



**'GREEN BOOK'**

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

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## **FOREWORD BY THE MINISTRY OF DEFENCE DIRECTOR OF MEDIA AND COMMUNICATION**

The 'Green Book' details Ministry of Defence (MOD) working arrangements with the Media throughout the full spectrum of conflict and MOD deployment. The first version of the Green Book was published in 1958 and this is the 8<sup>th</sup> iteration of the document, and the first to be given a 'Joint Service Publication' (JSP) Number (JSP 580) for internal process and management purposes. This document has been produced in consultation with media, press and broadcasting organisations as a general guide to the procedures that the United Kingdom MOD adopts in working with the media throughout the full spectrum of military operations, in the UK and overseas.

It covers the practical arrangements for enabling correspondents<sup>1</sup> 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 and takes account of lessons learned from past 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 the development 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 Society of Editors
- The Press Association

ii. Director Media and Communications welcomes comments on the MOD Green Book from all media organisations and will seek to address comments in future revisions. Please email [DMC-OpsPlansSO2@mod.uk](mailto:DMC-OpsPlansSO2@mod.uk) with any feedback.

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<sup>1</sup> In the context of this document the term correspondent includes news reporters and their support staff such as producers, photographers, cameramen, technicians and media support staff (e.g. drivers, logisticians, translators and security) and non-news individuals such as Defence Commentators, PR personalities, Celebrities, authors, documentary makers, feature writers or artists and their support staff.

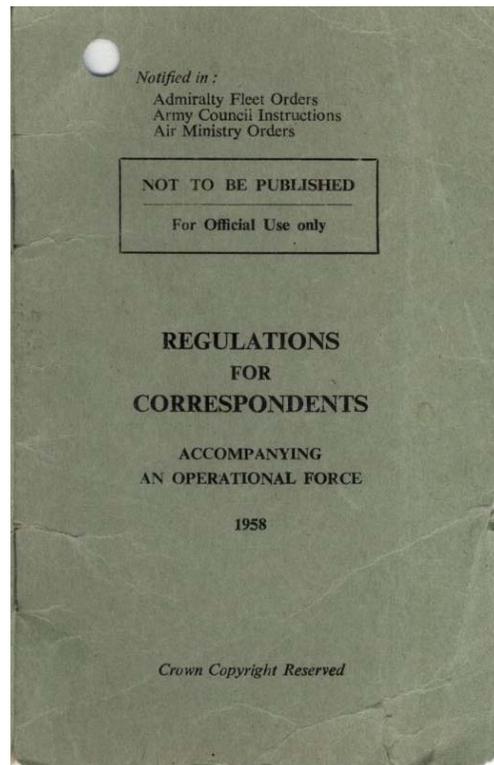
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# MOD GREEN BOOK: WORKING ARRANGEMENTS WITH THE MEDIA FOR USE THROUGHOUT THE FULL SPECTRUM OF CONFLICT

## INTRODUCTION

1. **General.** In an armed conflict and during military operations involving UK Forces<sup>2</sup>, 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. The original 'Green Book' was published in 1958 following consultation and engagement with the media correspondents of the era. This latest version is a direct descendent – updated with contemporary issues and considerations

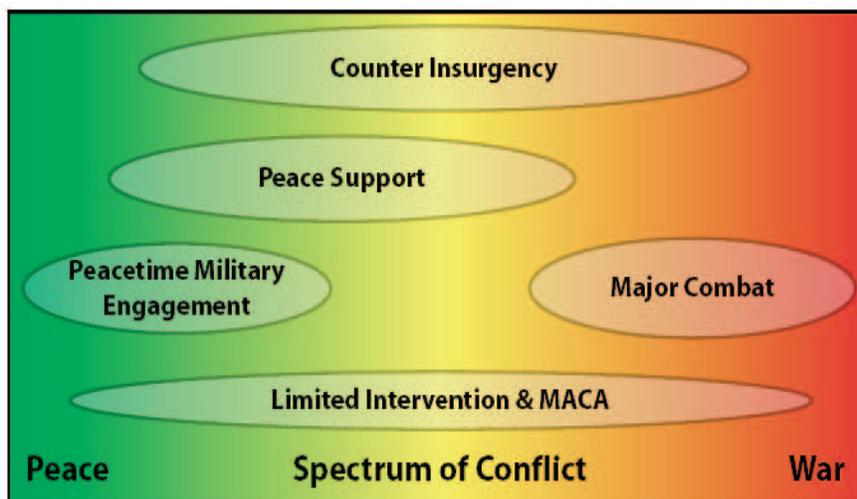


*“The essence of successful warfare is secrecy: the essence of successful journalism is publicity.”*

Foreword p.3, “Green Book” 1958

2. **Conflict Definition.** 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 coalition<sup>3</sup> 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, complexity and intensity. 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<sup>4</sup>:

<sup>2</sup> Includes peacetime.  
<sup>3</sup> Coalition Accreditation rules vary significantly between nations.  
<sup>4</sup> MACA is Military Aid to the Civil Authorities.



3. **General Engagement Principles.** At the outset of any developing crisis or conflict, the MOD will seek to provide media engagement opportunities including briefings by ministers, officials and military officers, visits to units and/or facilities as appropriate. The purpose of such facilities will be to explain Defence’s role in any broader UK government or alliance response to a developing situation; including detail on and possible access to any UK elements preparing for deployment. The MOD will subsequently seek to provide regular updates on the progress of operations to keep the British public and international audiences informed.

4. **MOD Guiding Principle.** All media engagement under the Green Book will be guided by the core principle that the safety and security of British Service personnel should not intentionally, directly or indirectly, be jeopardised by any media activity or engagement.

5. **Alternate Sources.** 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 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 Protocols<sup>5</sup>. The UK MOD additionally recognises its obligations as a UN signatory to respect the professional independence and rights of journalists, media professionals and associated personnel as civilians<sup>6</sup>.

<sup>5</sup> 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](mailto:webmaster.gva@icrc.org); press and media: [press.gva@icrc.org](mailto:press.gva@icrc.org)) or the British Red Cross ([information@redcross.org.uk](mailto:information@redcross.org.uk)).

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

## INITIAL MEETINGS WITH EDITORS AND MEDIA ORGANISATIONS

6. **General.** 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 Head of News will have discussions with editors and media organisations. The dialogue will continue, as necessary, as events develop.

7. **Agenda.** Discussions will be in line with provisions outlined in this document and will cover practical and policy issues of mutual concern, including:

- a. Assignment opportunities and media facilities.
- b. Safety issues; including medical and training.
- 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 electronic transmission control.
- i. General advice for editors and correspondents to assist their own preparations.
- j. Other cross-government briefings.

8. Prior to and during any engagement or assignment, media organisations and their correspondents will be briefed as required so that a regular exchange of information is maintained, with the aims of ensuring that the overall situation, including any operational response, is understood and that the British public and international audiences can be kept abreast of developments and events.

## MEDIA OPERATIONS STAFF

9. **General.** In the event of a new crisis or conflict, specialist Media Ops staff<sup>7</sup> will be dispatched to the theatre of operations with the first military personnel 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

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<sup>7</sup> The term 'Media Ops Officer' covers both serving military officers or other ranks and MOD civilian staff engaged on Media Ops duties.

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

10. 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 (either as temporary embedded media or War Correspondents<sup>8</sup>).
  - (2) Centralised Assignments: Correspondents who are assigned to Press Information Centres (PICs)/ Media Ops Teams at centralised/formation locations.
  - (3) Individual Assignments: Correspondents who are working independently but participate in individual MoD/Media Ops staff arranged facilities.

## SAFETY ADVICE

11. **General.** 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 staffs, do so at their own risk<sup>9</sup>. The MOD and Media Ops staffs can neither be held responsible for their safety nor guarantee to provide assistance.

12. **Risk.** In signing the declaration at Form 1, Correspondents and their Editors recognise that operations, and particularly those involving war-fighting, create extremely hazardous environments in which lethal force may be employed. A variety of risks exist in the

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<sup>8</sup> War Correspondent accreditation will be judged on a case by case basis but typically will be invoked for conflicts between state parties where there is an expectation for both sides to adhere to the protocols of the Geneva Convention; covered previously in *footnote 4*.

<sup>9</sup> The MOD strongly advises that all assigned correspondents deploy with full personal accident and public liability insurance.

challenging, often hostile operational environments to which the UK MOD might deploy personnel. Correspondents face the same inherent risks of injury that all people working in operational environments may face (as already detailed in paragraph 5). It is important to understand that UK forces on operations will never deliberately target individual correspondents<sup>10</sup>.

**13. Liability.** 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 incidents when correspondents have put themselves in danger through their own lack of understanding or knowledge. The responsibility rests with the individual and the individual's employer to ensure that they are appropriately prepared, physically and mentally fit, trained and insured for the assignment. Failure to procure or maintain adequate insurance will not relieve the deployed correspondent or his or her employer of his or her liability or the liability of his or her employer nor the financial consequences of his or her liability or his or her employers' liability.

**14. Minimum Required Standards.** Entry standards of health, fitness and training for those wishing to embed with British forces will differ from theatre to theatre. For each operation the MOD will conduct an environmental assessment to determine the levels to be attained<sup>11</sup>. Advice on the requirements for a specific theatre should be sought from the MOD at the earliest opportunity since it may take individuals a number of weeks to attain the necessary standard to embed. Details of the minimum standard of health and physical fitness that must be attained for all operational theatres when deploying under the Green Book are at Annex D<sup>12</sup>. Media organisations should maintain close and regular contact with the Media Ops staff in MOD especially if employers or correspondents have concerns about the standards recommended<sup>13</sup>. Certificates for the minimum required standards must be completed in order to be accredited by the MOD.

## SECURITY

**15.** The MOD's Head of News will maintain a dialogue with media organisations with respect to 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, who editors may consult if in any doubt about security issues; such as personal security concerns, OPSEC issues or pre-deployment clearances and vetting questions.

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<sup>10</sup> The UK Government's fully supports [UN Security Council Resolution 1738](#) of 2006 which makes it clear that the deliberate attack of journalists, media professionals and associated personnel who are reporting on armed conflicts and are not directly participating in hostilities is unacceptable. The UK therefore strongly condemns such attacks against journalists, media professionals and associated personnel.

<sup>11</sup> Examples include the requirement for specific and differing standards/preparations needed for environments such as arctic, maritime, temperate, desert or alpine.

<sup>12</sup> Whilst the MOD will not normally provide hostile environment training, DMC Media Ops staff will be able to offer advice on how to attain independent/commercial specialist pre-deployment training specific/unique to the relevant theatre.

<sup>13</sup> Flexibility on the lowering of standards may be applied by MOD Media Ops staff but only on a case by case basis.

## ACCREDITATION

16. **Accredited Correspondents.** All correspondents on operational media assignments with UK Forces are to be accredited under the provisions of the MOD's Green Book. Once accredited, correspondents can be embedded to UK forces either on a temporary embed basis or as a War Correspondent<sup>14</sup>.

17. **General Principles.** Accreditation will be at the discretion of the MOD, which reserves the right to decide on numbers and to withhold or withdraw accreditation. However, the MOD accepts the importance of accrediting a broad range of media reflecting a variety of opinions. The reasons for any restrictions and/or limitations on numbers will be explained.

18. **Accreditation Numbers.** Where it is necessary to cater for mass media access, the MOD will decide on the number of correspondents that can be safely and appropriately supported on any particular operation or facility, taking account of operational and practical constraints in each instance. Where possible, representatives of the UK national and regional press, news agencies, broadcasters, specialist media and international media, will be included in every operation or facility (using the table at ANNEX E as a guideline), with the aim of ensuring fair and balanced representation from each category of media.

19. **Selection.** Having announced how many places are available for each category of media for an operation or facility, the MOD believes that the choice of which titles and individual correspondents should represent each category should be left to editors and media organisations. In the case of the press, the Newspaper Society, the Society of Editors, the Newspaper Publishers' Association and Scottish Daily Newspaper Society, in consultation with editors, will be invited<sup>15</sup> 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, representative 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.

20. **Application Process.** For all visits to UK forces deployed on enduring operations, accreditation should be obtained by application to the Media Ops team within the MOD DMC. By exception, application can also be made by correspondents already within the operational theatre directly to the deployed UK Media Ops staff; referred to as embedding by *Passing Trade*. 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, DMC Media Ops staff.

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<sup>14</sup> War Correspondent accreditation is a formal process, involves the issue of an MOD ID Card, is usually for protracted periods with a single unit, could involve additional pre-deployment training provided by the MOD and may require correspondents to wear/use issued uniform/equipment and provides specific rights under the Geneva Convention; see paragraphs 30-36.

<sup>15</sup> Not all of these organisations will be approached on every occasion.

21. **Fitness Standards.** 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. Commanders on the ground will have the right to refuse access to a unit and the MOD may refuse access to theatre for an individual considered on grounds of fitness to be likely to jeopardise operations or the safety of personnel<sup>16</sup>.
22. **Embed Aims.** 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 are likely to be subject to some military orders and training, both for their own safety and that of the unit.
23. **Unit Assignment.** 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.
24. **Accreditation Refusal.** 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.
25. **Legal.** A Correspondent will not be a Civilian Subject to Service Discipline (CSSD) within the meaning of the Armed Forces Act 2006 (section 370) unless they are a passenger on a Service ship or aircraft or they have been formally designated a CSSD under paragraph 7 of Schedule 15 to that Act. A person may be designated under paragraph 7 if the Defence Council considers that it is desirable to do so in the interests of the person, or for the protection of other persons (whether or not members of any of HM Forces), or for the purpose of maintaining good order and discipline. Designation may be stipulated for correspondents in certain circumstances. In other circumstances, it may be considered following a request from a correspondent who wishes to be designated in view of local circumstances. A correspondent may be designated in order that he is subject to service jurisdiction in preference to the local criminal jurisdiction for example. Certain categories of persons may not be designated. These include non-UK nationals who are in a country of

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<sup>16</sup> 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.

which they are a national or in which they are ordinarily resident. In extreme cases, where the actions of a correspondent who has not been designated are assessed to be in breach of the general terms and guidelines of the Green Book, are affecting or inhibiting operational effectiveness or jeopardising the safety of service personnel, accreditation can be withdrawn/withheld.

26. **Application.** Details of accreditation formalities are contained at Annex A, with the formal application forms attached as Forms 1, 2 and 3.

## FACILITIES IN THE UK

27. **General.** The MOD's Head 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. **General.** In the UK and dependent on the operational situation in theatre, the MOD will consider activities 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. **Briefing Release Caveats.** 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 "a 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 "1<sup>st</sup> 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 could include Other Government Department (OGD) input.
- b. **PR projects.** Assignments principally sponsored by the Public Relations (PR) branches within DMC 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 two<sup>17</sup>. 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.** As below.

### WAR CORRESPONDENTS

31. **General.** 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. **Deployment Notice.** 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. 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, the MOD will offer further advice and assistance as appropriate.

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<sup>17</sup> PR Project bids are most likely to be supported and conducted when an operation has reached the enduring phase or status.

33. **Embed Locations.** 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 task-groups; or at air bases.
34. **Embed Conditions.** 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 operational welfare facilities as possible.
35. **Hosting.** The host unit will be responsible for assisting embedded correspondents with the dispatch of material, subject to the prevailing controls on electronic transmission, and for arranging security checking.
36. **Embed Caveats.** 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 a MOD 'minder'. Nevertheless, there may be occasion when circumstances necessitate the accompaniment by Media Ops personnel on certain activities 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. **War Correspondent Status.** Each correspondent's status as a War Correspondent will be protected by the issue from 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 captured<sup>18</sup>. 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. **General.** Pooling arrangements will apply whenever demand exceeds capacity on a facility. In such cases, the MOD will endeavour to provide as many places as 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. **Selection.** News organisations, editors and correspondents will have to agree among themselves about matters of style and presentation, resolve any differences about

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<sup>18</sup> Art.4A(4); detailed previously as footnote 5 to paragraph 5.

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

41. **MOD Adjudication.** 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. **Pool Coordination.** 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. Arrangements for pooled facilities are at Annex E.

## 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 but will include Defence Advisory (DA) Notices<sup>19</sup>) 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.

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<sup>19</sup> The Defence, Press and Broadcasting Advisory Committee (DPBAC) oversees a voluntary code which operates between the UK Government departments which have responsibilities for national security and the media. It uses the Defence Advisory (DA)-Notice System as its vehicle. The objective of the DA-Notice System is to prevent inadvertent public disclosure of information that would compromise UK military and intelligence operations and methods, or put at risk the safety of those involved in such operations, or lead to attacks that would damage the critical national infrastructure and/or endanger lives. Guidance on DA-Notices is available at: <http://www.dnotice.org.uk/danotices/index.htm>

- 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.

## **ONLINE AND SOCIAL MEDIA**

44. The emergence of this 'online/social/emerging digital media' and its proliferation of use amongst the Correspondent community has resulted in MOD Media Operations staff being approached to endorse its use in operational environments. MOD personnel are guided by the MOD Online Engagement Guidelines<sup>20</sup>, and infringements can quickly become disciplinary issues<sup>21</sup>. Correspondents acknowledge the restrictions on reporting laid out at para 43 when signing the Green Book Declaration at Form 1 and ultimate release-authority lies with in-theatre MOD Media Operations Staff. Correspondents must ensure that the devices they use to send social/new media messages do not compromise the details covered in paragraph 43 – for example geo-locations via GPS.

## **CONTROL OF THE RELEASE OF INFORMATION**

45. 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 or digital uploading. 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 Forms 1, 2 and 3. An MOD statement regarding post-embed non-news media projects is at Annex F along with contact details.

46. The purpose of security checking material is to ensure 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. It is not to constrain journalistic freedom or expression. Security checking will be exercised in theatre. It will be an operational function of the UK Force Commander and will be conducted by a senior member of the theatre 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

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<sup>20</sup> Online Engagement Guidelines for MOD Service-Personnel are available at:  
<http://www.mod.uk/DefenceInternet/AboutDefence/CorporatePublications/MediaandPublicCommunicationPublications/OnlineEngagementGuidelines.htm>

<sup>21</sup> While a short 'tweet' about an aspect of life on a secure operating base may seem to be innocuous, it may provide intelligence that could be used by an enemy to build pattern-of-life knowledge of our operations.

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 of 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 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's overriding concern is to ensure that the families of those killed, wounded, or missing should not be subjected to undue distress and that the medical confidentiality of patients is preserved. The MOD strongly urges editors not to approach next of kin in the immediate period surrounding a fatality and to be suitably cautious and sensitive when doing so thereafter. It is highly recommended that the first point of contact in all such cases should be the MOD Press Office who can advise as to whether the family are ready and willing to engage with media.

56. The MOD will seek 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 faces the difficulty that reports of casualties from individual operations could be of intelligence value to an enemy and potentially breach patient confidentiality. Given these sensitivities, and the need to protect the families of those injured or killed, casualty reporting might be subject to theatre specific restrictions and therefore embedded correspondents are to take advice from Media Ops staffs on arrival in theatre. The term casualty refers to fatality, injury or illness or personnel accounted missing.

57. There may be occasions when the MOD will be forced to delay the release of fatality information for security reasons; in general it will aim to make announcements of fatalities as soon as possible after they are confirmed and next of kin have been informed.

58. Non-fatal injuries are not normally reported when linked to a specific incident. In the interests of transparency, the MOD will at regular intervals publish statistics on non-fatal casualties. The rationale for this difference in reporting between fatal and non-fatal casualties is to preserve the medical confidentiality of the sick and wounded. For example, a serviceman who has suffered an injury on operations may wish to withhold the detail in order to avoid causing undue distress to their family at home.

59. 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.

60. It may be necessary for the MOD to identify an individual group, unit, aircraft, vehicle 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.

61. The names of fatalities 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, usually 24 hours, to inform their wider families.

62. 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.

63. Owing to the sensitivities attached, unless specifically authorised by MOD correspondents should not show images of casualties or hospitalised personnel which could

allow that individual to be recognised, even if only by close family and friends. As a general principle even long distance shots of wounded personnel or the circumstances in close proximity to a casualty, should not be used without close consultation with media operations staff in theatre.

64. Journalists may become aware of the names of individual casualties before official announcements are made. Editors are strongly urged not to publish such information, gained from whatever source - even if it comes directly from a family member - until it is released or confirmed by the MOD in order to protect the next of kin.

65. The question of "missing" personnel poses particular problems 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 the simple act of reporting that an individual is missing could be of significant value to an enemy. Similarly, personal information published about a missing serviceman could assist potential interrogators if they were to be taken prisoner.

66. Access to ill or injured personnel in the operational theatre or returning from theatre will only be permitted in specific circumstances requiring express prior authorisation by a senior clinician who is satisfied that the patient is capable of giving proper informed consent and by the patient giving that consent. Seriously injured patients will generally be judged unable to give such consent at least until the acute phase of their treatment is complete, which will normally be some time after repatriation in the case of UK casualties. The restrictions on reporting on patients being treated by UK medical personnel or in UK facilities apply irrespective of the nationality of the patient.

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 if required.

## **INTERVIEWS WITH THOSE PRONE TO CAPTURE**

68. Correspondents must be aware of additional sensitivities and operational/personnel 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<sup>22</sup>. Topics and issues to be avoided might include:

- a. Any linkage between names and addresses (either home-base or home-town).

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<sup>22</sup> OPSEC/PERSEC issues can emerge from UK or Coalition forces including Special Employment Group Personnel (as defined in Joint Service Publication 440 page 17, para 64) who may be more prone to capture including: Special Forces, Reconnaissance teams, Aircrews, or indeed supporting Interpreters or Locally Employed Civilians who may live off secure bases in operational environments.

- 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.

69. 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 WAR<sup>23</sup>**

70. 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.

71. 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 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.

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<sup>23</sup> 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.

72. 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.

73. 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**

74. **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. Supplementary guidance and specific deployment standards/requirements specific/unique to individual theatres will be issued by the MOD as required. The following paragraphs provide general amplification.

75. **Fitness Levels.** As a guide, correspondents must possess a standard of medical, dental, physical and mental fitness that equates to MOD civilian personnel or contractors deployed to the operational theatre. The MOD does however recognise the need to be able to embed correspondents who might not necessarily automatically have comparable standards of fitness and health of those within the military<sup>24</sup>. Individuals should be aware of the requirement for base-levels of fitness given the nature and potentially arduous conditions of deployed operations. So long as there is discussion between the individual and the MOD prior to an embed, base standards of fitness and health are able to be modified or even waived on a case by case basis.

76. **Medical Fitness.** The details of minimum standards expected for travel to all theatres, including important vaccination and anti-malarial requirements are contained within Annex D and Forms 2 and 3. In all cases, correspondents are expected to seek medical advice from their doctor prior to travel in order to attain appropriate medical judgement on an individual's suitability to deploy. All deploying correspondents must be in possession of an in-date medical certificate (valid for 1 year) and personal medical declaration; the completion and submission to MOD of Forms 2 and 3 applies for all embeds.

77. **Physical Fitness.** As a minimum standard, individuals will be expected to be able to complete a 1.5 mile course wearing body armour and carrying a day sack with 8kg weight plus their helmet, in clothing and footwear to be worn in theatre within the following times:

Serial	Timings	Grade	Remarks
1	0-22 mins	Green	Lower risk candidate
2	22-25 mins	Amber	Medium risk candidate
3	25 mins +	Red	High risk candidate; will need to be assessed on a case by case basis

<sup>24</sup> MOD recognition that many senior correspondents fall outside the age, fitness or health brackets that the MOD expect of military personnel.

NOTE: Journalists achieving **Lower risk** may be suitable for embedding with units out to the front line (tier 3 in paragraph 79). Journalists achieving **Medium risk** could be considered for embedding with units patrolling “lower risk” areas (tier 2 in paragraph 79). Journalists achieving only **High risk** should be restricted to large military bases or similar “fairly safe” areas (tier 1 in paragraph 79).

78. **Personal and Public Liability Insurance.** The MOD strongly recommends that all deploying correspondents should possess appropriate and adequate third party public liability insurance, personal accident insurance and travel insurance which includes medical and repatriation expenses cover. In cases of individual liability the MOD will seek to recover from individuals or their insurers the full costs for any emergency support provided (including but not limited to medical intervention and/or aero-medical evacuation).

79. **Pre-Deployment and In-Theatre Training Requirements.** Deploying correspondents will be required to conduct appropriate training. Training requirements and standards will vary according to the environment and theatre to which they will deploy, and importantly, the nature of their programme. As a guiding principle, those who wish to deploy to the front line and accompany troops on high risk military tasks will be expected to have a higher degree of recognisable training than correspondents who opt to cover events within the confines and lower risk environment of a base. Accordingly, there will be two tiers of pre-deployment training and a third tier of embed-specific training delivered only to those sponsored to undertake high risk activities<sup>25</sup>:

- a. **Tier 1 - Low Risk.** Receipt of a generic MOD Safety and Security briefing (through the medium of a MOD issued DVD; 40 minutes home study). This training essentially grants correspondents entry into theatre and allows them to base/operate at secure locations<sup>26</sup>. All embeds are to receive this brief.
- b. **Tier 2 – Medium Risk.** Attendance and successful completion of a recognised Hostile Environment (HE) Training course (valid for 3 years). This will allow correspondents greater freedom to both travel and accompany military activities within theatre.
- c. **Tier 3 – High Risk.** Correspondents must complete tier 1 and 2 training requirements in order to undertake this High Risk module and the validity of training lasts only for the duration of the embed. Tier 3 training will be delivered in theatre by the hosting unit and provides an appropriate moment to assess both fitness and suitability of the individual to undertake any planned programme. Early MOD engagement can provide the outline on what the hosting unit has planned and the levels of fitness needed to get the most from the visit. It is difficult to standardize levels so it remains dependent on the conditions in Operational Theatre and at the discretion of the Commanding Officer.

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<sup>25</sup> It is important to note that each tier of training provides the minimum standard required so that individuals are considered not to be a burden to the military. These standards may not be of a level considered appropriate to cover company liabilities.

<sup>26</sup> The definition of a secure location will differ significantly between each theatre of operations. Specific guidance will be provided prior to each embed.

80. **Certification.** Details of training conducted and completed should be recorded on the embedding correspondent's Green Book application (Form 1). The training must satisfy Employer (Editor) requirements as they ultimately sign (along with a Doctor to confirm medical/fitness standard) to state that the Correspondent is ready to travel and that they have considered the need for appropriate insurance.
81. **Visas.** Correspondents will be responsible for making their own arrangements to obtain any visas that may be required. MOD Media Ops staff will be able to advise.
82. **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.
83. **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.
84. **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.
85. **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.
86. **Medical Treatment.** Correspondents on MOD-arranged assignments are entitled to receive free Service medical treatment in the operational area, but may be charged for such treatment outside the area. Any relevant and adequate insurance to cover medical and repatriation expenses should be in place prior to travel. The MOD strongly advises that insurance is in place prior to travel. 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.
87. **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 the MOD may seek to recover its costs. If judged appropriate, the MOD, without prejudice, will help with enquiries into the circumstances surrounding a death or injury.

88. **Dress and Equipment.** Accredited correspondents embedded with UK forces will be expected to equip themselves with their own personal protective equipment<sup>27</sup> (e.g. body armour, helmet as advised by MOD). Correspondents will wear appropriate civilian clothing as specified by PJHQ instructions, non-military patterned and neutral in any colour (including body armour and helmet covers), that ensures and maintains their status as non-combatants. On occasion, they may be issued with specialist protective clothing (along with any required training in its use) should the environment or situation demand. When accredited as War Correspondents they will be fully clothed and equipped with standard issue military items, and distinguished from combatants by means of distinctive media shoulder titles/armbands.

## SUMMARY

89. 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. In brief:

- The Green Book remains an agreed statement of strategic intent between media organisations and the MOD that enables the development of better working practices between MOD and media organizations.
- The Green Book covers all operations regardless of location; it is not specific to any one type of operation or theatre.
- The Green Book maintains clear distinction on liability; supporting the principle that correspondents deploy voluntarily and at their own/employers risk.
- Supplementary advice/guidance/direction can be injected at any juncture of the accreditation process, such as specific theatre entry level requirements or any unique reporting restrictions that might exist.

**DMC**

**MOD London**

**31 Jan 13**

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<sup>27</sup> Personally sourced helmets and body armour are subject to UK Open Individual Export Licence (OIEL) restrictions. Further details can be obtained through the Department for Business, Innovation & Skills (BIS); [www.bis.gov.uk](http://www.bis.gov.uk)

**ANNEX A TO  
MOD GREEN BOOK  
DATED 31 JAN 13**

**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 Directorate of Media and Communications:

Email: [DMC-OpsPlansSO2@mod.uk](mailto:DMC-OpsPlansSO2@mod.uk)

Phone: 020-7218 6200

Address: SO2 Media Ops  
1-B-54  
DMC  
MOD Main Building  
Whitehall  
London SW1A 2HB

- f. Complete Forms 1, 2 (Correspondent) and 3 (Doctor) and return to the above address.

**ANNEX B TO  
MOD GREEN BOOK  
DATED 31 JAN 13**

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

**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).
- Appropriate clothing and equipment for the operational environment.
- Recommended packing lists for all correspondents embedding with MOD units in an operational environment (example Afghanistan summer and winter) follow.

## **RECOMMENDED PACKING LIST FOR ALL CORRESPONDENTS EMBEDDING WITH MOD UNITS IN AN OPERATIONAL ENVIRONMENT**

### **EXAMPLE: AFGHANISTAN:**

#### **Summer – Apr-Oct**

- Large rucksack for all your belongings – suitcases on wheels are not recommended as roads are often rubble.
- 1/2 season sleeping bag and small travel pillow, separate cotton pillowcase
- Light coloured, loose fitting clothing. Combat trousers/walking trousers and thin cotton shirts and t-shirts are ideal
- Long sleeve cotton shirts for when flying by helicopter or travelling by road.
- Walking boots with ankle protection/trainers with a good grip.
- Head torch
- Flip flops for showering
- Floppy hat with brim
- Sunglasses
- Ballistic Glasses / Goggles for eye protection on helicopter flights and vehicle moves
- Ballistic underwear
- Thin gloves
- Ear plugs for flight and road moves
- Small rucksack for the daytime
- Water bottle / camelbak water system
- Flask
- Night wear – accommodation may be shared
- Towel – large enough to cover modesty as showers are often a short walk from accommodation
- Headscarf – for female journalists moving outside camp
- A comprehensive wash kit – there may be no facility to buy items
- Sunscreen
- Mosquito repellent
- Anti-malarial medication
- 1<sup>st</sup> Aid Kit
- Personal medication (it is recommended that at least double the quantity of required medication is taken and kept in two separate locations (i.e. hand luggage and main hold-all) in case of loss/damage/destruction as replacement in the theatre is likely to be difficult. Sufficient supplies should be packed in case of flight/transport delays.
- Small snacks
- Alarm clock
- Small padlock

If going to a Forward Operating Base or Patrol Base additionally you will need:

- Mosquito net
- Mess tin and knife, fork and spoon (camping set ideal)
- Mug
- Roll mat

## **RECOMMENDED PACKING LIST FOR ALL CORRESPONDENTS EMBEDDING WITH MOD UNITS IN AN OPERATIONAL ENVIRONMENT**

### **EXAMPLE: AFGHANISTAN:**

#### **Winter – Oct-Mar**

- Large rucksack for all your belongings – suitcases on wheels are not recommended
- Thick winter sleeping bag and small travel pillow/pillowcase
- Thick, durable combat style trousers, base layer tops and fleeces
- Padded durable jacket
- Thick wool hat with ear protection
- Long sleeve shirts for when flying by helicopter or travelling by road
- Walking boots with ankle protection/trainers with a good grip.
- Head torch
- Flip flops for showering
- Ballistic Glasses / Goggles for eye protection on helicopter flights and vehicle moves
- Ballistic underwear
- Small rucksack for the daytime
- Water bottle / camelbak water system
- Flask
- Night wear – accommodation may be shared
- Thin Gloves
- Thick Gloves for cold weather
- Towel – large enough to cover modesty as showers are often a short walk from accommodation
- Headscarf – for female journalists moving outside camp
- A comprehensive wash kit – there may be no facility to buy items
- Anti-malarial medication – may still be required
- 1<sup>st</sup> Aid Kit
- Personal medication (it is recommended that at least double the quantity of required medication is taken and kept in two separate locations (i.e. hand luggage and main hold-all) in case of loss/damage/destruction as replacement in the theatre is likely to be difficult. Sufficient supplies should be packed in case of flight/transport delays.
- Small snacks
- Alarm clock
- Small padlock

If going to a Forward Operating Base or Patrol Base additionally you will need:

- Mosquito net
- Mess tin and knife, fork and spoon (camping set ideal)
- Mug
- Roll mat
- Bivvy bag

**ANNEX C TO  
MOD GREEN BOOK  
DATED 31 JAN 13**

**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 Visas (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.** Undertake the necessary MOD visitor medical assessments with a qualified medical practitioner. Confirm with your doctor which vaccinations, inoculations or other medical precautions are necessary (see specifically Annex D and Forms 1 and 2). Check validity certificates are held, or obtain. You should not consider travel to an operational theatre if you have an outstanding dental work that needs completing. 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. 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 Form 2.

- g. **Specialist Equipment.** Ensure the serviceability of any journalistic items, such as portable computer, communications equipment and pack for field conditions. Disable automatic location (GPS) applications on mobile telephones and social media devices.
- h. **Fitness.** If time allows, ensure daily periods of personal fitness training are conducted. In particular, accustom feet to wearing boots.
- i. **Pre Deployment Training.** Attain clear direction from MOD on standards of pre-deployment training required to deploy.
- 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 might 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.

**ANNEX D TO  
MOD GREEN BOOK  
DATED 31 JAN 13**

**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 must meet 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. Green Book Forms 2 and 3 should be used in conjunction with this Annex to record an assessment against the standards that the MOD expects Correspondents to attain. The MOD reserves the right to refuse to facilitate access to theatre for those not meeting required levels of training, medical conditions or fitness. However, the MOD exercises discretion; given early discussion, liaison and discussion with MOD Media Ops and HQ SG Medical Advisors, a degree of waiver and flex in interpretation may sometimes be 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 and the medical standards to be achieved 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, preparation and acclimatisation. 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 required by the MOD for MOD sponsored correspondents working in theatre are set out in Form 2. 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 6/12 in the best eye and 6/18 in the worst eye and read N 12 at 38 cm with both eyes with spectacles if necessary. 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 loss in dB in the lower frequencies (0.5, 1 and 2kHz) should not be worse than 84dB and/or the sum of hearing loss in dB in the higher frequencies (3, 4 and 6 kHz) should not be worse than 123 dB in the best ear. High levels of hearing loss or even complete deafness in the worst ear is acceptable unless the embedded role requires good situational awareness. Good situational awareness is required for embedded journalists visiting Forward operating Bases and similar high risk areas.
- 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 there has been an admission to hospital for an asthma related incident in the last five years 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, severe allergy where it has been recommended to carry an epipen 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 embedded journalist'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 (should be between 60 to 100).
- (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. Embedded journalists 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)		
Age	Body fat percentage	
	Females	Males
18 to 29	28	21
30 to 49	31	23
50+	34	26

It is acceptable to have a body fat up to 110% of the above figures provided that all other health issues are normal.

(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.

(6) Chilwell Walk. The MOD will also accept a fitness test called the modified Chilwell Walk. This test requires:

- Walking 1.5 miles on level ground. The walk ends with a mobility test; an attempt to simulate getting (unaided) into a side entry helicopter or 4 ton truck.

- Wearing Enhanced Combat Body Armour (ECBA) and helmet carrying back-pack with 8kg weight.

- Clothing and footwear are to be similar to those to be worn in theatre. The results are to be graded as follows:

Serial	Timings	Grade	Remarks
1	0-22 mins	Green	Lower risk candidate
2	22-25 mins	Amber	Medium risk candidate
3	25 mins +	Red	High risk candidate; will need to be assessed on a case by case basis

NOTE: Journalists achieving Lower risk may be suitable for embedding with units out to the front line (tier 3 in paragraph 79). Journalists achieving Medium risk could be considered for embedding with units patrolling “lower risk” areas (tier 2 in paragraph 79). Journalists achieving only High risk should be restricted to large military bases or similar “fairly safe” areas (tier 1 in paragraph 79).

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 that 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 be 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 Form 1.

## **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 SO2 Media Ops in DMC contactable on 0207 218 6200 or [DMC-OpsPlansSO2@mod.uk](mailto:DMC-OpsPlansSO2@mod.uk) (during working hours) or the Duty Press Officer on 0207 218 7907 (out of hours).

Forms for Completion:

Pre-Deployment Health Checklist Certificate.	
Medical Questionnaire 1 to visit and Operational Theatre (Correspondent)	Form 2
Pre-Deployment Health Checklist Certificate.	
Medical Questionnaire 2 to visit and Operational Theatre (Doctor)	Form 3

**ANNEX E TO  
MOD GREEN BOOK  
DATED 31 JAN 13**

**EXAMPLE ALLOCATION OF CORRESPONDENTS ON POOLED FACILITIES**

<b>Total Media Party Size</b>	<b>TV</b>	<b>Radio</b>	<b>National Press (Note 1)</b>	<b>Regional Press</b>	<b>Agency</b>	<b>Agency Stills Photographers</b>	<b>Foreign Press</b>	<b>Specialist Journalists</b>
<b>7</b>	2 or 3	1	1 or 2	1	1	1		
<b>10</b>	2 or 3	1	2 or 3	2	1	1		
<b>12</b>	3 or 4	2	2 or 3	2	1	1		
<b>15</b>	3,4 or 5	2	2,3 or 4	2	2	1 or 2	1	
<b>20</b>	4,5 or 6	2	4 or 5	3	2	1 or 2	1	1
<b>25</b>	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.

**ANNEX F TO  
MOD GREEN BOOK  
DATED 31 JAN 13**

**MOD STATEMENT REGARDING POST-EMBED NON NEWS MEDIA PROJECTS**

It is possible that the use, at a later date in a Non News Media Project, of material gathered during a period of accreditation might give rise to Operational or Personal Security issues, particularly when censorship restrictions were imposed in theatre. The MOD assert that such issues do not necessarily diminish with time and in some cases may actually be more sensitive.

The MOD offers to carry out a review if such material is submitted to them. This is to ensure that there are no related Operational or Personal Security issues which merit discussion.

Where such material refers to casualties and fatalities the MOD would also like to be able to warn the former and the next of kin of the latter of its publication, as we consider this part of our duty of care to personnel.

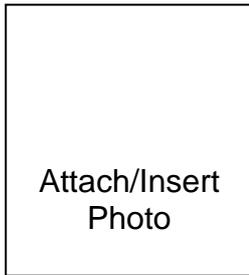
The MOD initial point of contact for any queries on this subject is:

Email: [DMC-OpsPlansSO2@mod.uk](mailto:DMC-OpsPlansSO2@mod.uk)  
Phone: 020-7218 6200  
Address: SO2 Media Ops  
1-B-54  
DMC  
MOD Main Building  
Whitehall  
London SW1A 2HB

Defence Advisory (DA) advice on such Projects can also be sought from the Defence, Press and Broadcasting Advisory Committee (DPBAC) on a voluntary basis.

Further information and contact details are available at:  
<http://www.dnotice.org.uk/danotices/index.htm>

**FORM 1 TO  
MOD GREEN BOOK  
DATED 31 JAN 13**



**FORM 1**

**CORRESPONDENT ACCREDITATION FORM**

**(Please ensure all questions are answered)**

**Professional Details and Preparations**

1	Full name:	
2	Your role/professional title:	
3	Organization you will be representing on this visit:	
4	Your contact numbers and e-mail:	
5	Employer's address and contact information:	
6	Requested Theatre of Travel:	
7	Full date or month of proposed travel:	
8	Considered the MOD's strong advice on the need for appropriate and adequate insurance.	
9	Name and dates of training undertaken to prepare you for your embed, or similar assignments you have undertaken in the last 3 years:	
10	Signed Medical, Dental & Health Declaration from a qualified physician on fitness of individual to embed (completion of Forms 1 and 2):  Date of last medical:  Date of last dental inspection:  Overall physical fitness:	
11	Provide details of any medical, dental, physical or mental conditions that might inhibit deployment:	

12	Passport details:  Number:  Expiry date:  Place of Issue:  Israeli stamp (Y/N):	
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**Personal Details**

13	Home address and personal contact details:	
14	Date of birth:	
15	Nationality:  At birth:  Now:  Have you, your spouse or immediate family ever held other than British nationality:	
16	Religion:	
17	Height:	
18	Hair colour:	
19	Eye colour:	
20	Blood group:	
21	Who, if anyone, do you authorise us to contact in the event of an emergency (full name, contact details and your relationship):	

**Declaration**

I, the undersigned \_\_\_\_\_ having read the "MOD Working Arrangements with the Media for use throughout the full spectrum of Military Operations" version 8, 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 Armed Forces Act 2006 while subject to it.
- 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, social/new media 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, and the MOD strongly advises that correspondents obtain appropriate and adequate third party public liability insurance, personal accident insurance and travel insurance valid for their assignment, including medical and legal expenses before being allowed to accompany British Forces on active operations.

The MOD strongly advises that correspondents travel with appropriate and adequate insurance that covers the recovery of any costs arising during the period spent accompanying British Forces in the event of a situation requiring medical intervention and/or aero-medical evacuation. The Ministry of Defence will seek to recover its costs in such a situation.

I acknowledge that I understand that there is potential risk associated with my assignment accompanying British Forces. I have considered the MOD's strong advice on the need for relevant and adequate third party public liability insurance, personal accident insurance and travel insurance which includes medical and repatriation expenses cover and I am aware of my personal liabilities regarding the recovery of costs arising during this assignment. My employer is aware of the MOD's strong advice on 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

**WHEN COMPLETED, PLEASE RETURN THIS DOCUMENT TO THE ADDRESS BELOW:**

Email: [DMC-OpsPlansSO2@mod.uk](mailto:DMC-OpsPlansSO2@mod.uk)

Phone: 020-7218 6200

Address: SO2 Media Ops  
1-B-54  
DMC  
MOD Main Building  
Whitehall  
London SW1A 2HB

**FORM 2 TO  
MOD GREEN BOOK  
DATED 31 JAN 13**

**FORM 2**

**PRE-DEPLOYMENT HEALTH CHECKLIST CERTIFICATE  
(MEDICAL IN CONFIDENCE - When Completed)  
MEDICAL QUESTIONNAIRE TO VISIT AN OPERATIONAL THEATRE  
(To be completed by deploying correspondent)**

**Particulars of Visitor:**

Name and Initials

Employer

Grade/Status

Sponsor

1. Have you ever suffered from any of the following complaints? If so, give brief particulars and dates:	Y	N	Details if yes (continue overleaf if necessary)
Bronchitis	<input type="checkbox"/>	<input type="checkbox"/>	
Pneumonia	<input type="checkbox"/>	<input type="checkbox"/>	
Pleurisy	<input type="checkbox"/>	<input type="checkbox"/>	
Pulmonary TB, or suspected	<input type="checkbox"/>	<input type="checkbox"/>	
Lung Trouble	<input type="checkbox"/>	<input type="checkbox"/>	
Asthma	<input type="checkbox"/>	<input type="checkbox"/>	
Rheumatism	<input type="checkbox"/>	<input type="checkbox"/>	
Back problem	<input type="checkbox"/>	<input type="checkbox"/>	
Rheumatic Fever	<input type="checkbox"/>	<input type="checkbox"/>	
Recurrent Sore Throat	<input type="checkbox"/>	<input type="checkbox"/>	
Illness or disease of the heart.	<input type="checkbox"/>	<input type="checkbox"/>	
Fainting fits or Giddiness	<input type="checkbox"/>	<input type="checkbox"/>	
Deep Vein Thrombosis/pulmonary embolus	<input type="checkbox"/>	<input type="checkbox"/>	
Stomach or Bowel complaint (requiring medical care)	<input type="checkbox"/>	<input type="checkbox"/>	
Any tropical ailments	<input type="checkbox"/>	<input type="checkbox"/>	
Any nervous or mental illness for which you have sought treatment in last 3 years	<input type="checkbox"/>	<input type="checkbox"/>	
Deafness or infection of the ears	<input type="checkbox"/>	<input type="checkbox"/>	
Disorders of the skin	<input type="checkbox"/>	<input type="checkbox"/>	

	Y	N	
2. Have you suffered from any illness or disability in the last 10 years which is not mentioned above? If so, give brief particulars and dates.	<input type="checkbox"/>	<input type="checkbox"/>	
3. Have you undergone any operation? If so, give brief particulars and dates.	<input type="checkbox"/>	<input type="checkbox"/>	
4. Have you undergone an X-Ray examination of the chest within the last 6 months. If so, confirm the results were negative?	<input type="checkbox"/>	<input type="checkbox"/>	
5. Have you previously been considered medically unfit to proceed overseas or been invalided from an overseas station? If so, give details and dates?	<input type="checkbox"/>	<input type="checkbox"/>	
6. Do you have any reason to believe that you may be pregnant? Note: <b>Pregnancy</b> – It is not possible to predict what (if any) physical or toxic hazards may be encountered in operational theatres. In addition, multiple vaccinations, anti-malarial medication and long working hours should be avoided during pregnancy (especially the first 16 weeks). For these reasons, pregnant women, or those trying to become pregnant are not to be recommended for operational deployment. Therefore confirmation of pregnancy must be immediately declared as soon as it is known, before or during the embed period.	<input type="checkbox"/>	<input type="checkbox"/>	
7. a. Have you had recent (within 6 months) dental inspection?	<input type="checkbox"/>	<input type="checkbox"/>	
b. Is there any reason to suppose that dental treatment will be necessary?	<input type="checkbox"/>	<input type="checkbox"/>	
c. Have you suffered from mouth or tooth disorders that are likely to recur?	<input type="checkbox"/>	<input type="checkbox"/>	

8. To the best of my knowledge the foregoing answers are true and correct and no relevant information has been withheld. I have no reason to believe that I am likely to suffer any chronic condition which might cause serious administrative difficulties or otherwise prejudice my visit overseas.

(Signature of visitor)

Date

**THIS FORM IS VALID FOR THE PERIOD OF ONE ACCREDITED EMBED.**

**WHEN COMPLETED, PLEASE RETURN THIS DOCUMENT, MARKED MEDICAL IN CONFIDENCE TO THE ADDRESS BELOW**

Email: [DMC-OpsPlansSO2@mod.uk](mailto:DMC-OpsPlansSO2@mod.uk)

Phone: 020-7218 6200

Address: SO2 Media Ops  
1-B-54  
DMC  
MOD Main Building  
Whitehall  
London SW1A 2HB

**Form 2**

**FORM 3 TO  
MOD GREEN BOOK  
DATED 31 JAN 13**

**FORM 3**

**PRE-DEPLOYMENT HEALTH CHECKLIST CERTIFICATE  
(MEDICAL IN CONFIDENCE - When Completed)**

**MEDICAL QUESTIONNAIRE TO VISIT AN OPERATIONAL THEATRE  
(To be completed by examining medical practitioner)**

**Details of Deploying Correspondent**

**Name:** \_\_\_\_\_ **Date of birth:** \_\_\_\_\_

**Company/Organisation:** \_\_\_\_\_

**Expected Length of Visit:** \_\_\_\_\_

**Date of Assessment:** \_\_\_\_\_

**Introduction**

1. All personnel are required to undergo a medical assessment prior to visiting an operational theatre. The following check list is for the benefit of medical practitioners to ensure that the key requirements are covered during such an assessment. If you have any doubts about the individual's ability to carry out the list of functions below, please do not tick the box.

**PRE-DEPLOYMENT HEALTH CHECKLIST CERTIFICATE (PRESS)**

2. **Has the MEDICAL QUESTIONNAIRE (FORM 2) been completed in every detail?**

Y	N
<input type="checkbox"/>	<input type="checkbox"/>

3. **Also record the following:**

- Fitness (Correspondents are expected to be able to do the following – if this cannot be tested, the opinion of the medical practitioner based on the individual's health and lifestyle will suffice):

	Y	N
Run 100 metres at a reasonable pace without stopping	<input type="checkbox"/>	<input type="checkbox"/>
Drag a similar weight/size casualty 30 metres	<input type="checkbox"/>	<input type="checkbox"/>
Exit a vehicle by the front passenger door from the rear seat	<input type="checkbox"/>	<input type="checkbox"/>
Climb unaided into the back of a 4WD vehicle (height 1.5m)	<input type="checkbox"/>	<input type="checkbox"/>

**4. Has the individual met the following fitness level?**

	Y	N
Not requiring any regular medical supervision (every 3 months or more frequent)	<input type="checkbox"/>	<input type="checkbox"/>
Power 5/5 all limbs	<input type="checkbox"/>	<input type="checkbox"/>
Good general mobility	<input type="checkbox"/>	<input type="checkbox"/>
Visual acuity better than 6/12 best eye and 6/18 worst eye and N12 both eyes (aided) (HL not worse than 84dB LF and 123 dB HL in best ear) optional test	<input type="checkbox"/>	<input type="checkbox"/>
BP (treated) not greater than 160mmHg systolic and 90mmHG diastolic	<input type="checkbox"/>	<input type="checkbox"/>
FEV, FVC and FEV/FVC with % of predicted and normal (or peak flow)	<input type="checkbox"/>	<input type="checkbox"/>
No psychiatric condition needing admission to hospital and/or medication for three months or more (other than a single episode of reactive depression) in last 3 years	<input type="checkbox"/>	<input type="checkbox"/>

**5. Are there any problems with the following?**

	Y	N
C/V system	<input type="checkbox"/>	<input type="checkbox"/>
Respiratory system (especially asthma)	<input type="checkbox"/>	<input type="checkbox"/>
Endocrine system	<input type="checkbox"/>	<input type="checkbox"/>
Gastrointestinal system	<input type="checkbox"/>	<input type="checkbox"/>
Genito-urinary system	<input type="checkbox"/>	<input type="checkbox"/>
Musculoskeletal system	<input type="checkbox"/>	<input type="checkbox"/>
Nervous system	<input type="checkbox"/>	<input type="checkbox"/>
Skin conditions	<input type="checkbox"/>	<input type="checkbox"/>

**6. Have the following been reviewed and found to be satisfactory?**

	Y	N
Urinalysis	<input type="checkbox"/>	<input type="checkbox"/>
BP	<input type="checkbox"/>	<input type="checkbox"/>
BMI (max 34.9 – class 1 obese – if higher but otherwise fit, seek advice)	<input type="checkbox"/>	<input type="checkbox"/>
Spirometry or peak flow	<input type="checkbox"/>	<input type="checkbox"/>

**7. Has the individual been vaccinated against the following?**

	Y	N
Polio (last 10 years)	<input type="checkbox"/>	<input type="checkbox"/>
Tetanus (last 10 years irrespective of DoH advice on 5 in a lifetime)	<input type="checkbox"/>	<input type="checkbox"/>
Diphtheria (10 years)	<input type="checkbox"/>	<input type="checkbox"/>
Hepatitis A (initial course completed and last 10 years)	<input type="checkbox"/>	<input type="checkbox"/>
Typhoid (3 years)	<input type="checkbox"/>	<input type="checkbox"/>
Any other vaccine indicated by Medical Warning Notices	<input type="checkbox"/>	<input type="checkbox"/>

8. **If appropriate has anti-malarial advice and prophylaxis been given?**

Y	N
<input type="checkbox"/>	<input type="checkbox"/>

9. **Do any climatic restrictions apply?**

<input type="checkbox"/>	<input type="checkbox"/>
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10. **Has the individual had a dental check-up within last 6 months?**

<input type="checkbox"/>	<input type="checkbox"/>
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11. **Are there any outstanding dental issues?**

<input type="checkbox"/>	<input type="checkbox"/>
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12. **Prescriptions.** Where appropriate, has the individual a supply of prescribed drugs for at least double the expected length of visit?

<input type="checkbox"/>	<input type="checkbox"/>
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13. **Recommended for Visit (Y)/Not recommended for Visit (N):**

<input type="checkbox"/>	<input type="checkbox"/>
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14. **Follow Up Action and Report as required:**

15. **Medical Practitioner Details**

**Name and Qualifications (Block Letters):**

**Signature:**

**GMC Number:**

**Date:**

**THIS FORM IS VALID FOR 1 YEAR FROM THE DATE COMPLETED.**

**WHEN COMPLETED, PLEASE RETURN THIS DOCUMENT, MARKED MEDICAL IN CONFIDENCE TO THE ADDRESS BELOW**

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