**Call-Off Schedule 20 (Call-Off Specification)**

This Schedule sets out the characteristics of the Deliverables that the Supplier will be required to make to the Buyers under this Call-Off Contract

|  |  |  |
| --- | --- | --- |
| **Ser**  **(a)** | **Criteria**  **(b)** | **Requirement**  **(c)** |
| 1 | Operation name | <redacted> |
| 2 | Task title | Medical Training |
| 3 | GiK (yes or no) | No |
| 4 | Justification | AMSTC are tasked to deliver further Combat Medic Corpsman courses to the <redacted> over the period <redacted>. This SOR is regarding Course 6 which will take place <redacted>  These courses will be loaded with a maximum of <redacted> per course.  Interpreters will be expected to work <redacted>, <redacted> <redacted>  -    If there is a requirement to operate outside of these hours, approval must be sought from the Designated Officer/ Army Commercial prior to any additional invoices being submitted.  Claims for any out of hours interpretation services (i.e., <redacted> <redacted> should be accompanied by appropriate supporting evidence. This could be a time sheet, signed by AMSTC Lead Instructor, or an email from the same.    Without interpreter support this training would not be possible and if delivered without sufficient support could result in students learning false lesson which could result in injuries or death.  Noting the complexity of the training, it is crucial that this training is resourced with the highest quality interpreters available and preferably ones with either medical experience or have been involved with previous medical courses. Band 2 Interpreters will be required to meet this demand. |
| 5 | Impact if Denied | This training will not take place, which would result in reputational damage to the UK and<redacted>. |
| 6 | Interpreter required: | **Dates required from /to:**  a. X2 interpreters reporting for prelims, duration of course 6 (both parts) and student departure:  <redacted> (one to be a lead Linguist to coordinate the course)  b. X8 interpreters reporting for:  Cse 6 Part 1 – <redacted>  c. X4 interpreters reporting for:  Cse 6 Part 2 – <redacted>  d. Departure could be brought forward.  **Routine Reporting time:**  <redacted> unless specified above.  **Reporting location:**  <redacted>  **Specific requirements for reporting:**  Call POC in advance to confirm arrival time. Interpreters will then be informed of where to report to. They will be met by one of the training team and taken to their accommodation. They will be given a brief on security, OOB areas, RLS etc.  **POC for reporting:**  CMC Cse Director: <redacted> |
| 7 | Preparation dates & activities: | X2 interpreters reporting on <redacted> are to be ready for early start on <redacted>.  X8 interpreters reporting on <redacted> are to be ready for the course arrival on <redacted>.  Interpreters will be supporting the pre-training of new instructors and collection of students from APOD. |
| 8 | Course/task dates: | CMC Medic Cse 6: <redacted>. |
| 9 | Number of linguists required and languages. | **Number of Interpreters required:** 10 total  **Essential Languages:**  <redacted>  **Desirable Languages:** <redacted> but very much not essential. Medical terminology a force multiplier.  **Band 2** - as defined in CCS Framework RM6141 Pricing Information (Annex A). |
| 10 | Desired expertise or experience for Interpreter. | Previous Medical translation experience is beneficial. The interpreters who supported the previous <redacted> Med Trg at AMSTC would add significant value to the training. |
| 11 | Security clearance required.   * BPSS * CTC * SC * DV   If not UK based -Please state if country specific clearances are required and the timelines. Please factor this into the planning timeline. | <redacted> |
| 12 | Task/Work Location  If different from reporting location | Working Location will be a combination of:  <redacted>  If other training areas are needed; these will be communicated directly to WWLR by the lead interpreter. |
| 13 | Work routine and duties | Approximate work routine. Daily working hours will be managed by the Lead interpreter.  Interpreters will be expected to work <redacted>  -    If there is a requirement to operate outside of these hours, approval must be sought from the Designated Officer/ Army Commercial prior to any additional invoices being submitted.  Claims for any out of hours interpretation services<redacted> should be accompanied by appropriate supporting evidence. This could be a time sheet, signed by AMSTC Lead Instructor, or an email from the same.  Tasks include:   * Classroom interpretation * Practical moulage interpretation both in classroom and on training area * Supporting senior officers and visitors with engagement with students * Medical appts for students * On call role to support duty instructors, this could involve supporting training overnight on exercise and sleeping in the field. * Supporting live translations both in classroom and on training areas.   Working days are <redacted>  Sunday is currently an admin day/stand down day. |
| 14 | Working conditions | A mixture of classroom-based lessons, outdoor lessons and practical exercises.    Interpreters should expect to spend long periods outside supporting training. This may include overnight activity.  Practical sessions may involve running over undulating terrain with students for short periods practicing evacuation techniques. The interpreters should have a good level of fitness. |
| 15 | Real Life Support provision:   * Accommodation * Feeding * Wi-Fi * Laundry * Gym * Shops * Spiritual | **Accommodation:** Interpreters will be accommodated in military accommodation at QEB. Interpreters will not be accommodated in rooms with students. Due to limitations in accommodation, single rooms are not routinely available and interpreters may be accommodated in the same building as students. They will be provided with separate ablutions to the students.    **Feeding:** Crown feeding is provided for periods that they are tasked to AMSTC. ORP will be provided for exercise periods.  **Wi-Fi:** Available throughout accommodation for personnel use, but it is not free. Free wifi can be found in the Welfare facility on QEB. Wifi dongles (with limited data) are available in the accommodation block but are for welfare use only. Free wifi is available in the work location for work activity.  **Laundry:** Free laundry facilities are available within the barracks.    **Gym:** <redacted> has a gym. Access could be granted after full induction by a suitably qualified AAPTI.    **Shops:** A small corner shop type facility is on camp. Travel may be required for larger shops.    **Spiritual:** MOD sites contain a few faith rooms available to use if required. The church in<redacted> is available for prayer and a Church Service is provided during the course. |
| 16 | Name, rank and email address and mobile phone of the person who is **planning** the task. | <redacted> |
| 17 | Name, rank and mobile number of the person who will be providing day to day **supervision** of the activity | CMC Cse Director: <redacted> |
| 18 | Personal Electronic Device (PED) Policy | No restrictions for UK pax, however interpreters are not permitted to use their PED during training serials without permission and some aspects of sensitive training may require a brief PED RED state. |
| 19 | PPE/Government Furnished Assets (GFA) | Helmets/eye protection/ear defence and medical PPE will be issued by the training deliverer when required.  If night exercise is required sleeping systems and shelter will be provided by training deliverer. |
| 20 | Specific clothing and equipment | Warm and wet weather clothing is required. Sturdy waterproof outdoor footwear is essential to avoid injury. |

ANNEX A: CCS RM6141 – Spoken Interpretation Band Definitions

\*\*\*\*\*REDACTED\*\*\*\*\*

Annex B – Security Aspects Letter

|  |  |
| --- | --- |
| MOD_CMYK_AW.jpg JPG (72.8 KB). Opens in a new window. | HQ Field Army  Ramilies Building  2nd Floor, Zone 7  Marlborough Lines  Monxton Road  Andover  SP11 8HJ  Email: <redacted> |
|  | File reference:710940450 |
|  | Insert Date: 29/02/24 |

WorldWide Language Resources Ltd

25 High Street

High Wycombe

Buckinghamshire

HP11 2AG

**710940450 INTERPRETATION SERVICES -**

1. On behalf of the Secretary of State for Defence, I hereby give you notice of the information or assets connected with, or arising from, the referenced Contract that constitute classified material.
2. Aspects that constitute OFFICIAL-SENSITIVE for the purpose of DEFCON 660 are specified below. These aspects must be fully safeguarded. The enclosed Security Condition outlines the minimum measures required to safeguard OFFICIAL-SENSITIVE assets and information.

|  |  |
| --- | --- |
| **ASPECTS** | **CLASSIFICATION** |
| Any personal details relating to<redacted> SP | OS |
| Names of <redacted> personnel on training | OS |
| <redacted> | OS |
| CMC Programme of Instruction | OS |
| Any Operational Staff work | OS |

1. Your attention is drawn to the provisions of the Official Secrets Act 1989 and the National Security Act 2023. In particular you should take all reasonable steps to make sure that all individuals employed on any work in connection with this Contract have notice of the above specified aspects and that the aforementioned statutory provisions apply to them and will continue to apply after completion or earlier termination of the contract.
2. Will you please confirm that:
   1. This definition of the classified aspects of the referenced Contract has been brought to the attention of the person directly responsible for security of classified material.
   2. The definition is fully understood.
   3. Measures can, and will, be taken to safeguard the classified aspects identified herein in accordance with applicable national laws and regulations. [The requirement and obligations set out above and in any contractual document can and will be met and that the classified material shall be protected in accordance with applicable national laws and regulations.]
   4. All employees of the company who will have access to classified material have either signed an OSA/NSA Declaration Form in duplicate and one copy is retained by the Company Security Officer or have otherwise been informed that the provisions of the OSA/NSA apply to all classified information and assets associated with this contract.
3. If you have any difficulty either in interpreting this definition of the classified aspects or in safeguarding them, will you please let me know immediately.
4. Classified Information associated with this Contract must not be published or communicated to anyone without the approval of the MOD Contracting Authority.
5. Any access to classified information or assets on MOD premises that may be needed will be subject to MOD security regulations under the direction of the MOD Project Security Officer (PSyO) in accordance with DEFCON 76.
6. Contact details for the MOD Project Security Officer (PSyO) (responsible for the co-ordination of effective security measures throughout the Project/Programme) are included below:

Yours faithfully

<redacted>

Copy via email to:

<redacted>