

JON THOMPSON



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PERMANENT UNDER-SECRETARY OF STATE

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1 Oct 2013

*Dear Dai,*

**APPOINTMENT AS SENIOR RESPONSIBLE OWNER FOR THE  
COMPLEX WEAPONS PROGRAMME**

This letter confirms your appointment as the Senior Responsible Owner (SRO) for the Complex Weapons (CW) programme. As SRO, you are personally accountable to me for delivering the programme and for the realisation of the expected benefits.

DG Fin (with VCDS and DCDS Mil Cap, supported by the Defence Portfolio & Approvals Secretariat (DP&AS)), will routinely represent my interest in supporting and holding you to account as SRO, referring matters to the Defence Strategy Group, the Military Capabilities Board, the Defence Board or me personally as necessary. If you encounter issues which cannot be resolved through these governance processes you should escalate them to me.

The role and responsibilities of an SRO, as well as the relationship with Top Level Budget (TLB) holders and Process Owners, are explained in the Department's Policy and Guidance for SROs<sup>1</sup> which will be updated periodically. You should follow the guidance in that document.

Dr Dai Morris  
Horse Guards Avenue  
Whitehall  
London  
SW1A 2HB

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<sup>1</sup> Accessible on the Acquisition Operating Framework.

You are also to make yourself aware of the Major Projects Authority (MPA) requirements which will require your personal engagement. Clarification on the guidance and MPA requirements can be provided by DG Fin and the DP&AS.

As SRO you are to develop, maintain and communicate the vision of the programme to all stakeholders. Key stakeholders, particularly in other TLBs with which the programme has inter-dependencies, are to be identified and engaged throughout the life of the programme.

You are to ensure, through leading and guiding the programme, that it delivers coherent capability through the achievement of the strategic outcome and the realisation of benefits in line with the approved Performance, Cost and Time envelope for the Complex Weapons programme.

You are to ensure the ongoing viability of the programme. In doing so you are to champion the programme to secure the resources necessary to run the programme and for the related transition activities required to realise the intended benefits.

You should pay particular attention to ensuring the effectiveness of the governance, assurance and programme management arrangements that will be maintained throughout the life of the programme. You should adopt best practice and be prepared to justify any deviation from it, in line with guidance published by the Cabinet Office (Efficiency and Reform Group) and the DP&AS. This must include:

- Appointing, chairing and setting priorities for the Programme Board.
- Ensuring the effectiveness and performance of the programme organisation.
- Ensuring appropriate assurance is in place including the commissioning of assurance and audit reviews.

You are responsible for providing reports as required to the DP&AS and for submitting business cases and reports as appropriate to the Investment Approvals Committee. In doing

so you will monitor the programme's status, its forecast timescales, costs and benefits and key risks and dependencies and report issues (including any likelihood of exceeding approved tolerances) openly and transparently.

In order to ensure that you are best able to discharge your SRO role and responsibilities, you will be required (except in certain circumstances where the investment might not be justified) to attend the Major Projects Leadership Academy. I understand that you have discussed this requirement with HRD-HRStrat and that you have already completed the Defence Academy College of Management and Technology (DA-CMT) SRO training programme.

To widen their experience and understanding of their role, SROs are encouraged to become accredited OGC Gateway™ reviewers and to lead or participate in such reviews for other Government departments, the wider public sector or other areas of the MOD as appropriate. You should arrange through the DP&AS to become an accredited reviewer, and as such you will be required to participate in such reviews at least once every 12-18 months to maintain your accreditation.

Finally, you should note that an SRO should remain in place throughout the programme, or be replaced only when a distinct phase of delivery is completed. It is anticipated that you will remain SRO for Complex Weapons for the duration of your tenure which is scheduled to end in 2016/17. During your tenure it is expected that you will be responsible for achieving the following milestones:

<b>Project</b>	
SPEAR Capability 3 (JCA stand off attack capability) Main Gate	
BRIMSTONE 2 In Service Date	
The Future Local Area Air Defence (Maritime) In Service Date	
Advanced Short Range Anti Air Missile Block 6 In Service Date	
Meteor / BVRAAM – Integration on Typhoon	
Future Anti-Surface Guided Weapon In Service Date	
The Indirect Fire, Precision Attack In Service Date	
The Future Local Area Air Defence (Land) In Service Date	

You should ensure that you notify the Head of DP&AS in good time of your departure and of the transfer of your SRO role to a future SRO.

*Yours sincerely,*

A handwritten signature in black ink that reads "Jonathon". The signature is written in a cursive style with a large initial 'J' and a long, sweeping tail.

**Jon Thompson**