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| Media Raid:2016 Branding Elements:1 - Logo:AI versions:New_DE&S_logo_RGB:Colour_RGB:New_DE&S_logo_RGB.png | [Name of Delegation Issuer] [Issuer’s Role] |  |
|  | /Volumes/Media Raid/Jobs in Progress/Ed L/CURRENT JOBS/ABW-15-238-BRANDING-2015/2-BRAND ELEMENTS/4-CORPORATE STATIONARY/SOURCE/icons-for-form.jpg |
|  |
| [Issuer’s Name]  [Issuer’s Role]  [Issuer’s Address] | [Date] |
|  | Reference: [XXXXX] |  |

**Letter of Environmental Delegation:**

**[Executive Environmental Responsible (Delegated) / Senior Environmental RESPONSIBLE / Environmental Responsible]**

1. As [Executive Environmental Responsible (EER) / Executive Environmental Responsible (Delegated) (EER(D)) / Senior Environmental Responsible (SER)] delegation holder for [Area of Responsibility/Order Book Item(s) (OBIs) reference from [Enterprise Work Breakdown Structure (EWBS)](https://modgovuk.sharepoint.com/:x:/r/teams/5020/Library/Joint%20Enablers%20Documents/MI%20Dashboards/20240709%20-%20DE%26S%20Enterprise%20Work%20Breakdown%20Structure%20v1.2.xlsx?d=wa9038a897008412390f9cef4176eb19d&csf=1&web=1&e=4zdh6R)], I am authorised to delegate environmental responsibilities to suitably competent individuals. Accordingly, this Letter of Delegation confirms your appointment as the [EER(D) / SER / ER] for [Area of Responsibility/OBIs reference from [Enterprise Work Breakdown Structure (EWBS)](https://modgovuk.sharepoint.com/:x:/r/teams/5020/Library/Joint%20Enablers%20Documents/MI%20Dashboards/20240709%20-%20DE%26S%20Enterprise%20Work%20Breakdown%20Structure%20v1.2.xlsx?d=wa9038a897008412390f9cef4176eb19d&csf=1&web=1&e=4zdh6R)] in accordance with S&EP Leaflet 18/2023.
2. Delivering Products, Systems and Services (PSS) with sound environmental performance is the ultimate objective of acquisition environmental management activities in DE&S. Sound environmental performance is the application of valid reasoning and good judgement to proactively improve environmental performance and is assessed against four Outcomes outlined S&EP Leaflet 18/2023. In support of this objective, I require that you *[Delete bullets below as appropriate]*:
   1. Ensuring [Area of Responsibility/OBIs reference from [Enterprise Work Breakdown Structure (EWBS)](https://modgovuk.sharepoint.com/:x:/r/teams/5020/Library/Joint%20Enablers%20Documents/MI%20Dashboards/20240709%20-%20DE%26S%20Enterprise%20Work%20Breakdown%20Structure%20v1.2.xlsx?d=wa9038a897008412390f9cef4176eb19d&csf=1&web=1&e=4zdh6R)] meet Outcome 1 (Compliance Obligations) Outcome 2 (Unintended Events) of sound environmental performance; *[May be applicable to EER(D), SER or ER delegation]*
   2. Identifying and highlighting opportunities for [Area of Responsibility/OBIs reference from [Enterprise Work Breakdown Structure (EWBS)](https://modgovuk.sharepoint.com/:x:/r/teams/5020/Library/Joint%20Enablers%20Documents/MI%20Dashboards/20240709%20-%20DE%26S%20Enterprise%20Work%20Breakdown%20Structure%20v1.2.xlsx?d=wa9038a897008412390f9cef4176eb19d&csf=1&web=1&e=4zdh6R)] to meet Outcome 3 (Opportunities) and Outcome 4 (Adaptation and Resilience) of sound environmental performance as a means of providing risk mitigation and delivering resilient capability through life; *[May be applicable to EER(D), SER or ER delegation]*
   3. Highlighting to [me / the Environmental Authority on my behalf] any opportunities to improve DE&S’s environmental management arrangements to support the delivery of PSS with sound environmental performance; *[Applicable to EER(D) delegation]*
   4. Highlighting to [me / the EER(D)] any opportunities to improve DE&S’s environmental management arrangements to support the delivery of PSS with sound environmental performance; *[Applicable to SER/ER delegation]*
   5. Conducting 1LOD assurance for [Area of Responsibility] to ensure activities are being conducted in accordance with the DE&S EMS. *[Applicable to EER(D) delegation]*
3. Furthermore, I require your support to *[Delete bullets below as appropriate]*:
   1. Escalate to the Safety, Health and Environmental commitment (SHEC) [and Senior Responsible Owner (SRO) / Military Command Client], via the [Area of Responsibility] environmental governance arrangements or more expedient arrangements for urgent issues, activities that cannot be conducted within the construct of relevant environmental protection legislation or Defence Regulation (aligned to Outcome 1 of sound environmental performance) or cannot be conducted without risking serious environmental harm (aligned to Outcome 2 of sound environmental performance); *[May be applicable to EER(D), SER or ER delegation]*
   2. Highlight, via the [Area of Responsibility] governance arrangements into the Programme Performance Board, opportunities to improve in environmental performance beyond a compliance baseline (Outcomes 3 and 4 of sound environment performance) as a means of providing risk mitigation and delivering resilient capability through life; *[May be applicable to EER(D), SER or ER delegation]*
   3. Highlight to your Area Performance Board areas where environmental management activities are insufficiently resourced, or have not / cannot be delivered in accordance with the Environmental Management System (EMS) as documented within the DE&S interim Management System (iMS) and the Acquisition Safety and Environmental Management System (ASEMS); *[May be applicable to EER(D), SER or ER delegation]*
   4. Provide assurance that activities within [Area of Responsibility] are being conducted in accordance with the DE&S EMS or highlighting shortfalls that cannot be addressed within the scope of their responsibilities. *[Applicable to EER(D) delegation]*
4. You are required to complete the training aligned outlined in Leaflet 18/2023 pertaining to your environmental responsibilities.
5. As a [EER(D) / SER / ER], please be assured of my personal support and that of the area in undertaking this delegation. I draw your attention to [2024DIN01-005](https://modgovuk.sharepoint.com/:w:/r/sites/DINs/_layouts/15/Doc.aspx?sourcedoc=%7B782E8F4E-94A7-486B-B8E2-00C7B18810D2%7D&file=2024DIN01-005-Support%20available%20for%20current%20and%20former%20staff%20involved%20in%20legal%20proceedings%20-%20OS.docx&action=view&mobileredirect=true&DefaultItemOpen=1) which sets out the principles on which support is provided by the DE&S.
6. As a holder of environmental delegation, you are a key role model in DE&S on environmental matters. You must lead by example. Your values, behaviours, and the decision you make are integral to building a culture in DE&S that seeks to continually improve the environmental performance of all our activities. You should promote open and transparent reporting, while encouraging a working environment in which everyone is empowered to speak up on missed opportunities and concerns relating to environmental matters, including reporting through the ‘Speak Up For The Environment’ tool on the DE&S [Environmental Portal](https://modgovuk.sharepoint.com/teams/2228/portals/environment/pages/Information%20Page.aspx?title=Speak%20Up%20For%20The%20Environment&itempath=https://modgovuk.sharepoint.com/teams/2228/portals/environment&author=Norman,%20Charli%20Professional%20II%20(DES%20EngSfty-QSEP-EPSA-Culture)&cat=Environmental%20Portal&cat1=Sustainable%20behaviours&xsdata=%3D%3D&sdata=aWtFeHNSZC9HOUxwMXNUNlhIdkFTVysrQXc2bFVRbGpNY05lLzgvaWM4OD0%3D&ovuser=be7760ed-5953-484b-ae95-d0a16dfa09e5%2CSandra.Hilder358%40mod.gov.uk&OR=Teams-HL&CT=1723558548103&clickparams=eyJBcHBOYW1lIjoiVGVhbXMtRGVza3RvcCIsIkFwcFZlcnNpb24iOiI0OS8yNDA3MTEyODgyNSIsIkhhc0ZlZGVyYXRlZFVzZXIiOmZhbHNlfQ%3D%3D).
7. The responsibilities set out in this letter has effect from [Date]. It is specific to your role and replaces any previous environmental delegation you have held, but is additional to other types of delegation you may hold in support of your role. Please let me know if you perceive any conflict.
8. Your delegated responsibilities will remain extant for as long as you remain in your role; or until I decide to adjust them. If I change role, this delegation will remain valid for a maximum of three months after the appointment of my successor, or until my successor issues you a new delegation, whichever is soonest. Further changes to this letter may be forthcoming as the DE&S Operating Model is developed, but this letter shall remain extant regardless of changes to role titles, project or organisation names, so long as there is no substantive change to your role or area of responsibility.
9. Finally, I should be grateful if you would sign and return the attached proforma at Annex B to confirm that you understand and accept the terms and extent of your delegated authority as an [EER / EER(D) / SER / ER] as stated in this letter. If you are unable to do so, you should respond to me having:
   1. Established a clear picture of what outputs you can and cannot deliver with the resources currently available to you. Where you cannot deliver outputs, you should identify associated issues and risks, and any interim measures that may be necessary.
   2. Ensured that you have properly identified the resources required and communicated them to the appropriate Task Manager(s).
   3. Identified any circumstances where you intend to recommend placing operating restrictions or the removal of Products, Systems or Services (PSS) from service.

Yours sincerely,

**[Issuer’s Name]**

[Issuer’s Role] / [Executive Environmental Responsible (Delegated) / Senior Environmental Responsible / Environmental Responsible]

Annexes:

A Scope of Responsibility

B Authorisation and Acceptance of Delegation

**Annex A**

**[EER(D)/SER/ER] - Scope of Responsibility**

1. Your area(s) of responsibility is:

* [e.g. 1\* Sub-Area].
* [e.g. List of OBIs references from [Enterprise Work Breakdown Structure (EWBS)](https://modgovuk.sharepoint.com/:x:/r/teams/5020/Library/Joint%20Enablers%20Documents/MI%20Dashboards/20240709%20-%20DE%26S%20Enterprise%20Work%20Breakdown%20Structure%20v1.2.xlsx?d=wa9038a897008412390f9cef4176eb19d&csf=1&web=1&e=4zdh6R)].

1. The table below identified your environmental responsibilities in relation to the above areas.

| **Responsibility** | | **Delegator’s responsibilities** | **Delegatee’s Responsibilities[[1]](#footnote-2)** | **Caveats[[2]](#footnote-3)** |
| --- | --- | --- | --- | --- |
| **Environmental Responsibilities Covering Environmental Management Systems** | | | | |
| Ensure your area(s) of responsibility is operating in accordance with the DE&S EMS. | | [Yes/No] | [Yes/No] |  |
| Conducting first line of defence assurance for area(s) of responsibility to ensure activities are being conducted in accordance with the DE&S EMS. | | [Yes/No] | [Yes/No] |  |
| Highlighting to [EER / EER(D) / the Environmental Authority on my behalf] any opportunities to improve DE&S’s environmental management arrangements to support the delivery of PSS with sound environmental performance in area(s) of responsibility. | | [Yes/No] | [Yes/No] |  |
| **Governance and Artefacts** | | | | |
| Chair the Environmental Committee, or equivalent, for [e.g. 1\* Sub-Area]. | | [Yes/No] | [Yes/No] |  |
| Authorise the Environmental Case Report (ECR) for your area(s) of responsibility. | | [Yes/No] | [Yes/No] |  |
| Authorise the Environmental Management Plan (EMP) for your area(s) of responsibility. | | [Yes/No] | [Yes/No] |  |
| Ensure the environmental artefacts are produced by competent individuals and input is sought from environmental professionals. | | [Yes/No] | [Yes/No] |  |
| **Environmental Responsibilities Covering Sound Environmental Performance of PSS** | | | | |
| **Outcome 1** | Ensure your area(s) of responsibility fulfils environmental compliance obligations from legal requirements (to ensure PSS are legal to procure, legal to operate, legal to support, and legal to dispose of) | [Yes/No] | [Yes/No] |  |
| Ensure your area(s) of responsibility fulfils environmental compliance obligations from Defence specific requirements, such as Defence Regulations, MOD Policy, and Commercial Policy | [Yes/No] | [Yes/No] |  |
| Ensure your area(s) of responsibility fulfils environmental compliance obligations from DE&S requirements, such as DE&S organisational commitments or policy | [Yes/No] | [Yes/No] |  |
| Ensure your area(s) of responsibility fulfils environmental compliance obligations from user and wider stakeholder requirements | [Yes/No] | [Yes/No] |  |
| Ensure that specific operational constraints and limitations are communicated to, and agreed with, the Senior Responsible Owner (SRO) or Military Command client. | [Yes/No] | [Yes/No] |  |
| **Outcome 2** | Ensure that your area(s) of responsibility prevents or mitigates the potential for unintended (e.g., emergency, unplanned) events which could result in adverse environmental impact(s), by demonstrating that DE&S has undertaken due diligence to procure, design and maintain PSS that ensures all reasonable precautions are taken to prevent such events. | [Yes/No] | [Yes/No] |  |
| Ensure that your area(s) of responsibility prevents or mitigates the potential for unintended (e.g., emergency, unplanned) events which could result in adverse environmental impact(s), by demonstrating that DE&S has undertaken due diligence to procure, design and maintain PSS that ensures all reasonable control and remediation measures can be taken by the operator after the event to limit harm to the environment. | [Yes/No] | [Yes/No] |  |
| Ensure that precautions and mitigations identified outside DE&S’ area of responsibility are communicated to the SRO or Military Command client. | [Yes/No] | [Yes/No] |  |
| **Outcome 3** | Ensure opportunities available to DE&S (through requirements setting, procurement decisions, design changes, and maintenance regimes) are used to enhance environmental performance of your area(s) of responsibility. | [Yes/No] | [Yes/No] |  |
| Ensure opportunities available to DE&S (through requirements setting, procurement decisions, design changes, and maintenance regimes) are used to support sustainable procurement for your area(s) of responsibility. | [Yes/No] | [Yes/No] |  |
| Ensure opportunities identified outside DE&S’ area of responsibility are recommended to the SRO or Military Command client that could improve the environmental performance of your area(s) of responsibility, beyond a compliance baseline, as a means of providing risk mitigation and delivering resilient capability through life. | [Yes/No] | [Yes/No] |  |
| **Outcome 4** | Ensure changing environmental conditions resulting from, for example, climate change and environmental degradation are recognised, and due diligence is applied when procuring, designing, and supporting your area(s) of responsibility to ensure it is resilient to changing environmental conditions and can therefore maintain operational capability. | [Yes/No] | [Yes/No] |  |
| Ensure potential constraints and limitations are communicated to the SRO and Military Command client, as well as opportunities for mid-life upgrades and adaptations to enable resilience. | [Yes/No] | [Yes/No] |  |

**Annex B**

**[EER(D)/SER/ER] – Authorisation and AccepTance of Delegation**

|  |  |
| --- | --- |
| To: | [Delegator Name]  [Delegator Role]  Defence Equipment & Support |
|  |  |
| From: | [Delegatee Name]  [Delegatee Role]  Defence Equipment & Support |

Dear [Delegator Name],

LETTER OF ENVIRONMENTAL DELEGATION – ACCEPTANCE

I confirm receipt of the Letter of Environmental Delegation: [Executive Environmental Responsible (Delegated) / Senior Environmental Responsible / Environmental Responsible] (dated [DD Month Year], reference [XXXX]).

I understand and accept the terms / extent of my environmental delegations and responsibilities outlined in the letter.

Yours sincerely,

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Copy to: (as required)

1. The “Delegatee Responsibilities” column identifies the specific responsibilities to be and not to be assigned i.e., a responsibility cannot be assigned unless the delegator holds this responsibility and indicates that the delegate can receive it. In some cases, the delegator may retain specific responsibilities instead of passing it down. E.g., SER may retain responsibility to authorise Environmental Case Report (ECR) when delegating to an ER. [↑](#footnote-ref-2)
2. The “Caveats” column allows for the Delegator to place specific requirements on the delegate. E.g., All ECRs for PSS deemed in breach of legal compliance or policy or that represents a significant environmental impact must be endorsed by the Chief Engineer. [↑](#footnote-ref-3)