



**CONTRACT No 02/2018 for the provision of WHITE  
CELL/SIMULATION PRESS for EXERCISE TRIDENT  
JAGUAR 2018 (PHASE I D/IIIA)**

***PART II: GENERAL PROVISIONS***

## **Article 1 Object of the contract**

NRDC-GREECE will conduct a Command Post Exercise, TRIDENT JAGUAR 2018 (TRJR18) as the main training activity for 2018, focusing on JTF HQ processes, procedures and capabilities. TRJR 2018 will train, exercise and evaluate NRDC-GREECE with its associated Joint Logistics Support Group (JLSG) in planning and conducting a Non-Article 5 Crisis Response Small Joint Operation (Land) [SJO (L)] of limited complexity, under direct command of SACEUR, in a military, civilian and asymmetric threat environment involving combat incidents with High Intensity moments. The exercise will focus on Decisive operations and will include a robust White Cell, comprised of 1 company as core, reinforced by civilian experts and subject matter experts able to portray different roles related to politics, NGO, economical actors or international organizations in line with SKOLKAN2 scenario used for TRJR 18.

## **Article 2 Form of the contract**

This contract is a firm fixed-price contract.

## **Article 3 Duration of the contract**

The contract will come into operation as of the day following the last signature by the parties. The termination date will occur when the contractor will deliver the report on the exercise.

## **Article 4 Documents of the contract**

The contract consists of the documents listed below in order of decreasing priority:

1. These contractual provisions and its annexes.
2. The Directive 60/70 dated 30 June 2015 (BI-STRATEGIC COMMAND PROCUREMENT DIRECTIVE)
3. The technical proposal filled in by the contractor.

## **Article 5 Contractor obligations**

The Contractor will employ a qualified team to carry out all duties which must have sufficient knowledge to support preparation, training and execution of the MEL MIL situation Centre and White Cell/Simulation Press before and during the exercise TRIDENT JAGUAR 2018 Phase I D/III A as following:

1. MELMIL (Main Events List/Main Incidents List)
  - a. Part of injects, or incidents' scripting, are written before the exercise execution phase. This is carried out through MELMIL (Main Events List/ Main Incidents List) process which develops in 3 workshops.

b. Particularly MELMIL Workshops 1 (Strategy), 2 (Development) and 3 (Inject Scripting) will take place in Thessaloniki in Greece from the **13 to 14 Feb (TBC)**, **19 to 23 Feb (TBC)** and from **12 to 20 Mar 2018 (TBC)** respectively with the aim to develop all the outputs to be injected through JEMM software as well as developing complementary scenario documents if necessary.

c. The contractor is expected to participate to the first workshop with 1 Subject Matter Expert (SME) and to the other two workshops with 2 SMEs (it is preferable to be the same persons). These SMEs must have a strong military knowledge and military background with relevant experience to a Non-Article 5 Crisis Response SJO (L) in a civilian and not-failed state environment and the ability to engage HN and IOs-NGOs with the context of Civil-Military Interaction and the Comprehensive Approach. Based on NATO Skolkan 2 scenario, these SMEs must have the ability to engineer, design and prepare all the relevant scenario and MELMIL storyboards at operational and tactical levels and to work throughout the MELMIL process from development to execution.

### 2. Exercise TRJR18 Phase I D/III A

a. White Cell/Simulation Press staff has to be deployed in ASSIROS "PROKOPIDI CAMP" in the area of Thessaloniki for the whole exercise phase, from the 13 to 22 Apr 2018 with the following timeline:

- (1) 13 Apr 2018: Arrival and in-processing.
- (2) 14 Apr 2018: Warm up.
- (3) 15 Apr 2018: Day off.
- (4) 16 to 22 Apr 2018: Execution Phase.
- (5) 22 Apr 2018: Out-processing.

#### b. Operational requirements

(1) During the I D/III A phase from 16 to 22 Apr 2018, the contractor has to execute the entire job described below and provide the number of qualified persons, supplied with documentary evidence that are legally licensed, registered and have authorization to perform the tasks. Thus, the contractor has to:

(a) Provide 4 White Cell/Simulation Press SMEs with the following qualifications:

1/ All relevant information related to White Cell, composed of role players representing agencies, IOs and NGOs (ICRC, OSCE etc), institutions and individuals outside of the NATO according to the scenario.

2/ Managerial experience with synchronization and prioritization of White Cell activities based on NATO Skolkan 2 scenario.

3/ Field experience to engage HN and IOs-NGOs with the context of Civil-Military Interaction and the Comprehensive Approach.

4/ Mission in conflict affected countries, complex emergency. Operational experience with political and humanitarian affairs, security and conflict.

5/ Work experience in different areas with political issues that may arise during JTF operations, including all bi-lateral and multi-lateral political affairs at the local, national, regional and international level.

6/ Play the roles of the Host Nation civilian and military officials (MoPO, MoD, Min FA/Dep PM, Min Infra, CHOD etc).

7/ Relevant experience with governance issues that may arise during JTF operations (based on NATO Skolkan 2.0 scenario), including all civil-military governance relations and relevant officials of neighbouring countries.

8/ Serves as the subject matter expert regarding national police and military issues including all bi-lateral and multi-lateral affairs at the local, national, regional and international level.

(b) Provide 1 SME Event Manager in SITCEN during the exercise with relevant experience to the whole MEL/MIL process during the execution phase of an exercise.

### 3. Coordination

The White Cell/Simulation Press will be committed under the coordination of a senior officer from NRDC-GREECE called "WHITE CELL/SIMULATION PRESS CHIEF". Access to the MELMIL management tool (JEMM) will be coordinate through NRDC-GREECE.

### 4. Deliverables

The contractor has to:

- Participate to the MELMIL Workshop 1 (Strategy) from 13 to 14 Feb 2018 (from 8.00 to 15.00) (TBC) with 1 SME and to the MELMIL Workshops 2 and 3 from 19 to 23 Feb 2018 (from 8.00 to 15.00) (TBC) and from 12 to 20 Mar 2018 (from 8.00 to 15.00) (TBC) with 2 SMEs. These Workshops will take place in Thessaloniki in Greece.

- Provide a White Cell/Simulation Press with 4 SMEs, with the duties which are described in the sub-paragraph 2b (operational requirements), from 13 to 22 Apr 2018, from 8.00 to 20.00, 10 days.

- Provide 1 SME Event Manager in SITCEN from 13 to 22 Apr 2018 from 8.00 to 20.00, 10 days.
- Prepare, organize and execute meetings. After each meeting, White Cell has to deliver a debrief to the training audience in order to advise and give practical guidance.
- Injects in the form of talking points, letters or any relevant documents.
- Create or review written biographies of main role-players within the scenario
- Provide a “after action review report” no later than 5 May 2018 about the representatives role management. The report will contain evaluation of the players, good points to emphasize in the future, things that need to be improved, etc. based on a White Cell professional point of view.
- Deliver a final report on the exercise preparation and execution NLT 22 May 2018.

The contract will not be completed until the delivery of these two reports.

### 5. Disclosure

The Contractor agrees to a duty of non-disclosure for all information concerning the NRDC-GREECE, its agents or any information that would have been known in the execution of this contract. The Contractor, and its entire staff, must exercise professional secrecy and the obligation of discretion in all matters relating to the facts, information, studies and decisions of the exercise which he may become cognizant in the contract.

The Contractor agrees to make no such disclosure, in any form whatsoever without permission of the chief of the “WHITE CELL/SIMULATION PRESS Chief”, of any exercise material known in the market outside of this communication is strictly necessary for the performance of the contract. Information, pictures, recording or written documents about events occurring during the preparation, the exercise or the training are NRDC-GREECE property.

The use of this information, pictures, recording, or written documents for any purpose outside the exercise TRJR18 Phase I D/III A is strictly forbidden, except if the Commander of the NRDC-GREECE gives a written approval.

### 6. Security

a. **All contractors’ personnel must be NATO SECRET cleared, even for MELMIL Workshops. Documents to be sent to Contracting Technical Representative (COTR) before the 10 Feb 2018.**

b. The Contractor shall comply with all security requirements prescribed by NRDC-GREECE and the National Security Authority or

designated security agency of each NATO country in which the contract is performed.

c. The Contractor shall be responsible for the safeguarding of NATO classified information or any other information labelled sensitive, entrusted to it or generated by it in connection with the performance of the Contract. It undertakes not to pass on to anyone outside its staff information provided for the performance of the Contract, or any information or to use it for any purpose whatsoever.

d. Two days before every activity (MEL/MIL Workshops and exercise), the contractor has to send an e-mail to the Contracting Officer Technical Representative with the following information:

- (1) Name
- (2) Surname
- (3) Nationality
- (4) Date and place of birth
- (5) NATO clearance

### 7. Regulations

The Contractor shall provide and pay, as required, qualified personnel as needed for the performance of the services provided under the contract. He shall strictly comply with all Host Nation Labour Laws, tariffs and social security and other regulations applicable to the employment of his personnel.

### 8. Equipment

The Contractor will provide all the equipment and office supplies required to meet its obligations. Maintenance and insurance are the responsibility of the Contractor.

### 9. Real life support

The Contractor's personnel real life support is under the contractor's responsibility. Consequently, the contractor will arrange and bear all costs related to travel and movements during the exercise, the meeting and the conferences, accommodation, etc. (Transportation from HQ NRDC-GREECE camp to ASSIROS "PROKOPIDI CAMP" will be provided by HQ means, military accommodation for White Cell SMEs can't be provided).

## **Article 6 Warranty anti-virus**

Any electronic support provided by the Contractor must be virus free.