

Navy Command

Statement of Requirement Guidance <£10M

FIRST SEA LORD SEA POWER CONFERENCE 2021

Background.

The **First Sea Lord Sea Power Conference** is an annual opportunity for the Royal Navy to have a conversation with leading academics and policy-makers about the geopolitical main trends and what they mean for the Royal Navy, attracting a distinctive domestic and international audience. In particular, this 2021 edition will allow the First Sea Lord to articulate his strategy for the Royal Navy in the wake of the Integrated Review statement and the historic Defence Spending Review.

Requirement. Plan, host and execute the Sea Power Conference according with the First Sea Lord intent.

- **Description of Work.** Shape, refine, host and run a full day conference for approximately 200 attendees in liaison with the Naval Staff. The conference will include 3 to 4 panel sessions with high profile speakers on topical naval themes, and vignettes of side events including interviews of Industry partners and presentations of junior strategists thinking. This event must be run in a hybrid physical/remote way, in order to potentially host physically a core group of speakers and VIPs and offer the opportunity for the others to dial in remotely. This core group of speakers and VIPs, assessed to be around 12 to 20 people, will be accommodated by a working dinner the night before and adequate catering throughout the day.
- **Deliverables:**
 - **Outline program.** The contractor will submit an outline program to the Naval Staff 4 months ahead of the event, to reach an agreement with First Sea Lord 3 months ahead of the event. This outline program needs to be reviewed and validated before acceptance of the contract.
 - **Speakers identification and invitation.** Once the program is agreed, the contractor will suggest a list of suitable speakers and will invite them to participate, covering all the associated costs.
 - **Marketing of the event.** The contractor will market the event through its website and social media in liaison with RNMCE.
 - **Invitations.** Based on a list provided by the Naval Staff, the contractor will manage invitation and registration processes.
 - **Reading pack.** The contractor will provide the invitees with a food-for-thought essay as part of a delegate pack for the event. This essay must be digitised for the majority of invitees dialling remotely.
 - **Estate.** The contractor will provide suitable rooms to host the event (dinner & conference) in accordance with the prestige of the Royal Navy, including the associated Audi/Video, IT and Comms infrastructure.
 - **Master of ceremony.** The contractor will master the conference. Everything will be on the record. The conference will be web-casted to the invitees, in a way enabling them to interact during Question & Answers sessions.
 - **Post-conference readout.** The contractor will produce provide a conclusions paper not later than 30 days after the convening of the event.

Contract Start Date and Duration. The contract will start the 18 Dec 20 so 3 months ahead of the event (18 Mar 21) and will end one month after the event, on completion of the post-conference readout.

Security Considerations. The contractor will ensure the security of the event in liaison with Metropolitan Police and the VIPs security personnel if required. The content of the conference will not be classified.

Other Considerations. The contractor is expected to enjoy a high reputation in the Defence Think Tank community, assessed by the Global Think Tank Index of the University of Pennsylvania. The contractor is allowed to seek additional funding from corporate sponsors, provided that they are not vetoed by the Naval Staff, and do not influence the themes of the conference.

- **Government Furnished Equipment/Information (GFE/GFI).** As part of the contract, the Naval Staff will provide agreement of the programme, agreement of the speakers' list, and list of invitees. The Naval Staff will also take care of inviting the officials identified as desired speakers.