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PERMANENT SECRETARY

D/PUS/5/1 (79)

10 August 2023

Commodore Jolyon Woodard

Senior Responsible Owner for the Chinook Capability Sustainment Programme *Sent electronically*

APPOINTMENT AS SENIOR RESPONSIBLE OWNER FOR THE CHINOOK CAPABILITY SUSTAINMENT PROGRAMME

Dear Jol

Role, Responsibility, Authority and Accountability

1. **Role.** We are writing to confirm your appointment as Senior Responsible Owner (SRO) of the Chinook Capability Sustainment Programme. It is recognised that you have been acting as interim SRO since 25 October 2021 and have therefore been accountable for all the decisions made since this date. This letter, therefore, sets out your responsibility, authority, and accountability going forwards as well as the support that you can expect from the Ministry of Defence (MOD) and the Infrastructure and Projects Authority (IPA).
2. **Responsibility.** Your responsibility as SRO is defined in the IPA's guidance on [Project delivery: The Role of the Senior Responsible Owner](#) and in the MoD Project Delivery Centre of Excellence's guidance on [The Role of the Senior Responsible Owner in Defence](#). You are to comply with the [Government Functional Standard for Project Delivery](#) and the [Government Project Delivery Framework](#), and you are expected to follow all relevant IPA guidance on project delivery. In addition, you should take every step to ensure that Ministers, the Accounting Officer and other senior leaders are fully informed of increasing risk or threats to delivery that might be considered capable of undermining the business case at the earliest opportunity even if outside the normal governance line or timings.
3. The programme's objectives, outcomes and benefits are defined in the Programme Mandate; specific delivery requirements are defined within the programme's Business Cases and Approvals; and the assurance requirements are as detailed in the programme's Integrated Assurance and Approval Plan.

4. You are to allocate 50% of your time to your SRO responsibilities and that you will remain in post until October 2024 when a successor will have been identified. During your tenure, it is anticipated that you will achieve the following outcomes:
- a. Revised aircraft delivery profile to be agreed through Letter of Offer and Acceptance – June 2023.
 - b. Simulator Training Facilities Report received that will fully articulate technical requirements for the Synthetic Training Facility – August 2023
 - c. Submission to the Investment Approvals Committee the new financial profile and endorsed strategic capability milestones – December 2023
 - d. Spiral development and sustainment funding line secured – April 2024
5. **Authority.** The department will grant you the authority you require to discharge your defined responsibilities as SRO, and thus deliver the programme mandate effectively. You are authorised to:
- a. Lead and champion the programme (including in public).
 - b. In consultation with the Chinook Capability Sustainment Sponsor, Joint Helicopter Command, and UK Strategic Command set the overall vision, strategic direction, and key delivery parameters for the programme.
 - c. Determine the overall design of the programme and the temporary organisation that is needed to deliver it.
 - d. Delegate¹ responsibility and authority as required within the programme team (including to those in sponsor, client, and market roles)² noting that accountability cannot be delegated.
 - e. Approve business cases (subject to additional approval as required by spending controls)².
 - f. Exercise your authority to decide on the most appropriate course of action to resolve dispute beyond the boundary of the Programme Board.
 - g. In consultation with the Chinook Capability Sustainment Sponsor, Joint Helicopter Command, and UK Strategic Command agree on changes required to any previously determined scope, providing it does not prevent achievement of the Key User Requirement and it remains within the bounds of both the programme mandate and the approved cost, time, and performance envelope.
 - h. Challenge all interfacing projects, programmes and the wider operating environment on matters relating to the effective delivery of the programme.
 - i. Engage directly with all internal and external stakeholders on programme matters.
 - j. Approve the programme's access to risk funding within the approved cost envelope.

¹ Noting certain delegations come through other routes ²

As defined in the IPA Project Routemap.

² Authority to approve expenditure is provided through a separate financial delegation.

6. If you do not have the authority you need to discharge the role effectively, you are to inform us immediately.

7. **Accountability.** You are accountable to the MOD Accounting Officer and Parliament with oversight provided by Chief of the General Staff, as the Top Level Budget Holder for the Army, and for ensuring that the Chinook Capability Sustainment Programme remains affordable, meets its objectives, delivers the projected outcome³, and realises the required benefit as defined in the Programme Mandate. Should you be unable to deliver against the requirement then you should escalate to me, as Accounting Officer, through the Chief of the General Staff and the Defence Major Programmes Portfolio Sponsor Group. Furthermore, you are to account for the action taken by the programme to Parliamentary Select Committees⁴, and for the programme's adherence to government policy to Ministers⁵. Your accountability is limited to the effective implementation of government policy, not the policy itself.

The Chinook Capability Sustainment Programme

8. The aim of the Chinook Capability Sustainment Programme is to provide a modern, cost-effective, Vertical Heavy Lift fleet, able to operate and survive in the Contested, Degraded and Operationally-Limited battlespace [REDACTED], conducting high-tempo missions with minimal logistics footprint and high-levels of interoperability with key allies, in all environments, to beyond 2050. It will do this by:

- a. Delivering a transformation change to the Vertical Heavy Lift capability through the procurement of 14 new-build Chinook H-47 (Extended Range) aircraft to replace the most obsolescent Chinook aircraft at the earliest possible opportunity
- b. Provide comprehensive training, simulation, information systems and support arrangements
- c. Ensuring the best value for money for capability procurement, driving cost effectiveness for ongoing support to an Out of Service Date of at least 2050
- d. Enhancing the UK's ability to operate with increased freedom of action, probability of mission success and interoperability with US counterparts, while reducing operational risk
- e. Including comprehensive platform training, simulation, information systems and support arrangements into the Foreign Military Sales procurement

³ 4 A robust evaluation plan is key HMT requirement. Advice on providing this can be obtained from Defence Economics

⁴ More information on this is set out in [Giving Evidence to Select Committees - Guidance for Civil Servants](#), sometimes known as the Osmotherly Rules.

⁵ As set out in the [Civil Service Code](#).

Wider Departmental Support and Responsibilities

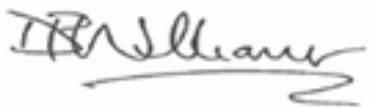
9. The programme forms part of the Defence Major Programmes Portfolio (DMPP) and the Government Major Projects Portfolio (GMPP). You must escalate to the DMPP Sponsor Group any RAIDO⁶ that threaten the success or viability of the programme and bring any matter that could require an Accounting Officer Assessment to the attention of the Accounting Officer⁷. You must report on the programme via the DMPP's Portfolio Management Reporting System (PMRS), which will be used to inform the Infrastructure and Projects Authority's annual report on the GMPP.
10. The Department's delegated spending authority limits apply to your programme. Regardless, where expenditure is novel, contentious, repercussive, or likely to result in cost to other parts of the public sector, HM Treasury approval will be required. If in doubt, advice must be sought from departmental finance colleagues. The process for each programme approval must be agreed with departmental finance colleagues and the HM Treasury spending team, and you are to deliver the programme within the approved limits for your programme. Any financial delegation will be provided separately.
11. The Department will assist you in securing the human and financial resources that are necessary to deliver the programme and by ensuring that the operating environment across the MoD and other government departments both enables and promotes effective programme delivery. Any support that you require in this regard is to be requested through Army Command in the first instance and you have access to the DMPP Sponsor Group at any time.
12. Notwithstanding your personal responsibility and accountability for the programme, you are to work collaboratively with all other departmental projects and programmes to manage dependencies and optimise the achievement of the department's wider objectives.
13. It is noted that you are due to graduate from the Major Projects Leadership Academy training in July 2023 as part of Cohort-33. You have also successfully completed the Project Leadership Programme (Cohort-1) and hold a Master of Science in Defence Leadership. The department's Head of Profession for project delivery is available to support and advise you, as are the IPA. In return, as a soon-to-be graduate of the Major Projects Leadership Academy, you are expected to maintain your continuing professional development as a project leader, including your status as an accredited assurance reviewer. To maintain your accreditation, you will be required to participate in a review at least once every 12 months.

⁶ RAIDO: Risks, Assumptions, Issues, Dependencies and Opportunities.

⁷ [Guidance on completing accounting officer assessments](#) for major projects is available from HM Treasury.

14. We wish you every success in your role as the Senior Responsible Owner of the Chinook Capability Sustainment Programme.

Yours sincerely,



DAVID WILLIAMS

Permanent Under Secretary, Ministry of Defence
D/PUS/5/1 (79)



NICK SMALLWOOD

Chief Executive Officer, IPA

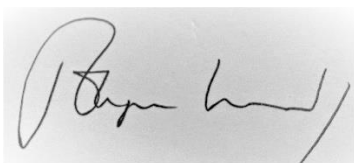
**APPOINTMENT AS SENIOR RESPONSIBLE OWNER FOR THE CHINOOK
CAPABILITY SUSTAINMENT PROGRAMME**

CONFIRMATION OF ACCEPTANCE OF APPOINTMENT

I confirm that I accept the appointment of Senior Responsible Owner for the Chinook Capability Sustainment Programme, including my personal accountability for implementation, as set out in the letter above.

Jol Woodard

SIGNED:



DATE: 23 Aug 23

