

# **Maritime Component Commander's Media Embedding Program**



## **Guidelines, Ground Rules, and Documentation for His Majesty's Canadian Ships**

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ISSUED ON AUTHORITY OF MARITIME COMPONENT COMMANDER



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## Part 1: General Instructions

### Introduction

1. The objective of the Maritime Component Commander Media Embedding Program (MCC MEP) is to facilitate access to information and to inform Canadians about the role, mandate, and activities of the Royal Canadian Navy when deployed on operations.
2. The aim of this document is to provide clear and precise directions, guidance, and advice to journalists who intend to embed with His Majesty's Canadian ships deployed on international operations outside North American waters.

### Definitions

3. The following definitions apply throughout this document:
  - a. **Accreditation:** A journalist is "accredited" when they prove with adequate documentation that they are employed by, or under contract to, a media organization that:
    - 1) intends to possibly publish or broadcast the journalist's material; and
    - 2) assumes the responsibilities laid out in this document.
  - b. **Canadian warship:** A surface vessel (including its aircraft, if any) or submarine of the Royal Canadian Navy.
  - c. **CJOC:** Canadian Joint Operations Command (CJOC) is responsible for the planning and conduct of all CAF operations outside North America, except those conducted by Canadian Special Operations Forces Command (CANSOFCOM).
  - d. **MCC:** The Maritime Component Commander is the head of Maritime Component Command, under Canadian Joint Operations Command. They provide planning, command and control, coordination, and logistical support to all Royal Canadian Navy warships and other naval assets deployed around the world on CAF operations. They are also the Commander Maritime Forces Atlantic.
  - e. **Embedding:** The formal attachment of a journalist to the CAF for an extended period.
  - f. **Host ship:** The Canadian warship an embedding journalist has agreed to join, and whose Commanding Officer has agreed to the embedding request.
  - g. **Journalist:** A person who is employed by or under contract to a media organization and is seeking to embed with the CAF to report on its activities. A journalist may be (but is not limited to) a reporter, a videographer, a photographer, an equipment operator, a producer, or a technician.

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- h. **Media organization:** A business that employs journalists to produce news reports and features for broadcast and/or publication through **media outlets** (e.g., newspapers, radio stations, television stations, internet sites).
- i. **Public Affairs Officer (PAO):** An officer of the CAF who is a member of the Public Affairs Branch, which performs the communications and media relations functions. A ship may carry a PAO on a mission that is expected to attract significant media attention.
- j. **Unit Public Affairs Representative (UPAR):** A member of the ship's company, usually a sub-lieutenant or a lieutenant, who handles public affairs responsibilities as a secondary duty in a ship that does not carry a PAO.

### Acceptance and Priority

- 4. To be accepted for the MCC MEP, journalists must be accredited and in possession of documents identifying them as journalists. Freelance journalist will be considered for a stay aboard a HMC Ship following a negotiation which results in a publication plan agreed upon.
- 5. Applications to the MCC MEP are accepted in the following priority order:
  - Priority 1:** Journalists representing national Canadian media organizations.
  - Priority 2:** Journalists representing regional Canadian media organizations, especially those located in or covering the ship's home port or namesake city.
  - Priority 3:** Journalists representing international media organizations.

### Embedding Authority

- 6. The Chief of the Defence Staff delegates the authority to embed journalists with deployed CAF task forces to the Maritime Component Commander (MCC). The Public Affairs section at Maritime Component Command manages and coordinates the MCC MEP, handling the relationship between journalists, their media organizations, and Commanding Officer of the host ship, who conducts the MCC MEP in theatre.

### MCC MEP Guidelines

- 7. Here are the general guidelines for the conduct of the MCC MEP in His Majesty's Canadian Ships deployed on operations:
  - a. Participation in the MCC MEP is based on the understanding that journalists will primarily cover CAF and Government of Canada activities.
  - b. Journalists are embedded for a fixed period agreed to, in advance, by the media organization, MCC PA, and the Commanding Officer of the host ship.
  - c. Living space is very limited in a warship, and the Commanding

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Officer of the host ship determines how many journalists can be accommodated. The decision is based on operational conditions and the number of available bunks.

**Note:** Because of the lack of space, television crews are normally limited to two people: a reporter and a camera operator.

- d. Handovers that require out-going and in-coming journalists from the same media organization to be aboard at the same time are granted only in very exceptional circumstances. A media organization that wishes to arrange such a handover must submit its request to MCC PA well in advance to determine feasibility.
- e. Journalists who wish to extend their embedding must submit a request to MCC PA as soon as possible, so arrangements can be made before the date they are scheduled to leave the host ship. This request may be submitted through their media organization, or the ship's PAO or UPAR. MCC PA is the authority that grants or denies extensions. Journalists and media organizations must not consider themselves entitled to extensions.

## 8. **General conduct while embedded.**

- a. Fitting in with the ship's company:
  - 1) **Safety:** Journalists embedding with the crew of a Canadian warship receive a safety briefing on boarding and must respect all the rules and directions provided in that briefing.
  - 2) **Privacy:** Journalists and their media organizations must respect the privacy of CAF personnel, in particular their right to relax away from cameras and questions.
  - 3) **Out-of-bounds and restricted areas:**
    - a) Embedded journalists are quartered wherever space can be found for them. Journalists are not permitted in other living areas unless they are specifically invited.
    - b) During some activities, the upper decks are partly or completely out of bounds to anyone not involved in the task, including journalists, for safety reasons. Such restrictions are announced and explained (e.g., radiation hazard, rotating guns) on the ship's public address system. A journalist who wishes to cover these activities must obtain special permission from the ship's Commanding Officer.
    - c) Restricted areas of the ship are identified by large signs prominently posted on the door. Any member of the ship's company can answer journalists' questions about access.
  - 4) **Showing lights:** At sea, only red-filtered lights are permitted after sunset. The Officer of the Watch must approve the use of any

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other light source, including flashlights, flash cameras, and television lights.

- 5) **Radio silence:** Except with express permission of the Commanding Officer, all personnel aboard a Canadian warship — CAF members and civilian journalists alike — are strictly forbidden to use any type of communication equipment, including a cellular telephone, to initiate or receive a call, when radio silence is in effect.
- 6) **Alcohol:** No one is allowed to keep a personal supply of beverage alcohol while they are aboard. Bar hours within the messes are strictly scheduled and at the discretion of the Commanding Officer. Liquor, wine, or beer may be purchased ashore for importation to Canada, but it must be turned over to the Duty Coxswain for safe keeping on boarding.
- 7) **Personal Relationships:** Personal relationships are strictly forbidden aboard ship. This term covers any, and all forms of sexual conduct, including touching and kissing between consenting adults, even if they are married to each other.
- 8) **Water discipline:** Sailors do not waste water. When showering, do it the “pusser” way: Wet down quickly, turn off the water to lather up and shampoo, then turn the water back on to rinse. Total water time: two to four minutes.
- 9) **Smoking:** Smoking is strictly forbidden in the ship, except in designated areas.

## b. Covering stories:

- 1) Cellular telephones do not normally work more than 20 miles offshore. Journalists may deploy with reliable long-range communications equipment, such as a satellite telephone. Journalists must register their cellphones and sat phones with the Coxswain on boarding the ship. Use of a cellphone or a sat phone aboard the ship is permitted only with prior approval of the Commanding Officer. Additional connectivity may be challenging, and the onboard Public Affairs Officer or Unit Public Affairs Representative may assist with getting coverage off the ship.
- 2) An embedded journalist is their media organization’s primary news source and point of contact in the ship. A media organization with a journalist aboard should request interviews with members of the ship’s company through their embedded journalist, not the Media Relations Office in Ottawa.
- 3) Embedding with a Canadian warship does not give a journalist access to the crews of ships from other nations participating in the same mission. Before interviewing foreign military personnel, even if

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they are aboard the Canadian ship in which the journalist is embedded, the journalist must ask the ship's PAO or the Commanding Officer to obtain permission from the potential interviewee's chain of command.

### Embedding Agreement

9. Before embedding, journalists and their sponsoring media organizations must complete and sign the documents found in **Part 2: Ground Rules and Documentation**. By submitting the embedding documents with their signature, journalists and media organizations certify that:

- a. they have read all the rules and guidelines contained therein, and
- b. they understand that failure to comply with the Ground Rules and the embedding guidelines could result in the termination of their embedding agreement and their immediate removal from the host ship.

### Subject to Code of Service Discipline

10. As long as they are embedded with the crew of a Canadian warship, journalists are subject to the Code of Service Discipline (see Part III of the *National Defence Act*). This arrangement is one of the main terms set out in the document entitled **"Engagement with the Minister of National Defence"** which journalists must sign indicating acceptance before embedding.

### Release of Information

11. Embedded journalists will be frequently reminded of the need for operations security (OPSEC) and the need to maintain the highest level of technical accuracy. The Commanding Officer of the host ship retains the right to review and require changes in media products containing potentially sensitive information, but only to the extent necessary to ensure that OPSEC is neither violated nor breached. A subject matter expert may revise technical information, but changes will be factual and not editorial. Content will not otherwise be restricted. Media products and equipment will not be confiscated or impounded.

12. The goal of OPSEC is to prevent any adversary from obtaining information that could put in jeopardy our missions, our ships, and our crews. This objective allows for the safeguarding of some information that has an important operational impact on our mission, while permitting Canadians to know as much as possible about the members of the ship's company and their activities.

13. Journalists shall be aware that any failure to obey directions regarding the release of information concerning force protection<sup>11</sup> might result in the termination of their embedding and removal from the host ship.

14. Should personal information be disclosed inadvertently during a media briefing, and journalists are told that releasing that information would result in a violation of the

<sup>1</sup> Force protection: All measures and means to minimize the vulnerability of personnel, facilities, equipment and operations to any threat and in all situations, to preserve freedom of action and the operational effectiveness of the force. (AAP-6(2008): NATO Glossary of Terms and Definitions)

*Privacy Act*, the Crown may choose to take legal action against a journalist who then includes the sensitive information in a media product, thus exposing the Crown to liability.

### ***About the MCC MEP Ground Rules***

15. Maritime Component Commander developed the MCC MEP Ground Rules for journalists embedded with HMC ships in consultation with the Commander Royal Canadian Navy and the Assistant Deputy Minister (Public Affairs) at National Defence Headquarters in Ottawa.

16. The aim of the MCC MEP Ground Rules is to safeguard sensitive information (i.e., both classified national security information and designated personal information) as required by Canadian legislation and Canadian Armed Forces orders. The Ground Rules acknowledge the right of journalists to unclassified and undesignated information and are not intended to prevent the release of information that could be construed as derogatory, embarrassing, negative, or uncomplimentary.

17. To be accepted for the MCC MEP, journalists and their media organizations must formally agree to obey the Ground Rules; consequently, journalists should read them thoroughly and ensure that they understand them. The MCC MEP Ground Rules are set out in **Part 2: Ground Rules and Documentation**. Journalists are encouraged to always carry a copy of the Ground Rules with them while they are embedded.

18. Release of information, imagery, or video gathered while embedded with the CAF must always comply with the MCC MEP Ground Rules, both during embedding and after departure from the MCC MEP, i.e., articles, audio-visual reports, books, which could be produced following the termination of the embedding period.

### **Resolving Disputes**

19. Disputes about the MCC MEP Ground Rules or General Instructions and their application should be resolved at the lowest level as soon as possible. Disputes that cannot be resolved locally are forwarded through the chain of command to MCC PA (representing Maritime Component Commander) for resolution in consultation with the affected media organization and, if necessary, the Canadian Joint Operations Command PA.

20. The Commanding Officer of the host ship or other members of the ship's company may temporarily restrict a journalist's access to operations until a dispute is resolved; however, they must not assume that a dispute will lead to termination of the journalist's embedding.

### **Terminating Embedding**

21. An embedding agreement can be terminated at any time by Maritime Component Commander, the embedded journalist, or the journalist's media organization. When Maritime Component Commander takes the initiative to terminate, the action will be based on a recommendation by the Commanding Officer of the host ship.

22. MCC PA will make every effort to resolve the situation with an embedded journalist's media organization before terminating embedded status. If a journalist or

media organization demonstrates a history of terminating embed status either voluntarily or involuntarily, MCC PA may refuse further embedding requests from that journalist or media organization.

23. Maritime Component Commander reserves the right to deny, postpone, or cancel any request to embed, and accepts no liability for expenses incurred by journalists or media organizations in preparation for an embedding that does not proceed on schedule, including (but not limited to) the cost of airline tickets, immunization, and travel documentation such as passports and visas.

24. Clear violations of the MCC MEP Ground Rules will result in termination of the journalist's embedding and their removal from the host ship.

### ***Journalists' Access to Operations***

25. Journalists will be given access to operational activities, including mission preparations and debriefings, whenever possible, as determined by the Commanding Officer of the host ship.

26. Journalists' access to patients in CAF medical facilities, including the sick bay of a warship, is governed by:

- a. the consent of the patient;
- b. the instructions of the attending Medical Officer or Physician Assistant;
- c. the Commanding Officer, who must approve; and
- d. all applicable regulations, standard operating procedures, and operations orders.

27. If the Medical Officer or Physician Assistant and the ship's Commanding Officer authorize an embedded journalist to visit a patient, a PAO or medical attendant must escort the journalist at all times. Visits by journalists must not interfere with medical treatment.

### **Reporting Non-CAF Stories**

28. Journalists apply to the MCC MEP on the understanding that they will primarily cover CAF and Government of Canada activities. Embedded journalists who decide to leave the host ship to report a non-CAF story must convey their intentions to both their media organization and the ship's PAO or Commanding Officer, who then informs MCC PA.

29. Embedded journalists who wish to go ashore when the host ship is in port must learn and obey the ship's shore leave routine in every particular to ensure that they are not left behind if the ship is required to leave port unexpectedly.

30. Even when they leave the host ship to report a non-CAF story, embedded journalists must comply with the MCC MEP Ground Rules, especially those dealing with release of information. Embedding may be immediately terminated for any journalist or media organization responsible for releasing information provided by the CAF that could have a negative effect on operations security (OPSEC).

## Protection of Journalists and Media Equipment

31. Embedded journalists are entitled to protection of their person and their equipment to the limit allowed by the Rules of Engagement governing the host ship. Journalists must acknowledge and accept that the Commanding Officer of the host ship cannot fully guarantee their personal safety or the safety of media equipment while they are aboard.

32. Journalists who leave the host ship to report non-CAF stories do so at their own risk. The CAF is not responsible for the safety of journalists who have left the protection of the host ship.

## Hazards to Embedded Journalists: Injury, Death, and Kidnapping

33. Embedded journalists and the media organizations they represent are each responsible for ensuring that they have adequate indemnity and insurance coverage. Any journalist who is injured while embedded with the crew of a Canadian warship will receive emergency medical care to the extent available to the ship, and in accordance with CAF regulations.

**Note:** A journalist who has been contaminated with a radiological, biological, or chemical agent may not be repatriated until the situation is resolved.

34. The employing media organization is responsible for repatriating a journalist who is killed or injured while embedded, and for providing injured journalists with any medical care they require beyond that offered by the host ship.

35. Here is the procedure the CAF will follow should an embedded journalist be killed or injured:

- a. The host ship immediately reports the incident and the journalist's condition to the chain of command, which then informs MCC PA. MCC PA contacts the affected media organization, which is responsible for notifying the journalist's next of kin.
- b. When the journalist's next of kin have been notified, the media organization informs MCC PA, which — if required — coordinates the release of information in accordance with the procedure for notifying the next of kin of military casualties.

**Note:** If the media organization decides to announce the injury or death of a journalist before DND formally releases information about the incident, the news report **must not** contain any information about the incident or CAF members involved.

36. Although the media organization is primarily responsible for obtaining medical care and repatriating an injured journalist, military airlift may be made available to evacuate or repatriate journalists injured or killed while embedded with the crew of a Canadian warship. Decisions about use of military airlift are made on a case-by-case basis and the sole criterion is the availability of space aboard a suitable aircraft.

37. Embedded journalists greatly increase their risk of being kidnapped or taken hostage if they leave the host ship in an area where the threat level is high enough

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that the crew is restricted to the ship. Escorts are not provided. Journalists who choose to leave the host ship in a high- threat area will also be deemed to have terminated their embedding.

38. Should a journalist be seized while embedded with the crew of a Canadian warship, the Head of Mission at the nearest Embassy of Canada would take the lead in co-operating with the government of the country where the incident took place to obtain the journalist's safe release, and in all related communications and notifications.

### Reporting CAF Casualties: Injuries, Deaths, and Missing in Action

39. Following an incident involving a CAF death and/or critical or serious injury, media organizations represented by embedded journalists are placed under embargo to protect operations security (OPSEC) and allow time for the CAF to notify the casualties' next of kin. Such an embargo applies to **any** release of the subject information, including to journalists in the area where the incident took place.

**Note:** Embed status will be immediately terminated for any journalist or media organization responsible for a release of information obtained from the CAF, while the journalist or organization is under embargo.

40. The decision to lift an embargo is made by Maritime Component Commander in consultation with the Commanding Officer of the host ship. As much information as possible is made available as quickly as possible, within the constraints imposed by OPSEC, the Privacy Act, and the requirement for time to notify next of kin.

41. While under embargo, media organizations are permitted to echo reports that are already in the public domain. These reports, however, will lack CAF or Canadian confirmation of events and should clearly state that the embedded journalists under embargo did not generate the content of these reports.

42. When a member of a ship's company is killed, embedded journalists are invited to meet with the ship's Commanding Officer, who will provide as much relevant information as possible within the constraints of OPSEC and the *Privacy Act*. Shortly after this media opportunity, a news release is issued from NDHQ to Canadian national media. The CAF does not release the name of deceased members until confirmation is received that the primary and secondary next of kin have been notified.

43. When a member of the ship's company is wounded in action and the injuries are deemed by the medical staff to be either **critical** or **serious** (following the scale set out in *The Canadian Press Stylebook*), embedded journalists receive the details of the incident as quickly as possible within the constraints of OPSEC and the *Privacy Act* and following notification of the next of kin.

44. When medical staff assess the condition of an injured CAF member as **fair** or **good**, embedded journalists may not be briefed. The decision of the ship's Commanding Officer in such a case is influenced by the impact of operations, OPSEC, and the frequency of these occurrences.

45. Here is the medical condition assessment scale set out in *The Canadian Press Stylebook* and used in media briefings:

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- Critical:** Death may be imminent. The pulse, breathing and other vital signs are abnormal and unstable and there are major complications.
- Serious:** The patient is acutely ill, and the chance of recovery is uncertain. The pulse, breathing and other vital signs may be abnormal or unstable.
- Fair:** The pulse, breathing and other vital signs are near normal, and the patient is conscious, but he or she is uncomfortable or may have minor complications. The outlook for recovery is favourable.
- Good:** The pulse, breathing and other vital signs are normal and stable. The patient is comfortable and conscious, and the outlook for recovery is good.

46. OPSEC, the *Privacy Act*, patient welfare and family considerations are the concerns that govern coverage of sick and wounded CF members. Permission to interview or photograph patients, including those undergoing surgery, is granted under the following strict conditions:

- a. with the informed consent of the patient, witnessed by the embedded journalist's escort;

**Note:** "Informed consent" means the patient understands that the journalist is taking pictures and asking questions for news reports, and his/her image and quotes may appear in a wide variety of news media. The ship's medical staff (Medical Officer or Physician Assistant) must confirm that the patient is medically capable of giving informed consent. In all such cases, disclosure of information will conform to paragraphs 3b, 7 and 8 of the *Privacy Act*.

- b. with the consent of both the attending medical staff and the ship's Commanding Officer; and
- c. as a general rule, injured CAF members will not be interviewed until at least 24 hours after the relevant incident.

47. When a member of the ship's company (which includes embedded journalists and personnel from allied nations as well as CAF members) is missing in action, information about the circumstances may be placed under embargo or otherwise withheld in anticipation of a rescue mission or to keep it from an adversary in the event the missing person is trying to evade capture. Media organizations may echo reports that have already been released, but they must not report on any aspect of CAF or Government of Canada response to the incident, or any other action taken in relation to the incident.

### Reporting on Detainees

48. Access to detainees is granted to journalists only by the Chief of the Defence Staff, and strictly on a case-by-case basis.

49. No photograph or other graphic representation of a detained person's recognizable face, nametag or any other feature or item that may serve to identify a detainee may be created. All imagery that might include detainees is reviewed by the

Canadian Forces to ensure respect for detainees' rights, and to protect detainees from "public curiosity" in accordance with Article 13 of the Third Geneva Convention.

### **Reporting on Special Forces Personnel**

50. Embedded journalists are forbidden to report on or capture any kind of imagery of Canadian Special Operations Forces Command (CANSOFCOM) personnel or operations.

### ***Getting Ready to Go***

#### **In-Theatre Training**

51. Upon joining the host ship, journalists are required to obtain security and safety briefings from the Operations Officer. The content of these briefings is at the discretion of the Commanding Officer.

#### **Physical Fitness and Medical Requirements**

52. Journalists considering embedding should be physically fit and prepared to withstand conditions aboard a warship. In particular, they should be able to climb and descend ladders frequently and with ease and tolerate the ship's rolling in heavy seas.

**Note:** Motion sickness ("sea sickness") is a serious, sometimes incapacitating condition. A journalist who is prone to motion sickness should reconsider embedding with the crew of a warship.

53. Before completing and submitting the embedding documents, journalists are asked to consult a physician to ensure that they are fit to travel, able to withstand the climate in the area where the host ship will be operating, and strong enough to cope with the physical demands of life aboard. When they embed, journalists must bring their own medication, including allergy kits, and advise MCC PA and the PAO or UPAR of the host ship of any special medical requirements.

54. Before embedding, journalists must ensure that they complete all appropriate immunization procedures, including malaria chemoprophylaxis if required, and obtain all vaccination certificates required by Health Canada for travelers returning from any of the destinations on the host ship's itinerary during the embed period.

#### **Administrative Requirements**

55. Before embedding, journalists must provide MCC PA with the following documentation, completed according to the instructions.

- a. The documents located in Part 2: Ground Rules and Documentation (the journalist must bring the original signed copies of these documents to the host ship):
  - 1) Media Embedding and Ground Rules Agreement;
  - 2) Indemnity Agreement and Liability Waiver;
  - 3) Personal Information Sheet for Embedding Journalists;
  - 4) Engagement with the Minister of National Defence;

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- 5) Medical History Questionnaire for Embedding Journalists; and
- 6) Authority to Release Medical Information.

- b. a cover letter from the employing media organization supporting the embedding request;
- c. a passport-style digital photo so media identification can be prepared before the rendezvous with the ship;
- d. a brief biography; and
- e. story ideas to pursue while embedded.

56. Journalists must obtain their own passports, visas, and any additional life, medical and air medevac insurance they or their media organization consider appropriate. Journalists (or their media organizations) are responsible for the cost of any medical care they obtain from civilian facilities.

57. Journalists must travel to and from the port of rendezvous by commercial means and stay in hotels and other commercial accommodations at their own expense. They should arrive a minimum of 24 hours before the time they expect to report on board but be prepared for the ship to be delayed by operational requirements.

58. Journalists are required to submit the following information to MCC PA for security vetting protocols prior to the confirmation of their embed; full legal name, date of birth and citizenship. Additional documentation and proof of identification may be requested to complete security screening.

59. Journalists must pack their equipment, clothing, boots, and hygiene items in an appropriate soft-sided kitbag or rucksack (not a hard-sided case unless it is to protect equipment), remembering that they will have to carry all their own gear. They should also bring insect repellent, sunscreen, a water bottle, and a flashlight (see Part 3 for the complete list of compulsory and recommended items).

60. The ship's unclassified transmission capability is limited to 318 kilobytes, so journalists must bring their own communications equipment. A satellite cellular telephone with a good footprint, such as Inmarsat or Iridium systems, is recommended; those planning to transmit large imagery files should also bring equipment such as the Inmarsat BGAN 500. Permission from the Commanding Officer (via the Operations Officer) is required before any transmission may be made, whether by telephone or other equipment. No communications equipment used by journalists will be specifically prohibited, although the Commanding Officer of the host ship may impose temporary restrictions for security or operational reasons.

61. If a journalist's equipment fails, the Commanding Officer may authorize the use of the ship's communications equipment for filing or transmitting media products, depending on operational tempo and availability of the equipment.

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## **Services Offered by the CAF**

62. Embedded journalists receive food and basic accommodations from the CAF and may use the ship's facilities for as long as they are aboard. The basic needs of embedded journalists — security, food, and water — are met to the greatest extent possible, but it should be understood that they will face limitations with respect to comfort, workspace, and facilities for filing or transmitting stories.

## **Final Operational Authority**

63. Maritime Component Commander is the final authority, through the chain of command, for support to embedded journalists, and may add instructions and/or rules to those set out in these documents.

## ***Feedback About the CFMEP***

64. Media organizations and journalists are encouraged to provide feedback on the embedding program to MCC PA. A generic feedback form is included in Part 4 of these instructions, *Feedback Form*. Please complete it and return it via your ship's PAO, UPAR or directly with MCC PA.

Initials \_\_\_\_\_

## Part 2: Ground Rules and Documentation

1. The Chief of the Defence Staff (CDS), through Maritime Component Commander, is the authority to embed journalists with CAF formations, units, and task forces. MCC Public Affairs (PA) is responsible for managing and coordinating the embedding program with the journalist and their employing media organization. The Commanding Officer of the host ship is responsible for the conduct of the media embedding program in theatre.
2. The journalist must complete and sign the following documents:
  - a. Media Embedding and Ground Rules Agreement;
  - b. Indemnification Agreement and Liability Waiver;
  - c. Personal Information Sheet for Embedding Journalists;
  - d. Medical History Questionnaire for Embedding Journalists; and
  - e. Authority to Release Medical Information.
3. The Medical History Questionnaire includes an example of a doctor's note. Journalists preparing to embed must be prepared to submit such a note asserting that they are in good health. This note is valid for one year from the date of signature, and the original must be included in the documentation the embedding journalist brings to the host ship. Any medical documents will be held by the onboard physician, physician's assistant, or medical technician.
4. The Authority to Release Medical Information form was developed in case an embedded journalist who has been injured cannot personally contact his/her next of kin. The journalist's signature on this form gives consent to the release of his/her medical information by a CAF medical officer to the journalist's next of kin. Without this prior consent, the *Privacy Act* bars the disclosure of medical information even to the next of kin.
5. Before joining their host ship, journalists must become familiar with the attached Ground Rules. It is also recommended that journalists carry a copy of these rules at all times. Journalists wondering how the Ground Rules apply to any particular situation should consult MCC PA.
6. The media organization employing an embedded journalist is responsible for ensuring that the documentation in this section is accurately completed. Please consult "Administrative Requirements" at paragraph 50 in Part I: General Instructions to ensure that all requirements are met before the journalist leaves for the port where he/she will join the host ship.

Initials \_\_\_\_\_

## Ground Rules

7. Violations of any of the following rules may result in termination of embedding status and removal of the journalist from the host ship:

### 8. Administrative Rules:

- a. Embedded journalists are subject to the Code of Service Discipline (*National Defence Act*, Part III) as well as all CRCN standing orders and ship's standing orders and policies with respect to living and working aboard (e.g., alcohol, substance abuse, walking-out and fraternization policies) while they are embedded with the crew of a Canadian warship.
- b. Embedded journalists will read the ship's Routine Orders, which are published regularly and posted on the main notice board.
- c. Embedded journalists will not enter restricted areas of the ship without permission and an escort.
- d. Embedded journalists will not enter hazardous areas of the ship without permission, an escort, and appropriate protective clothing and equipment.
- e. Embedded journalists must carry and support any personal and professional gear they take with them, including (but not limited to) protective cases for professional equipment, batteries, cables, and converters.
- f. Unless otherwise directed (usually for safety reasons) by the Commanding Officer, the Coxswain, the Safety Officer, or another member of the crew, embedded journalists must wear their media passes in a clearly visible location at all times.
- g. Embedded journalists will remain with military escorts at all times, when directed, and follow their instructions regarding activities and movement.
- h. Journalists will not carry any weapons.
- i. Journalists will not use visible light sources or infra-red devices, including flash or television lights, when operating with Canadian Armed Forces at night unless the on-scene commander gives specific prior approval.
- j. All interviews with CAF members will be on the record. Security of information is the responsibility of the CAF member being interviewed; however, the journalist must inform the CAF member when he/she is in an interview situation.
- k. Interviews with CAF members are authorized upon completion of missions; however, release of information must conform to these Ground Rules.
- l. All stories will be datelined by general geographic description (e.g., "somewhere in the Atlantic"). No specific locations will be used when filing stories without prior approval from the Commanding Officer.
- m. Journalists will not interview or photograph patients in CAF health care facilities without the informed consent of the patient. If applicable, the attending physician or physician assistant will confirm whether the patient is

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medically capable of giving informed consent. Imagery depicting the transport or transfer of CAF casualties is permitted only if the injured person(s) and the injuries suffered cannot be visually identified.

- n. When a critical incident has occurred, embedded journalists will be placed under embargo to protect operations security and/or allow time for the CAF to notify the casualties' primary and secondary next of kin. Journalists who receive any information about a critical incident shall assume they are automatically under embargo and will neither call their desks nor file a story until they have received formal permission to do so from a PAO or a person (such as a UPAR) acting in the place of a PAO. Any violations of such an embargo, by either the embedded journalist or his/her media organization in Canada, constitutes grounds for termination of the embedding agreement.
9. The following information is **releasable**:
- a. Within 48 hours of a departure, the time and date when a surface ship leaves harbour.
  - b. After the official announcement:
    - 1) The time and date when a submarine leaves harbour.
    - 2) The time and date when any Canadian warship arrives in the area of operations.
  - c. Home ports of Canadian and NATO ships.
  - d. Approximate strength of friendly forces (rounded figures).
  - e. Non-sensitive, unclassified information regarding air and sea operations, past and present.
  - f. Size of friendly forces participating in an action or operation, in general terms such as "multi-unit." The specific name and description of forces or units may be released when authorized by the Commanding Officer or his/her designated representative.
  - g. Generic origin information on air operations, such as "carrier based."
  - h. Date, time, location, and results of completed evolutions and operations.
  - i. Types of ordnance expended (general terms only).
  - j. Number of air combat or reconnaissance sorties or missions flown in the area of operations.
10. The following information **shall not be visually recorded**:
- a. Restricted access areas, and facilities such as the Operations Control Room and the Communications Control Room.
  - b. Location or co-ordinates of the ship, GPS, and radar systems.
  - c. Unless specifically authorized by the Commanding Officer, the identities (i.e., faces, name tags, labelled equipment, or any other thing that might serve to identify them) of members of the ship's boarding party, translators, and members of the intelligence community.

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- d. Damage sustained by RCN or allied vessels, vehicles and/or aircraft in operations, including (but not limited to) mines, improvised explosive devices and suicide bombers, unless specifically authorized by the Commanding Officer.
  - e. Classified systems and equipment, and demonstrations of their capabilities, unless specifically authorized by the ship's Commanding Officer.
  - f. Information about air operations, unless specifically authorized by the Aircrew Commander and the Commanding Officer of the host ship.
11. **The following information *shall not be released*:**
- a. Specific information on ship strength and equipment.
  - b. Specific information on availability of critical equipment and supplies (e.g., fuel, ammunition, radars, water).
  - c. Rules of Engagement.
  - d. The point of origin of any operational flight, other than "land-based" or "carrier-based".
  - e. The names of units in the area of operations, unless specifically authorized by a release authority.
  - f. Details of current operations (unless otherwise indicated), future operations, postponed and cancelled operations.
  - g. Unless specifically authorized by the Commanding Officer, the identities of boarding party members and members of the intelligence community.
  - h. Unless specifically authorized by the individual concerned the identities of Canadian civilian police officers.
  - i. Information about security precautions at military installations or encampments, including imagery that shows security arrangements at military sites, especially aerial and satellite imagery that reveals the name and/or specific location of military units and/or installations.
  - j. Names of military installations and specific geographic locations of military units in the area of operations, unless otherwise approved by the Commanding Officer.
  - k. Information about intelligence-collection activities including targets, methods of attack and results.
  - l. Extra precaution in reporting is required at the start of an operation to maximize surprise; therefore, broadcasts by embedded journalists are prohibited until authorized by the Commanding Officer.
  - m. During an operation, specific information on friendly force movements, tactical deployments, and dispositions that would jeopardize the security of the operation. Information on engagements will not be released until authorized by the on-scene commander.
  - n. Details of visits by prominent individuals, until the ship's Commanding Officer authorizes release; also, confirmation of the location of important

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visitors at the time of a significant incident.

- o. Information on missing or downed aircraft, and members of the ship's company who are missing or known to be captured, during planning and execution of search and rescue and recovery operations. The ship's company includes everyone who is aboard the ship with the Commanding Officer's consent, including Canadian civilians, embedded journalists, and personnel from allied nations as well as CAF members.
- p. Information on friendly Special Operations Forces.  
**Note:** Embedded journalists will not interview, photograph, film, or report on JTF 2 or Canadian Special Operations Regiment personnel, or operations they conduct or participate in, without prior approval from a representative of Canadian Special Operations Forces Command **and** the Commanding Officer of the host ship.
- q. Information on friendly forces' electronic warfare equipment and procedures.
- r. Information on effectiveness of enemy camouflage, deception, targeting, direct and indirect fire, intelligence collection, security measures, and electronic warfare measures.
- s. Information about detainees.  
**Note:** All imagery of detainees will be reviewed by the Canadian Forces to ensure respect for detainees' rights, and to protect detainees from "public curiosity" in accordance with Article 13 of the Third Geneva Convention. No photograph or other graphic representation of a detained person's recognizable face, nametag or any other feature or item that may serve to identify a detainee may be created.
- t. Information about force-protection measures, including (but not limited to) those at military installations or encampments, except those that are visible or readily apparent.
- u. Information about CAF personnel who kill or injure armed adversaries, including name and military occupation, unless authorized by the Commanding Officer of the host ship.
- v. The type of RCN and allied vessels and/or aircraft involved in combat or attacks (including explosions of improvised explosive devices and attacks on aircraft), crashes, and incidents such as mine strikes, suicide attacks, and explosions of improvised explosive devices.
- w. Any other information the ship's Commanding Officer orders restricted for operational reasons.

Initials \_\_\_\_\_

***Documentation***

12. The documents that follow must be completed and signed as directed and submitted digitally to MCC PA.

Initials \_\_\_\_\_

## Media Embedding and Ground Rules Agreement

I, \_\_\_\_\_ (Print full name),  
 confirm that the following statements are true.

- a. I am not aware of any physical or health conditions that would adversely affect my participation in strenuous activities. (Initial:\_)  
 (Medical certificate is enclosed if required)
- b. I have read the General Instructions and Ground Rules for Embedding Journalists and agree, with my signature, to abide by them. I understand that any violation of these Instructions and Ground Rules is cause for termination of my embedding with the crew of HMCS \_\_\_\_\_. (Initial:\_\_\_\_\_)

\_\_\_\_\_  
 Signature of Journalist

\_\_\_\_\_  
 Date

Printed name, media affiliation, address, and telephone number of  
 Journalist

\_\_\_\_\_  
 Signature of Journalist's  
 Supervisor (Assignment Editor,  
 News Director)

\_\_\_\_\_  
 Date

Printed name of Journalist's Supervisor

\_\_\_\_\_  
 Signature of Witness (CF Member)

\_\_\_\_\_  
 Date

Printed name, rank, and unit of Witness

Initials \_\_\_\_\_

## Indemnification Agreement and Liability Waiver

1. I, \_\_\_\_\_ (*Print full name*),
2. having no legal impediment to signing this liability waiver, acknowledge that my participation in this activity is completely voluntary.
3. Realizing that participation is either inherently dangerous, or could be in a number of ways, on behalf of myself, my heirs, devisees, successors, assigns, executors, administrators, personal representatives and liquidators in succession, in consideration of being permitted to embed with the crew of HMCS \_\_\_\_\_, from, on, or about \_\_\_\_\_ to, on, or about, \_\_\_\_, 20\_\_\_\_, in and around the operational area of \_\_\_\_\_,
  - a. Acknowledge and agree that covering combat and other military operations is inherently hazardous and may result in death, personal injury, whether physical and/or psychological harm, or damage to my person or my personal property, and wishing in any event to participate in covering combat and other military operations, voluntarily consent to participate and assume all risks that may be associated with said participation;
  - b. Acknowledge, agree, and declare that I have been fully advised of the nature of covering combat and other military operations, that I have been fully advised of the procedures and safety measures in effect, and that I agree to abide by them;
  - c. Acknowledge, agree, and declare that I have been fully advised that the Canadian Armed Forces, in pursuing the successful accomplishment of its mission, cannot guarantee my personal safety or the safety of my property;
  - d. Fully release and waive all claims of any nature or kind, whether in contract, tort, negligence or otherwise, including but not limited to claims for personal injury or damage to property, against His Majesty the King in Right of Canada, His successors, officers, servants, contractors, agents, employees and members of His Canadian Armed Forces, in all their employment and private capacities, in any manner arising from, based upon, occasioned by, attributable to or connected with my participation in covering combat and other military operations while an embedded journalist;
  - e. At all times, indemnify and save harmless His Majesty the King in right of Canada, His successors, officers, servants, contractors, agents, employees and members of His Canadian Armed Forces, from and against all claims and demands, loss, costs, damages, actions, causes of action, suits or other proceedings by whomsoever made, brought, or prosecuted in any manner,

Initials \_\_\_\_\_

related to any loss, property damage, personal injury or death, resulting from, occasioned by or attributable in any way to my participation in covering combat and military operations as an embedded journalist;

- f. Covenant that I will not commence or maintain against any person or entity, any action or proceeding that will give rise to a claim against His Majesty the King in Right of Canada, His successors, officers, servants, contractors, agents, employees, and members of His Canadian Armed Forces for contribution or indemnity;
- g. Agree that this release shall bind my heirs, executors, administrators, and assigns;
- h. Acknowledge, agree, and declare that my signing this agreement is a condition required to be able to cover and report on Canadian Armed Forces operations and receive assistance for that coverage and reporting;
- i. Acknowledge having read this Indemnification Agreement and Release of Liability waiver in its entirety, understanding it, and having had the opportunity to ask any question I may have on its content; and
- j. Understand that this agreement is intended to be broad and all-inclusive so as to preclude any claims against His Majesty the King in Right of Canada and indicate my acceptance of this document by my signature. Signed in \_\_\_\_\_(city), province of \_\_\_\_\_(location), on the \_\_\_\_day of the month \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
 Signature of Journalist

\_\_\_\_\_  
 Date

Printed name, media affiliation, business address, e-mail address and in-theatre telephone number of Journalist

Initials \_\_\_\_\_

\_\_\_\_\_  
Signature of Journalist's  
Supervisor (Assignment Editor,  
News Director)

\_\_\_\_\_  
Date

Printed name of Journalist's Supervisor

\_\_\_\_\_  
Signature of Witness (CF Member)

\_\_\_\_\_  
Date

Printed name, rank, unit, e-mail address and telephone number of Witness

Initials \_\_\_\_\_

## Engagement with the Minister of National Defence

### (PART 1)

Pursuant to Section 60(l) (j) of the *National Defence Act*

TO THE MINISTER OF NATIONAL DEFENCE:

1. It is hereby acknowledged by the undersigned that an arrangement has been entered into between His Majesty the King in Right of Canada as represented by the Assistant Deputy Minister (Public Affairs), the Canadian Forces, and the Undersigned, for the embedding of the Undersigned with the crew of HMCS\_\_\_\_\_.
2. Within the context of Canadian deployments in international operations, the undersigned hereby agrees to be subject to the Code of Service Discipline, as required under Part III of the *National Defence Act*, R.S. 1985, c.N-5. Further, the undersigned hereby agrees to comply with all orders and instructions of the Commanding Officer of HMCS\_\_\_\_\_ or his/her designates.

\_\_\_\_\_  
 Signature of Journalist

\_\_\_\_\_  
 Date

Printed name, media affiliation, address, and telephone number of  
 Journalist

\_\_\_\_\_  
 Signature of Journalist's  
 Supervisor (Assignment Editor,  
 News Director)

\_\_\_\_\_  
 Date

Printed name of Journalist's Supervisor

Initials \_\_\_\_\_

## Engagement with the Minister of National Defence

### (PART 2)

Pursuant to Section 60(l) (j) of the *National Defence Act*

TO BE COMPLETED UPON RELEASE FROM ENGAGEMENT:

It is acknowledged by the undersigned that the media member indicated below is released from this engagement as of \_\_\_\_\_ hours on \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. Notwithstanding any other arrangements or agreements that may exist, this media member indicated below is no longer subject to the Code of Service Discipline under Part III of *National Defence Act*, R.S. 1985, c.N-5. Further, this media member is no longer entitled to any privileges or benefits that this status may provide.

\_\_\_\_\_  
 Signature of Journalist

\_\_\_\_\_  
 Date

Printed name, media affiliation, address, and telephone number of Journalist

\_\_\_\_\_  
 Signature of Witness (CAF member)

\_\_\_\_\_  
 Date

Printed name, rank, unit, telephone number, and email address of Witness

Initials \_\_\_\_\_

PROTECTED A (when completed)

## Personal Information Sheet for Embedding Journalists

1. Full name (print): \_\_\_\_\_
2. Address: \_\_\_\_\_  
 \_\_\_\_\_
3. Employer's Name: \_\_\_\_\_
4. Employer's Address: \_\_\_\_\_  
 \_\_\_\_\_
5. Name(s) of Media organization(s) you will represent (if different from above):  
 \_\_\_\_\_
6. Personal Emergency Notification (whom do you wish to be informed in the event of serious injury or death):
  - a. Primary Contact:
    - 1) Name: \_\_\_\_\_
    - 2) Relationship to journalist: \_\_\_\_\_
    - 3) Address: \_\_\_\_\_  
 \_\_\_\_\_
    - 4) Phone Numbers (Include area code):
      - a) Home: \_\_\_\_\_
      - b) Work: \_\_\_\_\_
      - c) Cell: \_\_\_\_\_
  - b. Secondary Contact:
    - 1) Name: \_\_\_\_\_
    - 2) Relationship to journalist: \_\_\_\_\_
    - 3) Address: \_\_\_\_\_  
 \_\_\_\_\_
    - 4) Phone Numbers (Include area code):
      - a) Home: \_\_\_\_\_
      - b) Work: \_\_\_\_\_
      - c) Cell: \_\_\_\_\_

PROTECTED A (when completed)

Initials \_\_\_\_\_

PROTECTED A (when completed)

7. Your media organization is responsible for emergency notification of your primary and secondary contacts. Who at your media organization should perform this function?
  - a. Name and Job Title: \_\_\_\_\_
  - b. Address: \_\_\_\_\_  
 \_\_\_\_\_
  - c. Phone Numbers (Include area code):
    - 1) Home: \_\_\_\_\_
    - 2) Work: \_\_\_\_\_
    - 3) Cell: \_\_\_\_\_
8. **Authority for release of personal information.** Do you consent to have personal information released to the persons you have identified in paragraphs 5 and 6 above (circle the appropriate choice):
 

**Yes                  No**
9. Personal Information:
  - a. Citizenship: \_\_\_\_\_
  - b. Passport:
    - 1) Number: \_\_\_\_\_
    - 2) Date of expiry: \_\_\_\_\_
    - 3) Place of issue: \_\_\_\_\_
  - c. Date of Birth: \_\_\_\_\_
  - d. Height: \_\_\_\_\_
  - e. Hair colour: \_\_\_\_\_
  - f. Eye colour: \_\_\_\_\_
  - g. Blood type: \_\_\_\_\_
  - h. Cell number while embedded: \_\_\_\_\_
  - i. E-mail while embedded: \_\_\_\_\_

PROTECTED A (when completed)

Initials \_\_\_\_\_

PROTECTED A (when completed)

10. I declare that the above statements are, to the best of my knowledge, correct.

\_\_\_\_\_  
Signature of Journalist

\_\_\_\_\_  
Date

Printed name, media affiliation, business address, e-mail, and in-theatre  
telephone number of Journalist

\_\_\_\_\_  
Signature of Witness (CAF member)

\_\_\_\_\_  
Date

Printed rank, name, unit, e-mail address and telephone number of Witness

PROTECTED A (when completed)

Initials \_\_\_\_\_

PROTECTED B (when completed)

## Medical History Questionnaire for Embedding Journalists

Name \_\_\_\_\_ Age \_\_\_\_\_

SEX: Female ☐

Male ☐

Other/Prefer not to say ☐

Smoker: Yes ☐ Blood Group: \_\_\_\_\_  
 No ☐

Current Medications		
<i>Name</i>	<i>Dose</i>	<i>Frequency</i>

Medication Allergies	Environmental Allergies

PROTECTED B (when completed)

Initials \_\_\_\_\_

PROTECTED B (when completed)

<b>Medical History</b>			
	<b>Yes</b>	<b>No</b>	<b>Date</b>
Angina			
Heart Attack			
Cardiac Arrhythmias			
Asthma			
Chronic Bronchitis			
Emphysema			
Asthma			
High Blood Pressure			
Kidney Stones			
Hypothyroid			
Hyperthyroid			
Depression			
Other Psychiatric Illnesses:			
Surgeries:			
<b>Physician's Comments:</b>			

PROTECTED B (when completed)

Initials

PROTECTED B (when completed)

I certify that \_\_\_\_\_ (*Print Patient's Full Name*) is in good general health, and has no health concerns that would impede his/her ability to sail to \_\_\_\_\_ (area of operations) in HMCS\_\_\_\_\_.

Signature of Physician

---

Date

--

Printed name and business address of Physician

PROTECTED B (when completed)

Initials \_\_\_\_\_

PROTECTED B (when completed)

## Authority to Release Medical Information

1. In the event that I am unable to make personal contact with my employer (media organization) or next of kin to provide information on my medical condition,
2. I, \_\_\_\_\_ (*Print full name*), give my consent for a Medical Officer or Physician Assistant to do so on my behalf while I am embedded with the crew of HMCS \_\_\_\_\_, from on or about (*Insert date*) \_\_\_\_\_ to on or about \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
 Signature of Journalist

\_\_\_\_\_  
 Date

Printed name, media affiliation, business address, e-mail, and in-theatre telephone number of Journalist

\_\_\_\_\_  
 Signature of Witness (CAF member)

\_\_\_\_\_  
 Date

Printed rank, name, unit, e-mail address and telephone number of Witness

PROTECTED B (when completed)

## Part 3: Preparation Assistance and Frequently Asked Questions

### Checklists for Embedded Journalists

1. When a journalist agrees to be embedded with the crew of a Canadian warship, he or she must complete the following preparations:

Compulsory preparations		
Item	Requirement	Complete
1.	Check passport, visa requirements and media identification are current and valid for the duration of the embedding.	
2.	Send a digital passport-like photograph to MCC PA.	
3.	Obtain medical examination and inoculations or other medical requirements in accordance with Health Canada's standards and recommendations. Check and/or obtain valid vaccination certificates. More information is available at <a href="http://www.travelhealth.gc.ca/">http://www.travelhealth.gc.ca/</a>	
4.	Keep MCC PA informed of contact telephone numbers.	
5.	Ensure serviceability of any electronic equipment, such as portable computer, communications equipment, and pack for field conditions. Account for support equipment such as batteries, power converters and cables.	
6.	If time allows, have any necessary dental treatment completed.	
7.	If time allows, do personal fitness training.	
8.	Confirm arrangements for training, briefings, personal finance, and travel.	
9.	Confirm that <b>next of kin</b> arrangements have been made and that your employer (media organization) understands that they will be responsible for contacting your next of kin as required.	
10.	Complete, sign and submit digitally all documentation requested. You must hand-carry the original copy of the embed documents into theatre.	

2. If you skip any of these preparations, you could be unable to travel. For example, you will not be allowed to embed if you meet the ship without vaccination certificates or proper credentials.

3. Journalists **must** bring the following items:

<b>Don't leave home without ...</b>		
<b><i>Item</i></b>	<b><i>Description</i></b>	<b><i>Packed?</i></b>
1.	Personal clothing: bring long-sleeved shirts and long pants; don't bring skirts. Ships are industrial places with lots of grease and metal, and the upper decks are frequently chilly and very windy.	
2.	Track suit or other attire suitable for sleeping and going to the washroom from sleeping quarters.	
3.	Earplugs, especially if you are a light sleeper. Warships are noisy.	
4.	Shower sandals — walking barefoot is not allowed at any time on ship.	
5.	Flat shoes or boots with some traction in the soles	
6.	Key padlock for your locker, and hangers for your clothes	
7.	Flashlight with a red lens	
8.	Lockable kitbag	
9.	Small change and bills for the ship's canteen and bar	
10.	Insect repellent	
11.	Sunscreen and broad-brimmed hat	
12.	Sunglasses	
13.	Personal medications, including sea-sickness remedies.	
14.	Towel and toiletries	
15.	Copies of Ground Rules and Embedding Documents and CFC-A Accreditation Form	

## ***Travel to Port of Rendezvous and Civilian Accommodation***

### **Travel Arrangements**

4. Journalists are responsible for their own travel to and from the host ship.
5. The CAF reserves the right to deny, postpone, or cancel any embedding request. Such actions will be taken only when absolutely necessary; however, media organizations and journalists will not be reimbursed for expenses incurred in preparing to embed. Media organizations and journalists are encouraged to arrange refundable airline tickets and make any other arrangements pertinent to minimizing expenses in case the CAF cancels or postpones the planned embedding period. Journalists required to extend their stay in civilian accommodations while waiting to embed will do so at their own expense.

### ***Internet Resources***

#### **Media Preparation**

- *On Assignment: A Guide to Reporting in Dangerous Situations* by the Committee to Protect Journalists: [http://www.cpj.org/Briefings/2003/safety/journo\\_safe\\_guide.pdf](http://www.cpj.org/Briefings/2003/safety/journo_safe_guide.pdf)
- Canadian Armed Forces rank structure: [http://www.forces.gc.ca/site/about/Insignia/index\\_e.asp](http://www.forces.gc.ca/site/about/Insignia/index_e.asp)

### ***Journalists' Frequently Asked Questions***

#### **Q1 How much personal equipment should I bring?**

A1. The checklist "Don't leave home without ..." (Part 3, paragraph 3 of this document) includes the items you must bring if you are to be comfortable and productive at sea. If you bring too much gear, you will hinder yourself and inconvenience others — **remember: if you bring it, you must carry it and stow it.** MCC highly recommends consulting journalists who have been to sea and ask what worked for them and engage with the onboard PAO or UPAR for additional advice.

#### **Q2 Is there a charge for food and accommodation?**

A2 While you are embedded, you are treated like a member of the ship's company and receive your food and accommodation at public expense.

## Part 4: Feedback Form

When you return from your embedding period, please take a few moments to give us your impressions of the Maritime Component Commander Media Embedding Program. This information will help us develop the program to meet your requirements as well as those of the Canadian Armed Forces.

1. Was MCC's pre-embedding preparation helpful?
2. Did you receive adequate support while you were embedded?
3. How do you suggest we improve the program?
4. Do you have any other comments?
<b><i>Please submit your feedback via email.</i></b>