



Ministry
of Defence

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DATE

NAME, SRO

PROGRAMME NAME – REVIEW NOTE 5 (RN) – OUTLETTER

Reference:

A – Review Note (RN) – – Category A, Ref, DATE--RN5_PROGRAMME NAME-v4.0-IAC-BC--OS dated DATE.

1. Thank you for the opportunity to consider the PROGRAMME NAME Review Note 5 at Reference A. The RN invited the IAC to approve the extension of the Assessment Phase, an approved Budgetary Limit (ABL) uplift of £XXXX (£XXXX CDEL, £XXXX RDEL, all inclusive of non-recoverable VAT), for the commencement of critical path activity, and to consolidate extant and AP approvals into a single ABL to give a revised ABL of £XXXX.
2. I recognise the importance in delivering this work and accordingly I am content to approve Para 2 a - c, and content to note Para 3 d - i of Reference A. This approval continues to support an innovative programme that REDACTED. My main concern lies around the significant investments that will be required at the Full Business Case (FBC), such that Head Office will need to be assured that the procurements will be appropriate, maintain value for money for Defence whilst meeting the Key User Requirements of the programme. On that basis, my approval is conditional upon the following seven conditions:
 - a. You should review the Scrutiny Report and liaise with the lead scrutineer to discuss, and where necessary, act upon the recommendations made within the report.
 - b. The SRO should ensure that for procurement planned in the extension legal advice is in place and has been used to inform the procurement activity.
 - c. The Programme Team should establish regular engagement between the Scrutiny, ORGANISATION and ORGANISATION teams over the most significant procurement activities that are planned for the FBC providing further detail of the procurement strategy of each individual item. This should be prior to any formal market engagement and include the REDATED procurement.
 - d. For the set of planned procurements, the SRO should:

- i. continue to engage with Defence Economics to agree the evaluation criteria for individual competitions.
 - ii. ensure that in the planned competitions capability choices are available at FBC.
 - iii. ensure that legal advice is in place and has been used to inform the procurement activity.
 - iv. The SRO should continue to engage the Commercial Assistance & Scrutiny Team (CAST) through the assessment phase as individual procurement activities occur.
 - e. The SRO should continue to engage with CAST to plan appropriate CO engagement across the programme.
 - f. The SRO should continue to develop a resourced, baselined schedule and supporting SRA for the additional X years of the AP and provide the approving authority with a progress update via SFIA.
 - g. The SRO should develop for FBC submission a plan for ensuring Teams are fully resourced with Suitably Qualified and Experienced Personnel to support the safe deployment of REDACTED.
3. The Secretary of State for Defence (SofS) approved the RN subject to the following condition:
- a. That the programme explores every possible avenue for collaboration with COUNTRY on development and delivery of the DELIVERABLEs, and that SofS is provided a formal update on this collaboration no later than DATE.
4. His Majesty's Treasury approved the RN at the Official level.
5. As you continue the Assessment Phase leading to the FBC, please engage with REDACTED at the earliest point if there is any change in Performance, Cost or Time. Yours sincerely,

NAME

Director-General Finance