outline detail of request.

2. **Points of contact.** If you require further information please contact MOD D News Media Ops by:

- a. Email: DGMC-DCPSO2MediaOps@mod.uk
- b. Phone: 020-7218 6200
- c. Address: SO2 Media Ops
DGMC (DCP)
MoD Main Building
1-B-10
Whitehall
London SW1A 2HB

CORRESPONDENT ACCREDITATION FORM

1. Full name:

2. Media role/title:

3. Address:

4. Contact details:

E-mail –

Telephone –

Mobile –

Satellite phone -

5. Employer's Name and Address and Telephone Number

6. Date of Birth –

7. Religion -

8. Nationality

a. Now -

b. At Birth -

9. Have your parents and/or spouse (if married) ever held other than British nationality? YES/NO

If YES, give details:

9. Insurance

a. **Company –**

b. **Policy Number -**

10. Passport number, date of expiry and place of issue (please confirm if you have Israeli stamps or visa)

Attach digital photo here

11. Description:

a. **Height**

b. **Colour of hair**

c. **Colour of eyes**

d. **Blood type**

12. Medical, Dental & Health Declaration (for guidance, see Appendix 1):

a. **Date of Last Medical**

b. **Date of last Dental Inspection**

c. **Description of Overall physical and mental fitness**

d. **Declaration of any medical, dental, physical or mental conditions that might inhibit deployment**

13. Details of any related training received (combat zone preparation/survival etc) or assignments of a similar nature previously undertaken.

I, the undersigned having read the "MOD Working Arrangements with the Media for use throughout the full spectrum of Military Operations", issued by the Ministry of Defence do hereby make application to accompany the British operational forces being despatched to as a Correspondent of.....

I do solemnly undertake:

- To comply with all regulations from time to time applicable to Correspondents accompanying Her Majesty's Ships and Forces.
- To comply with any rules or orders issued by the Commander through the Media Operations Officers or his representative appertaining to Correspondents.
- To comply with any orders received from superior authority and to conform to the requirements of the Naval Discipline Act, Army Act, or Air Force Act, while subject to the Naval Discipline Act, or Military or Air Force Law.
- To refrain from acting in any way prejudicial to the security, welfare, or morale of the Forces of Her Majesty or of any Allied or Co-operating power.
- To refrain from joining the forces of any other Power, without the prior approval of the Ministry of Defence, either as a Correspondent or in any other capacity during the continuance of the operations. In the event of censorship regulations being imposed, I hereby undertake to submit for clearance all copy, photographs, tapes, film, web or other material, or books or articles intended for broadcast or publication, concerning the Force to which I am accredited, produced by me during the period of operations and the duration of the assignment. I further undertake not to communicate such material or information to anyone or any organisation until approved by the authorities concerned, whether or not I remain as an accredited correspondent and I will abide by the decision of the authorities concerned.

Whilst British Forces on all operations will use all reasonable endeavours to ensure the safety of the accompanying correspondents, there is an inherent risk associated with such assignments. It is the MOD's position that no duty of care is owed by the Secretary of State to the correspondent or their property. It is the correspondents' responsibility to ensure that they obtain comprehensive insurance cover valid for their assignment, including medical and legal expenses before being allowed to accompany British Forces on active operations.

Any correspondents' choosing to travel uninsured would remain liable for the recovery of any costs arising during the period spent accompanying British Forces, such as medical provision and aeromedical evacuation.

I acknowledge that I understand that there is potential risk associated with my assignment accompanying British Forces in I have considered the need for comprehensive insurance and am aware of my personal liabilities regarding the recovery of costs arising during this assignment in the event that I choose not to obtain cover. My employer is aware of the requirement for insurance and has agreed with the provisions I have made in this respect.

Signature of Correspondent.....

Position held.....

Signature of Sponsor (Editor or News Editor).....

Name..... Position Held.....

Place..... Date.....

Countersigned by (MOD Accrediting Officer).....

Name..... Rank.....

Place..... Date.....

Appendix:

1. A Guide to Individuals Deploying and Health Practitioners: Medical and Fitness Standards for Correspondents Deploying on Assignments.

**A GUIDE TO INDIVIDUALS DEPLOYING AND HEALTH PRACTITIONERS:
MEDICAL AND FITNESS STANDARDS FOR CORRESPONDENTS DEPLOYING
ON ASSIGNMENTS**

INTRODUCTION

1. Media correspondents deploying under the auspices of the MOD Green Book will be expected to have the same medical and fitness levels as Ministry of Defence (MOD) civilian employees and contractors deployed in theatre. It is essential that only suitably fit correspondents are sent on media deployments regardless of duration and proximity to any front line. The following Appendix should be read as a guide to the 'ideal' standards that the MOD wishes correspondents to attain. It is equally recognised that some of the standards are exacting but given early discussion, liaison and discussion with MOD Media Ops staff/MOD medical advisors, a degree of waiver and flex in interpretation maybe exercised dependent on theatre or environmental considerations, the specifics of a correspondent's programme or the special needs of the individual. The key remains early liaison, declaration and dialogue with Media Operations staff in the MOD.

RESPONSIBILITY

2. The correspondent's employer or the individual themselves in the case of freelance correspondents is responsible for ensuring that any individual deployed is adequately prepared and supported. The scope of MOD medical facilities available to correspondents for a specific deployment will be advised prior to deployment as part of the operationally specific information prepared by the MoD, PJHQ and/or the receiving formation in theatre.

PEACETIME PREPARATIONS

3. It may be unsafe to take a civilian straight from a normal benign working environment to an operational environment at short notice without adequate training and preparation. It worth remembering that all deployed military personnel are required to maintain a high level of fitness and are subject to regular fitness

assessments. Therefore civilians need to take greater care in ensuring that they are suitably medically, mentally and physically fit, not only for their own wellbeing but so as they do not put the health and welfare of others at risk by being unable to cope with the demands of the environment.

MILITARY ENVIRONMENT

4. The operational environment imposes physical strains on people quite unlike what would be usual in the UK. These strains may include:

- a. Environmental (heat and dust, cold and wet, natural (endemic) diseases and poor hygiene);
- b. Greater Health & Safety risks (poor lighting, dangerous obstacles, vehicles and machinery);
- c. Hostile acts.

5. These threats may be less likely for some operations and some deployment locations. However, there are many examples of headquarters or rear area staff (including visitors) who have been unable to cope with the unexpected events that are all too common in the operational environment.

6. The medical facilities in operational environments are designed to support UK military personnel who have all passed a common medical standard. Equipment and medical supplies are aimed at dealing with known endemic diseases and trauma and do not cater for the provision of medication for ongoing health conditions such as asthma, diabetes or hypertension. The military host will have difficulty providing facilities to treat civilians who prove unable to cope with what to the military may be quite a benign environment.

HEALTH AND FITNESS STANDARDS

7. Medical standards and assessments per se cannot be absolutely prescriptive unless laid down by Statute. This therefore means that some latitude is allowed in order that a functional approach may be made. In broad terms, assessments should be carried out by health practitioners with knowledge and experience of the duties, work and climatic conditions experienced when deployed on operations. There may be difficulties in the provision of medication while in an operational area (even an

individual's own medication may be lost and quick replacement will probably be impossible) so most conditions requiring regular medication will not be compatible with operational deployment. The following gives a guide to the physical assessment medical standard required for non-benign (high risk) deployments:

a. **Visual Acuity** – Should be able to see 6/9 in the best eye and 6/12 in the worst eye and read N 12 at 38 cm with both eyes with spectacles if necessary (PULHHEEMS E2, E3). The need for any particular level of colour vision (and higher levels of visual acuity) will depend more on job requirements than type of deployment.

b. **Hearing Acuity** – The sum of hearing levels in dB in the lower frequencies (0.5, 1 and 2kHz) should not be worse than 84dB and/or the sum of hearing levels in dB in the higher frequencies (3, 4 and 6 kHz) should not be worse than 123 dB. (PULHHEEMS H2, H2)

c. **Cardio-vascular System** - Any cardiovascular condition that is likely to lead to impaired consciousness, shortness of breath or chest pain or any condition requiring regular medication must be considered a hazard in an operationally deployed civilian. A history of the following conditions would result in not recommending deployment: angina, cardiomyopathy, claudication, hypertension with systolic >160 and/or diastolic >90 (treated hypertension is also a reason for not recommending, even if treated blood pressure is within the normal range due to the risk or loss/non-availability of medication), pacemaker, sick-sinus syndrome, second or third degree heart block, toxic myocarditis (viral myocarditis is acceptable if fully recovered) ventricular tachycardia or fibrillation, coronary angioplasty or by-pass graft, valvular heart disease. Prominent varicose veins should not be recommended, but reassessed after treatment.

d. **Respiratory System** - The term asthma must be treated with caution and a clear picture of the symptoms experienced should be obtained. Its meaning can vary from slight bronchospasm presenting as a cough, with perhaps wheeziness with colds, a very common situation in childhood, to serious wheezing attacks with considerable incapacity. Individuals who have only made occasional use of inhaled medication over the last two years and whose lung function tests are within the normal range are acceptable. If there is a history of oral (not-inhaled) steroid therapy for other than discrete episodes of asthma associated with a chest infection and/or lung function is <

80% of expected then they should not be recommended. In cases of chronic obstructive lung disease, if lung function is < 80% of expected they should not be recommended. Anyone with a history of restrictive lung disease or more than one pneumothorax should not be recommended. Anyone who has had a pulmonary embolus needs careful assessment of the circumstances and chances of recurrence. A history of a malignant lung growth is cause for not recommending (even if successfully removed).

e. **Endocrine System** – Although in recent years there have been significant advances in the diagnosis and treatment of endocrine disorders that have helped prevent the acute extreme presentation of some of these conditions and reduce the longer-term complications, the problems of ensuring adequate provision of medication, regular meals and a controlled diet and fluids in an operational theatre make these conditions a cause for not recommending, except to the most benign environments.

f. **Gastro-intestinal System** – As with endocrine disorders, the fact that meal times, fluids and dietary content cannot be relied upon and toilet facilities may be primitive or non-existent, disorders of the gastro-intestinal tract will probably be a cause for not recommending. Conditions leading to not recommending would include: Crohns disease, gastric or duodenal ulcer, chronic gastritis, more than one attack of pancreatitis, ulcerative colitis, spastic colon and irritable bowel syndrome. Bowel malignancy, colostomy or ileostomy or significant hernia (femoral umbilical or inguinal) should also not be recommended.

g. **Genito-urinary System** – A history of renal failure, recurrent renal colic or need for dialysis are contra-indicated. Conditions resulting in incontinence, urgency or frequency should not be recommended in view of the potential of inadequate toilet facilities. Significant dysmenorrhoea or menorrhagia are not compatible with deployment to operational theatres.

h. **Musculo-skeletal System** – Individuals with evidence of active arthritis and/or collagen disorders should not be recommended, as should individuals who have had any significant surgical interventions. Those with internal fixation of upper or lower limb fractures should be considered very carefully until removal of the 'metal work'. Anyone with evidence of vertebral body, disc or any other spinal degeneration or a significant history of low back pain should not be recommended. Mobility should, as a minimum, be

sufficient to allow quick and easy entry or exit into/out of confined spaces such as a bomb shelter, military vehicle, helicopter or aeroplane.

i. **Nervous System** – Individuals who have a history of fits, syncopal attacks or unprovoked giddiness, or medication for any of these conditions during the last five years should not be recommended, as should anyone with a history of CVA, progressive neurological disorder or severe recurrent migraine.

j. **Skin Conditions** – Extensive skin disease is not compatible with deployment on non-benign deployments. Specific conditions that should not be recommended are: severe acne especially on the back, widespread eczema/dermatitis especially on hands and feet, anything other than mild psoriasis, photosensitive or photo-aggravated dermatoses and cold related dermatoses. Conditions that may be aggravated by deployment such as athletes' foot, corns and plantar warts should be considered carefully.

k. **Mental Health** – Occupational Health personnel will not be expected to conduct a psychiatric examination, however, anyone with a history of a psychiatric disorder requiring admission to hospital and/or medication for 3 months or more (except non-recurrent reactive depression) should not be recommended.

l. **Dental** – Individuals should deploy dentally fit, with no outstanding requirement for dental treatment. The following may be helpful information for civilian dentists and should be copied as an information sheet for individuals to take to their own dentist prior to assessment:

“Extensive dental disease which has not been treated or stabilised is incompatible with operational deployment. The operational environment has adverse effects on individuals' abilities to maintain adequate oral hygiene. In addition, stress, irregular meals and changes in diet may aggravate oral disease. Those with a history of high dental disease rates, irrespective of whether or not they are currently 'treated', should not be recommended for operational deployment unless a period of stability with little or no disease progression over the past six to twelve months can be demonstrated. Similarly those having recently completed endodontic or other complex treatment should not be recommended for at least two months from completion of that

treatment. Complicated fixed prostheses, particularly those borne wholly or partially on implants, should be carefully assessed for risk of failure, as subsequent treatment may not be available in a theatre of operations. The key dental factor in determining an individual's suitability for operational deployment is whether or not their oral condition presents a high risk of causing morbidity during deployment. Where cases of doubt exist a second opinion should be sought from a dental surgeon with experience of the military operational environment"

m. **General Physical Standard** - The employee's general physical development, his/her fitness capacity and his/her potential to acquire physical stamina with additional training, should be assessed to enable the employee to perform the role overseas.

(1) **Pulse** - perform prior to Chester Step Test or shuttle run.

(2) **Blood Pressure**- perform prior to Chester Step Test or shuttle run,
- If diastolic 90 – 99mmHg, rest the employee for at least 15 minutes and repeat.
- If still elevated, repeat x 3 over 5 day period. If elevation continues, do not recommend.
- If diastolic remains >90mmHg, do not recommend.

(3) **Urinalysis** – if protein found, repeat test x 3. If abnormality remains including haematuria or glycosuria, do not recommend and refer to GP with covering letter requesting report after investigations completed. Individuals can be reconsidered after successful treatment

(4) **Height/ Weight** – Body Mass Index (BMI). Clinical judgement is required when assessing frame size and correlating it to height and weight. Employees whose BMI is >30 and are obese should be advised regarding diet, a physical exercise programme and a time limit in which to reduce to their recommended weight (assuming there is time for this before deployment – obese individuals should not be recommended for deployment). Special consideration should be made for individuals with muscular over-development and are lean. In these individuals a body fat percentage can either be calculated by measuring skin fold thickness, or

estimated using a fat percentage monitor (eg. MALTRON). Suitable maximum fat percentage results for age and gender are:

Table of recommended maximum body fat percentages (Source: British Heart Foundation, Coronary Prevention Group 1995)		
	Body fat percentage	
Age	Females	Males
18 to 29	28	21
30 to 49	31	23
50+	34	26

(5) **Chester Step test/shuttle run** – As per Chester Step Test/shuttle run procedure. Difficulties should not be experienced assessing employees aged between 18 and 40, but over 40 years an individual's capacity for physical exercise tends to decline and a reduced exercise tolerance might appear. Clinical judgment should be used, based on the requirements of the NBC and field training courses, the job to be performed overseas and the risk assessment. In most cases a result of at least the mid point of 'average' for the appropriate age/gender group is expected.

n. **Climatic Restrictions** – For employees with disabilities which normally remain stable in temperate climates, but which might cause breakdown in tropical or cold climates (eg. chronic otitis externa, chronic suppurative otitis media, hyperhidrosis, severe ichthyosis, sprue, Raynaud's phenomena and non-freezing cold injury), it is important that a higher and lower temperature limit is indicated after the CODA to ensure those individuals are not deployed to regions where their condition may be adversely affected. Germany for instance is considered a cold climate during the winter months. Previous Heat Illness or non-freezing cold injury may exclude recommendation on some deployments according to expected climatic conditions.

o. **Vaccinations** – General:

(1) Correspondents are recommended keep the following vaccinations up to date: Polio (lasts 10 years), Tetanus (10 years – the DoH recommendation of a total of 5 vaccinations during lifetime does not apply), Diphtheria (10 years), TB (BCG scar or test to see if

required), Hep A (10 years if initial course completed), Typhoid (3 years) and Yellow fever (10 years - requires international vaccination certificate).

(2) Additional pre-deployment vaccinations: based on actual location – advice on any special required vaccinations can be obtained from Permanent Joint Head Quarters (PJHQ).

p. Some vaccinations are not immediately effective, others cannot be given within three weeks of each other (eg. Yellow Fever and Polio), and it is obviously preferable to minimise the number of vaccinations that have to be given in the few days before deployment, so vaccination courses need to be planned for well in advance of deployment.

ANTHRAX

8. Anthrax vaccinations take 6 months before they become fully effective (however, a considerable level of immunity is reached after the 3rd injection – 6 weeks) so it essential that vaccinations are considered in peacetime. It is MOD policy that anthrax vaccinations should be voluntary and all recipients must watch an informative video before agreeing to have the vaccination. This will be offered to all staff who may be at risk prior to deployment.

SMALLPOX

9. Except for health care staff directly involved in patient care, under present and developing MOD vaccination policy it is extremely unlikely that a deployed civilian will require smallpox vaccination. In the very rare cases where it is recommended that a deployed civilian does have smallpox vaccination, this will have to be arranged at a suitable Services Medical Centre.

BLOOD GROUP

10. Any correspondent deploying must know their blood group. Assessing health care professionals are requested to check that the blood group is correctly recorded on Annex B.

RECORDS AND SCREENING

11. Individuals will keep the results of their assessment, blood group and vaccination record available when deployed.

QUESTIONS

12. The initial point of contact for all queries concerning medical standards and fitness assessments is the duty Media Advisor at the Permanent Joint Headquarters (PJHQ) Media Operations centre on 01923 846034/ 07798 637451.

CORRESPONDENTS DEPLOYMENT AIDE-MEMOIRE

PREPARATIONS BY DEPLOYING CORRESPONDENTS PLACED AT NOTICE TO MOVE

1. **General.** If selected to deploy and visit UK forces on operations, correspondents may be given a 'notice to move' timing (ranging from hours to days/weeks) whilst arrangements and visit preparations are made by the MOD and specific theatre. The intervening or waiting period provides an extremely useful holding time in which to prepare for the rigours of any deployment and importantly check ones personal administration prior to departure. Close and regular liaison should be maintained with the MOD or PJHQ throughout this holding period in order to keep abreast of operational, travel and administrative arrangements. Whilst 'on notice', correspondents are advised to pay particular attention to the following:

- a. **Passports.** Check that Press Card and Visa's (when required; take advice through PJHQ) are both valid, and in-date for the expected duration of the deployment. It is recommended that passport validity dates exceed the period of deployment by at least 6 months. Renew if necessary.
- b. **Photos.** Obtain a number of passport-size photographs for accreditation documentation (a minimum of three) and extra copies for possible additional deployed requirements.
- c. **Medical & Dental.** Confirm with your doctor that vaccinations, inoculations or other medical precautions are necessary (see specifically Appendix 1 to Annex B). Check validity certificates are held, or obtain. If time allows, have any necessary dental work completed. Ensure you are medically prepared for extreme conditions and climates.
- d. **Contact Details.** Keep MOD informed of contact details (telephone/email) numbers at all times.
- e. **Insurance.** Check validity of insurance (Employer's responsibility).
- f. **Equipment.** Assemble personal clothing and equipment needed for the deployment. It is always worth checking with the Media Operations staff at PJHQ for advice on specialist equipment to take, including any MOD issue items that you are required to take. As a base rule, individuals should keep their baggage weight to a minimum; it should be self portable (backpack), robust, clearly marked and limited to a maximum of 2 pieces. Clearances for the additional carriage of specialist equipment such as cameras, sound equipments must be gained through the Media operations cell at PJHQ. Recommended base items should include: washing and shaving kit, towels,

spare underwear & socks, knife, fork and spoon, trainers, track suit(for sleeping), torch, backpack (lockable, for storage of civilian clothes), pair of walking boots. In the case of accredited correspondents deploying to cover International Armed Conflicts, the MOD will issue additional equipment. Details are contained at Appendix 1 to the Annex.

g. **Specialist Equipment.** Ensure the serviceability of any journalistic items, such as portable computer, communications equipment and pack for field conditions.

h. **Fitness.** If time allows, ensure daily periods of personal fitness training are conducted. In particular, accustom feet to wearing boots.

i. **Briefings.** Ensure that you have attended all the necessary pre-deployment briefings.

2. **IMPORTANT NOTE.** Failure to carry out elementary preparations could mean that an individual would be unable to travel. For example, absence of international vaccination certificates may be a bar to embarkation. It is again reiterated that advice be sought from either MOD or PJHQ Media Operations staff on all aspects of administrative requirements and support well in advance of deployment.

**SPECIALIST ITEMS OF CLOTHING WHICH MAY BE ISSUED BY MOD TO
ACCREDITED WAR CORRESPONDENTS**

1. **International Armed Conflict Kit Requirements.** The Ministry of Defence or the Armed Forces will be able to provide the following equipment only to those journalists, camera operators, technicians, or editorial assistants who are accredited as War Correspondents covering International Armed Conflicts:

- Form F Ident 108 (identity card authorising correspondent as a civilian accompanying an armed force under the terms of the Geneva Convention).
- Boots combat
- Cap combat
- Gloves combat
- 2 x Suit Combat 95
- Pullover
- Pairs socks
- Waterproof jacket
- Pair shoulder slides (“Media Correspondent”)
- Set mess tins
- Sleeping bag and liner
- Webbing waist belt
- Rucksack
- Water bottle, cup and carrier
- Respirator and case
- Nuclear/biological/chemical suit with gloves and overboots
- Flotation equipment and immersion suit (if with HM Ships)
- Anti-flash protective clothing (if with HM Ships)
- Pair ear defenders
- Set identity disks
- Theatre specific equipment

EXAMPLE ALLOCATION OF CORRESPONDENTS ON POOLED FACILITIES

Total Media Party Size	TV	Radio	National Press (Note 1)	Regional Press	Agency	Agency Stills Photographers	Foreign Press	Specialist Journalists
7	2 or 3	1	1 or 2	1	1	1		
10	2 or 3	1	2 or 3	2	1	1		
12	3 or 4	2	2 or 3	2	1	1		
15	3,4 or 5	2	2,3 or 4	2	2	1 or 2	1	
20	4,5 or 6	2	4 or 5	3	2	1 or 2	1	1
25	6	3	6	3 or 4	2	1 or 2 plus 1 non-agency	1	1

NOTE:

(1) For national press, a mix of places should be allocated to broadsheets and tabloids