

Commander
Canadian Expeditionary
Force Command



Commandant
Commandement de la Force
expéditionnaire du Canada

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1350-1 (CEFCOM PA)

February 2007

OP ATHENA - MEDIA EMBED PROGRAM (MEP) INSTRUCTIONS

Definition

1. These instructions are subject to periodic review to ensure they are relevant to the nature of our operations in Afghanistan.
2. Media embedding is the process of attaching an accredited journalist who has agreed to be assigned by the Canadian Forces (CF) to accompany a CF formation or unit during an operation for an extended period of time. In this document the term journalist refers to any accredited media representative who embeds with CF operations; this includes reporters, photographers, equipment operators and other support staff employed or contracted by a media outlet.

Accreditation and Registration

3. Embedded media must be accredited by a media agency or organization. Freelance journalists may also be embedded but must have a letter from the agency or organization that has hired them. All media will need a media ID card in order to be registered with ISAF and Canadian forces in the theatre of operation.

Embedding Authority and Agreement

4. The Chief of the Defence Staff (CDS), through Commander CEFCOM, is the authority to embed members of the media with CF formations and units. CEFCOM Public Affairs (PA) is responsible for managing and coordinating the embedding program with the media outlet and journalist. Commander Joint Task Force Afghanistan (JTF-Afg) is responsible for the conduct of the media embed program. The responsible media outlet, and the journalist must complete and sign the following documents:

- a. Embedding and Ground Rules Agreement (Annex B);
- b. Indemnification Agreement and Liability Waiver (Annex C);
- c. Engagement with the Minister of National Defence (Annex D);
- d. Kandahar Airfield Policy Statement (Annex E);
- e. Personal information sheet (Annex F); and
- f. Medical History Questionnaire (Annex G).

Copies of these documents must be kept by the embedded journalist, CEFCOM PA and the unit the person is attached to.

Terminating Embedding

5. Commander CEFCOM or an embedded journalist can terminate an embed agreement at any time. Commander JTF-Afg will recommend that an embedded journalist be removed from the program through the chain of command. CEFCOM PA will make every effort to resolve the situation with an embedded

journalist's media outlet before terminating embedded status. If a journalist or media outlet demonstrates a history of terminating embed status either voluntarily or involuntarily, CEFCOM PA may refuse further embedding from that media agency or organization.

6. Embedded journalists will only be supported while they remain embedded with the CF Joint Task Force. If a member of the media leaves the formation or unit, even temporarily, to cover non-Government of Canada related news, the member will temporarily lose their embedded status. The journalist and their media outlet will be responsible for their own safety in these circumstances. Commander CEFCOM will be kept advised of any change to the status of embedded media through CEFCOM PA.

7. The CF reserves the right to deny, postpone or cancel any embedding request and will not be liable for any expenses incurred by the journalist or media outlet in preparation for the embedding program, this includes the cost of airline tickets, vaccinations, passports and visas etc. More details are provided in Annex H, Travel Arrangements.

8. Embedded status with the CF does not translate into automatic access to the forces of other nations operating in the same environment, in fact journalists embedded in the Canadian program must seek the consent of other ISAF and Coalition partners before interviewing their personnel.

MEP Ground Rules

9. Commander CEFCOM in consultation with the Commander JTF-Afg has developed the ground rules for embedded journalists. The aim of the MEP ground rules are to protect classified information as required under the applicable Canadian laws, regulations or Canadian Forces orders. The media ground rules recognize the media's right to unclassified information and is in no way intended to prevent the release of derogatory, embarrassing, negative or non-complimentary information. There is no specific review process for media products. The Commander shall ensure that PA staff review any reporting of potentially sensitive operational issues to ensure there are no breaches of security prior to release to the media and to the general public; contents will not otherwise be restricted.

10. Embedded journalists must understand the ground rules and agree to follow them. Ground rules will be agreed to in advance and signed by journalists and an appropriate supervisor/representative of their media outlet prior to embedding. Violations of these rules may result in termination of embedding status and removal from the Canadian Forces Joint Task Force. The MEP ground rules are attached as annex A, journalists are encouraged to carry a copy of the ground rules with them at all times while embedded.

MEP Guidelines

11. Specific guidelines for the conduct of the MEP are as follows:

- a. JTF-Afg will host a maximum of 16 media embeds at any one time. The goal of the MEP is to provide the Canadian Public with as much accurate information as possible about Government of Canada efforts, therefore, embedding vacancies will be prioritized using the following criterion:
 - (1) Priority 1 – National Media to include one reporter, or in the case of television, one two-person team from each of the major networks with consideration to reportage in both official languages;
 - (2) Priority 2 - Regional Canadian Media and International Media;
 - (3) Priority 3 – Freelance Media and non-Canadian regional media. Freelance journalists, photographers and documentary filmmakers will not be embedded unless they are under contract to a media outlet that will publish/broadcast their material.
- b. The 16-embed maximum is to include the relief-in-place (RIP) from one reporter to another of the same outlet;

- c. In the past, reporters from the same outlet were allowed a two-day overlap in order to conduct a handover. This overlap can no longer be supported, therefore, journalists from the same media outlet must arrive and depart on the same day. Should a handover period be required for exceptional reasons, the affected media outlet must contact CEFCOM PA well in advance to determine the feasibility and plan the handover.
- d. Technicians to operate satellite uplink equipment will be included in the 16 vacancy ceiling;
- e. Embed durations will be of a fixed length, agreed to prior to deployment, and not to exceed six weeks for Canadian national media, and four weeks for all other media. Experience has shown that a maximum duration of four weeks tends to work best for media personnel.
- f. The duration of embedding will not be automatically extended once journalists and media outlets agree to the embed duration and are in-theatre. Journalists who wish to extend must submit a request at least 10 days prior to their previously agreed departure date to JTF-Afg NCE PAO who will staff to CEFCOM PA with a recommendation, or their media outlet in Canada may do this on their behalf. CEFCOM PA is the authority to grant or deny extensions. No media outlet should regard extensions as “automatic” as operational conditions could require a reduction of the number of embeds in-theatre at any time;
- g. Journalists and media outlets must respect the privacy of CF personnel and respect their right to relax free from cameras and questioning journalists. Complaints have been received from soldiers regarding journalists “setting-up” in Canada house and interviewing soldiers who are trying to relax during off-hours;
- h. Television crews will be comprised of no more than two people – one shooter and one reporter. Adherence to this will be strict as this level allows each major Canadian television network to have a team in theatre at the same time;
- i. Once a journalist is embedded, they will become the primary news source and point of contact for that media outlet regarding CF operations in Afghanistan. A media outlet that has an embedded journalist in Kandahar should request specific interviews with JTF-Afg personnel through their embedded journalist, not the Media Liaison Office in Ottawa. With this in mind, journalists should be deployed with reliable cell phone communications, such as a satellite phone with a reliable service in Afghanistan, so that direct two-way communication can be maintained at all times. The Iridium and Thuraya systems, for example, have been used by a number of journalists in Afghanistan; and
- j. Media outlets should be mindful of the phenomenon of “journalists interviewing journalists”. Although an embedded journalist will have increased awareness of the context that CF operations occur in, a few weeks in Kandahar does not make them a subject matter expert. Embedded journalists should continue to interview the appropriate CF Commander or spokesperson whenever possible to ensure that CF operations are portrayed accurately, and speculation is kept to a minimum.

Disputes

12. Disputes on embed ground rules should be resolved as soon as possible at the lowest possible level. If the issue cannot be resolved locally, it will be forwarded through the chain of command to Commander CEFCOM through CEFCOM PA for resolution. In the dispute mechanism agreed to between DND and the major news agencies, the Assistant Deputy Minister (Public Affairs) and the Editor in Chief of the affected news agency jointly resolve the issue. Sub-unit commanders may temporarily restrict a

journalist's access until a dispute is resolved, but must not assume that the dispute will lead to complete removal from the program.

Administrative Requirements, Medical and Physical Fitness

13. Embedded journalists must meet the following conditions:

- a. Visit a physician to ensure that they are medically fit for travel, can withstand the climate, and can cope with the physical demands of the operation before arriving at Kandahar Airfield. Journalists are responsible to bring any allergy kits and personal medication, and to advise CEFCOM PA and the Canadian Forces Joint Task Force formation or unit of any special medical requirements before agreeing and signing an embedding agreement;
- b. Journalists selected for embedding are responsible to ensure that they receive the proper immunization including malaria chemoprophylaxis, if required, and have a vaccination certificate for Afghanistan as required by Health Canada;
- c. Journalists should be physically fit and prepared to withstand the rigorous conditions required for the particular environment the CF Joint Task Force formation or unit will be operating in;
- d. Journalists are responsible for obtaining their own passports and visas as well as any additional life, medical and air medevac insurances. Journalists or their media outlets will be responsible for costs incurred while in a civilian medical facility; and
- e. Embedded journalists will provide necessary personal information for records purposes. This information will be accorded a protected category and will only be used for the purpose for which it was collected.

Media Injuries and Casualties

14. The CF will provide emergency first aid treatment to a journalist who has been injured while embedded with a CF formation or unit in accordance with CF regulations. An injured journalist who is also contaminated by NBC may not be repatriated to Canada until the situation is resolved. Repatriation of a journalist who has been killed or injured is the responsibility of the media outlet employing the journalist. Media outlets employing freelance journalists must pay particular attention to this responsibility. Embedded journalists and the media outlets they represent are responsible to ensure they have adequate indemnity and insurance coverage.

15. If an embedded journalist is injured or killed in the course of military operations the following procedures will be followed:

- a. The unit to which the embedded journalist was attached will immediately notify the chain of command who will then inform CEFCOM PA;
- b. CEFCOM PA will contact the respective media outlet that will then be responsible for notifying next of kin (NOK). Media outlets should be prepared in advance for this important responsibility;
- c. Upon notifying the journalist's NOK, the media outlet will immediately inform CEFCOM PA, who will then coordinate the release of information with the chain of command, theatre PA staff, and other embedded media; and
- d. CEFCOM HQ and the media outlet will then coordinate the journalist's return to Canada, which will be primarily the media outlet's responsibility. In some instances it may be possible for ISAF or CF Air Assets to evacuate or repatriate media representatives injured or killed while embedded with CF troops.

Equipment, Clothing and Services

16. Journalists are responsible to provide an appropriate carrying bag or rucksack for their own personal equipment, clothing and boots, sleeping bag and items of hygiene. They should also provide their own insect repellent, sunscreen, water bottle, flashlight, eating utensils, plastic plate and cup. All clothing and equipment must be subdued in colour and appearance.

17. While stationed at established bases of operation, the CF will provide rations, workspace and basic accommodations for embedded media. Journalists may have access to sports equipment, mess, CF CANEX facilities and postal services where they exist. Once forward deployed, embeds should be aware that conditions may be more austere than those found at the Kandahar Airfield, Camp Nathan Smith, and the Forward Operating Bases or Patrol Bases. The basic needs (security, food and water) of embeds will be met to the greatest extent possible during forward deployed operations; however, it should be understood that comfort, story filing/transmission and workspace limitations may exist.

Communications Equipment

18. Embedded media must provide their own communications equipment. It is recommended that journalists have a satellite cell phone with a good footprint in Afghanistan, such as the Iridium and Thuraya systems. However, if these fail, Commander JTF-Afg may authorize the use of military communications equipment for filing/transmitting media products depending on operational tempo and availability of CF equipment.

19. No communications equipment used by journalists will be specifically prohibited, however, Commander JTF-Afg may impose temporary restrictions in order to safeguard classified information, or for other security or operational reasons.

20. Unless specifically authorized by Comd JTF-Afg or a designated representative, journalists will seek approval to use electronic devices in operational environments.

Transportation

21. Embedded journalists will be responsible for their travel to and from Kandahar Airfield and will pay for their own food and accommodations while staying in a commercial facility. Embedded media members will not be allowed to use their own vehicles while embedded with JTF-Afg.

22. JTF-Afg will only provide transport to journalists while covering JTF-Afg operations, events and activities. Journalists who choose to leave the camp to cover non-CF stories are responsible for their own transportation both within the camp (transport to the front gate) and outside the camp.

Protection of Media and Equipment

23. Journalists who have been granted embed status with JTF-Afg will be accorded protection of their person and equipment as allowed within authorized Rules of Engagement. It should be recognized that the CF, in pursuing its mission, cannot guarantee the personal safety of embedded journalists or their equipment.

24. Journalists who leave Kandahar Airfield or the protection of any other ISAF facility to meet “fixers” do so at their own risk. The CF will not render any assistance to journalists when they leave the MEP; these occasions should be kept to a minimum, if journalists wish to cover news outside of the MEP on a regular basis, they should officially withdraw from the MEP so that other journalists may have the opportunity to cover Canadian operations.

Media Access

25. Embedded media will be given access to operational missions, including mission preparations and debriefings, whenever possible. The Commander’s security concerns must be addressed when

determining what areas media will be allowed to visit or what information they will be given. Commanders will therefore determine the degree of media access.

26. A CF liaison officer may be assigned to large groups of embedded journalists from the same agency. This person will be responsible to ensure that the embedded journalists are assisted while with the TFA formation/unit and that appropriate briefings are given. The CF liaison personnel will also be responsible to assist the embedded journalists in observing operational activities, once authorized by Comd JTF-Afg.

Reporting on Detainees

27. Any media access to detainees shall only be authorized by the Chief of Defence Staff (CDS) on a case-by-case basis.

Subject to Service Code of Discipline

28. While they accompany JTF-Afg, embedded journalists are persons subject to the Code of Service Discipline in accordance with the National Defence Act and have agreed to such in the Engagement with the Minister of National Defence form. As persons who are subject to the Code of Service Discipline embedded reporters may be charged for violations of the Code of Service Discipline.

Training and Briefings

29. Journalists will be required to attend security/safety briefings when deploying into theatre and may be given additional briefings depending on the type of operation they will be associated with. Journalists will not participate in weapons training.

Reporting on Injured, Casualties and Missing Personnel

30. As much information as possible will be made available commensurate with operational security and NOK notification.

31. Operational security, patient welfare, patient privacy, and NOK/family considerations are the governing concerns related to media coverage of wounded, injured, and ill personnel located in medical facilities or other casualty collection and treatment centres. Permission to interview or photograph a patient, including those inside operating rooms during operating procedures, will be granted only with the consent of the attending physician or facility commander and with the patient's informed consent, witnessed by the person responsible to escort embedded journalists. "Informed consent" means the patient understands his or her picture and comments are being collected for news media purposes and they may appear in any news media reports. The attending physician will confirm that the individual is medically capable of giving informed consent. In all cases disclosure of information will adhere to paragraphs 3b, 7 and 8 of the Privacy Act.

32. Media visits to medical facilities will be in accordance with applicable regulations, standard operating procedures, operations orders and instructions by attending physicians. If Commander JTF-Afg authorizes embedded journalists to visit a TFA medical facility, CF or medical personnel must escort the embedded journalists at all times. Visits must not interfere with medical treatment.

33. The issue of missing persons is particularly important since it may be necessary to withhold information due to the security classification of the information (i.e. in anticipation of a rescue mission or the need to safeguard the information from an adversary in the event the person is trying to evade capture). A restriction on the access or release of information related to a missing person may be established in such cases.

Reporting on CANSOFCOM (JTF 2) Personnel

34. Embedded journalists will not report on or photograph Canadian Special Operations Forces Command (CANSOFCOM) personnel or operations.

Release of Information

35. Commander JTF-Afg retains the right to have any reporting of potentially operationally sensitive issues reviewed to ensure there are no breaches of security prior to release by the media. Content will not otherwise be restricted. Technical information may be reviewed by a subject matter expert but will not involve editorial changes. Media products or equipment will not be confiscated or otherwise impounded. Embedded journalists will be reminded of the need for operational security.

36. In the event that personal information is provided to journalists during a briefing and the media are told that its release would result in a violation of the Privacy Act, the Crown may choose to take legal action against a journalist who proceeds to release the information thus exposing the Crown to potential liability. Journalists should also be informed that violations of directions regarding force protection and the release of sensitive information might result in loss of embedded status.

Final Operational Authority

37. Commander CEFCOM is the final authority, through the chain of command, for the provision of support to embedded media and may add supplementary instructions or rules for embedded media.

Lessons Learned

38. Media outlets and journalists are encouraged to provide feedback on the embedding program to CEFCOM PA. Journalists embedded with the CF may be asked by CEFCOM PA for their input in the CF's lessons learned program.

Annexes:

Annex A	Ground Rules For Embedded Media
Annex B	Media Embedding And Ground Rules Agreement
Annex C	Indemnification Agreement And Liability Waiver
Annex D	Engagement With The Minister Of National Defence
Annex E	KAF Policy Statement
Annex F	Personal Information Form
Annex G	Medical History Questionnaire
Annex H	ISAF Media Registration
Annex I	Embedding Checklist
Annex J	Travel Arrangements

GROUND RULES FOR EMBEDDED MEDIA

1. Violations of any of the following rules may result in termination of embedding status and removal of the journalist from the Canadian Forces Joint Task Force:

- a. Embedded journalists must wear their media passes in a clearly visible location at all times;
- b. Embedded journalists will not enter the Canadian headquarters building, or the Battle Group headquarters compound in site 26 without an escort, as these are restricted areas;
- c. Embedded journalists must carry and support any personal and professional gear they take with them, including protective cases for professional equipment, batteries, cables, converters, etc;
- d. Embedded journalists are subject to the Code of Service Discipline (*National Defence Act*) as well as all CF Joint Task Force orders and policies (e.g. alcohol, substance abuse, walking out and fraternization policies) while they are embedded with the Canadian Forces Task Force;
- e. Media will wear their credentials to ensure that their status is made known to CF personnel.
- f. All interviews with soldiers will be on the record. Security of information will be the responsibility of the CF member being interviewed; however the CF member must be informed by the embedded journalist when he/she is in an interview situation;
- g. When embedded outside Kandahar Airfield, print or broadcast stories will be datelined by general geographical description (e.g. “northern area”). No specific locations will be used when filing stories, unless approved by the on-scene Commander;
- h. Embedded journalists will remain with military escorts at all times, when directed, and follow their instructions regarding activities and movement;
- i. Journalists will not carry any weapons;
- j. Interviews with CF members are authorized upon completion of missions; however, release of information must conform to these media ground rules;
- k. Media will not interview or photograph a patient/casualty without the patient’s/casualty’s informed consent. If applicable, the attending physician will confirm that the individual is medically capable of giving informed consent. Imagery depicting the transport or transfer of CF casualties is permitted so long as the injured person(s) and the injuries suffered cannot be visually identified;
- l. Print or broadcast stories will be datelined according to local ground rules that will be provided to all embedded journalists upon embedding with the CF Joint Task Force;
- m. Visible light sources and infra-red devices, including flash or television lights, will not be used when operating with Canadian Forces at night unless specifically approved in advance by the on-scene commander;
- n. Embargoes may be imposed to protect operational security. Embargoes will only be used for operational security and will be lifted as soon as the operational security issue has passed;
- o. The following will not be visually recorded:

- (1) Restricted military areas, facilities or installations, such as the Tactical Ops Center;
 - (2) Interior of type A (front-line) vehicles, such as the LAV III or the Coyote;
 - (3) Classified systems, equipment or demonstrations of capabilities unless specifically authorized; and
 - (4) The flight line at Kandahar Airfield, and military aircraft operating on or near it. Media will adhere to the groundrules for ramp ceremonies as briefed prior to each ceremony.
- p. The following information is **not releasable**:
- (1) Specific information on troop strength, equipment or critical supplies (e.g. artillery, radars, trucks, water, etc.);
 - (2) Specific number of aircraft in units below wing level, or identification of mission aircraft points of origin, other than land or carrier based. Number and type of aircraft may be described in very general terms such as “large flight,” “small flight,” “many,” “few,” “fighters,” “fixed wing,” etc;
 - (3) Units in the Area of Operation, unless specifically authorized by a release authority;
 - (4) Information regarding future operations, current operations (unless otherwise indicated), postponed or cancelled operations, or information regarding security precautions at military installations or encampments;
 - (5) Imagery that would show level of security at military installations or encampments, especially aerial and satellite imagery which would reveal the name or specific location of military units or installations;
 - (6) Rules of Engagement;
 - (7) Names of military installations or specific geographic locations of military units in the area of responsibility unless otherwise approved by the Commander of the CF Joint Task Force;
 - (8) Information on intelligence collection activities including targets, methods of attack and results;
 - (9) Extra precaution in reporting will be required at the start of an operation to maximize operational surprise. Therefore, broadcasts from airfields by embedded media members are prohibited until authorized by the unit commander;
 - (10) During an operation, specific information on friendly force troop movements, tactical deployments, and dispositions that would jeopardize operational security or lives. Information on on-going engagements will not be released unless authorized by the on-scene commander;
 - (11) Information on missing or downed aircraft while search and rescue and recovery operations are being planned and executed;
 - (12) Information on ISAF or Coalition special operations units;
 - (13) Information on effectiveness of enemy electronic warfare;
 - (14) Any information on friendly forces electronic warfare equipment or procedures;

- (15) Information on effectiveness of enemy camouflage, deception, targeting, direct and indirect fire, intelligence collection or security measures;
 - (16) All imagery of detainees will be reviewed by the Canadian Forces to ensure they respect the detainee's rights, and protect the detainee from public curiosity in accordance with article 13 of the Third Geneva Convention. No photographs or other visual media showing a detained person's recognizable face, nametag or other identifying feature or item may be taken;
 - (17) Information regarding force protection measures to include, but not limited to, those at military installations or encampments, except those that are visible or readily apparent;
 - (18) Embedded journalists will not interview, photograph, film or report on JTF 2 or Canadian Special operations Regiment personnel and operations they conduct or participate in, without prior approval of a Canadian Special Operations Forces Command representative and the Task Force Commander;
 - (19) Embedded journalists will not report the identity, or specialist trades of CF personnel who kill or injure anti-coalition militants without the prior approval of the Task Force Commander; and
 - (20) Any other information that may be restricted from time to time by the Joint Task Force Commander due to operational requirements.
- q. The following categories of information are releasable:
- (1) Arrival of military units in the area of operation when officially announced. Mode of travel (sea or air) dates of departure, and home station. Special attention will be exercised in regards to military unit relief in place announcements;
 - (2) Approximate friendly force strength figures;
 - (3) Non-sensitive, unclassified information regarding air and ground operations, past and present;
 - (4) Size of friendly force participating in an action or operation may be disclosed using general terms such as "multi-unit." Specific force or unit identification may be released when authorized by the Commander Canadian Forces Task Force or his designate;
 - (5) Generic description of origin of air operations, such as "land-based;"
 - (6) Date, time or location of completed military missions and actions as well as mission results;
 - (7) Types of ordnance expended in general terms;
 - (8) Number of aerial combat or reconnaissance missions or sorties flown in the Area of Operation; and
 - (9) Type of forces involved (e.g. air defence, infantry, armour) except for Canadian Special Operations forces and those of other nations.

MEDIA EMBEDDING AND GROUND RULES AGREEMENT

I, (print) _____, confirm that the following information is accurate.

- a. "I am not aware of any existing physical or health conditions which would adversely affect my participating in strenuous activities." _____ (Initial)
(Medical certificate is enclosed)

- b. "I have read the enclosed media ground rules contained in Annex A and agree, with my signature, to abide by them. I also understand that any violation of these ground rules is cause for the revocation of my embedded media status with Task Force Afghanistan." _____ (Initial)

Signature

Date

Printed Name, affiliate, address & phone number

Signature of Media Outlet Supervisor
(Assignment Editor, News Director)

Date

Printed Name of Media Outlet Supervisor

CF Member - Witness Signature

Date

CF Member - Witness Printed Name, Rank & Organization

INDEMNIFICATION AGREEMENT AND LIABILITY WAIVER

1. I, _____ (PRINT NAME), on behalf of

myself, my heirs, my executors and administrators, in consideration of being permitted to become registered as an embedded media member with the Canadian Forces Joint Task Force Afghanistan, attached to

Joint Task Force Afghanistan from on or about _____ to on or

about _____, 200__, at Kandahar Airfield and the surrounding area.

2. Acknowledge and agree that covering combat and other military operations is inherently hazardous and may result in death, personal injury, whether physical or otherwise, or damage to property, and wishing in any event to participate in covering combat and other military operations, voluntarily consent to participate and assume any risks that may be associated with said participation;

3. Acknowledge, agree and declare that I have been advised of the nature of covering combat and other military operations, that I have been advised of the procedures and safety measures in effect and that I agree to abide by them;

4. Acknowledge, agree and declare that I have been advised that the Canadian Forces, in pursuing the successful accomplishment of its mission, cannot guarantee my personal safety or the safety of my equipment.

5. Waive all claims of any nature or kind, including, but not limited to claims for personal injury or damage to property, against Her Majesty the Queen in Right of Canada, Her officers, servants, agents, employees and members of Her Canadian Forces, in any manner arising out of, based upon, occasioned by, attributable to or connected with my participation in covering combat and other military operations while embedded media:

- a. Agree that I will not commence or maintain against any person, any action or proceeding which will give rise to a claim against Her Majesty the Queen in Right of Canada, Her officers, servants, agents, employees and members of Her Canadian Forces for contribution or indemnity;
- b. Acknowledge, agree and declare that my signing this agreement is a condition to being registered to cover Canadian Forces operations and receiving assistance for that coverage; and

- c. Acknowledge having read this liability waiver in its entirety and, understanding that this Waiver is intended to be broad and all inclusive so as to preclude any claims, I voluntarily indicate my acceptance of this document by my signature.

DATED at _____, this _____ day of _____, 200__.

CF Member - Witness signature

Witness name and address,
Rank, Unit/Organization
E-mail address
Telephone number

Print

Embedding Journalist's Signature

Media name, in-theatre
telephone number
E-mail address
Print Agency, address,
Telephone number

Print

Signature of Media Outlet Supervisor
(Assignment Editor, News Director)

Date

Annex D
1350-1 (CEFCOM PA)
Feb 2007

ENGAGEMENT WITH THE MINISTER OF NATIONAL DEFENCE

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

TO THE MINISTER OF NATIONAL DEFENCE:

It is hereby acknowledged by the undersigned that an arrangement has been entered into between Her Majesty the Queen in Right of Canada as represented by the Assistant Deputy Minister Public Affairs, Canadian Forces, and the Undersigned, for the embedding of the Undersigned into deployed Canadian operations in Afghanistan.

Within the context of deployments in Canadian theatres of 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 Joint Task Force Afghanistan or his designates.

(Print name)

(Signature)

(Date)

PROTECTED A (when complete)

Annex F
1350-1 (CEFCOM PA)
Feb 07

JOURNALIST PERSONAL INFORMATION SHEET

1. Full name (print): _____

2. Address: _____

3. Employer's Name and Address: _____

4. Name(s) of Organisation(s) you will represent (if different from above):

5. Personal Emergency Notification (who do you wish to be informed in the event of serious injury):

a. Primary Contact:

(1) Name: _____

(2) Relationship to journalist: _____

(3) Address: _____

(4) Phone Numbers (Include area code):

(a) Home: _____

(b) Work: _____

(c) Cell: _____



Annex F
1350-1 (CEFCOM PA)
Feb 07

b. Secondary Contact:

(1) Name: _____

(2) Relationship to journalist: _____

(3) Address: _____

(4) Phone Numbers (Include area code):

(a) Home: _____

(b) Work: _____

(c) Cell: _____

6. Emergency notification of the persons indicated above is the responsibility of the media outlet, who at your media outlet do you suggest to perform this function:

a. Name and Job Title: _____

b. Address: _____

c. Phone Numbers (Include area code):

(1) Home: _____

(2) Work: _____

(3) Cell: _____

7. 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

PROTECTED A (when complete)

Annex F
1350-1 (CEFCOM PA)
Feb 07

8. Personal Information:

- a. Nationality: _____

- b. Passport number, date of expiry and place of issue:

- c. Date of Birth: _____

- d. Height: _____

- e. Hair Colour: _____

- f. Eye Colour: _____

- g. Blood type: _____

- h. Cell #(in Afghanistan): _____

- i. E-mail(in Afghanistan): _____

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

Signed _____ Date _____

Witnessed _____ Rank _____
(CF member)

Physicians Comments:			
I certify that _____ is in good general health, (patient's name) and has no medical ailments that would impede their ability to accompany the Canadian Forces on operations in Afghanistan.			

Name (please print)			

Signature			

Date			

ISAF Media Registration

1. Members of the media who are interested in securing Media registration are encouraged to read and comply with the following ISAF instructions.
2. Applicants seeking ISAF Press registration Cards are required to present the following items:
 - a. Valid Passport or National ID card
 - b. Original Letter of accreditation/introduction from the editor/director
 - c. Two pictures
 - d. Current Press card if available
3. In case of renewal:
 - a. Valid passport or ID card
 - b. Previously held Media Registration Card
 - c. A new letter of accreditation/introduction is required if the press ID is not issued according to international press federation regulations, or if the applicant's employer has changed.
4. The letter of introduction from the director/editor of agency should include the following information:
 - a. Name of applicant
 - b. Nationality, ID or passport number.
 - c. Duration of assignment
 - d. Professional title, e.g. Reporter, Cameramen, Photographer,(drivers and interpreters are not entitled to the registration).
 - e. A statement to the effect that the media agency will be fully responsible in the event of any misuse or abuse of ISAF Press Registration Card issued to the applicant.
 - f. Printed name, position and signature of the chief editor.
 - g. A brief description of the applicant's assignment.

Statement of the Media Personnel

5. Members of media agencies are subject to the laws of the Islamic Republic of Afghanistan. Therefore, if you normally require a passport to enter in Afghanistan as a visitor, you will need a passport while travelling with ISAF PIO in this country. In addition, according to your nationality you may require a visa.
6. ISAF Public Information Office (PIO) retains the right to request substantial evidence of the applicant's journalistic background. This may include original published articles, videotapes, published photos etc.
7. To register, ISAF PIO Kabul must be notified at least one working day before arrival of the applicant at HQ ISAF. If not, any delay in the issuing of the press registration card will not be the responsibility of the ISAF Public Information Office. Accreditation is done from 10 a.m to 11 a.m. local time on Mondays, Thursdays, and Saturdays.

8. Journalists may choose to accredit with ISAF upon arrival at Kandahar Airfield. In this case, no advance notice to ISAF is required as Canadian Public Affairs staff will make the necessary arrangements.

9. Media may contact HQ ISAF Media Ops in Kabul to fix an appointment, by phoning 00 93 (0) 79 51 1155 or sending a message to pressoffice@isaf-hq.nato.int

EMBEDDED JOURNALIST CHECKLIST

1. When a journalist agrees to embed with a Canadian Forces Task Force formation or unit they must complete the following preparations:

Item	Requirement	Complete
1	Check passport, visa requirements and media ID are current for the duration of the deployment.	
2	Obtain four passport-size photographs for registration requirement or local use.	
3	Obtain medical examination and inoculations or other medical requirements in accordance with Health Canada's standards and recommendations. Check valid vaccination certificates are held, or obtained. More information is available at http://www.travelhealth.gc.ca/	
4	Keep CEFCOM 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 batteries, power converters, cables, etc.	
6	If time allows, have any necessary dental treatment completed.	
7	If time allows, do personal fitness training and, in particular, accustom feet to wearing boots.	
8	Confirm arrangements for training, briefings, personal finance and travel.	
9	Confirm that Next of Kin (NOK) arrangements have been made. NOK will be notified by your media outlet.	
10	Purchase or loan personal protective equipment (PPE). This includes a Kevlar helmet, and body armour.	
11	Complete and return by fax all embedding documentation to CEFCOM PA (613) 943-5471. Journalists must carry copies of the embed documents into theatre.	
12	Have your media outlet prepare the Letter of Introduction that meets the requirements outlined in the ISAF media registration annex (Annex H of this package).	

2. The following items must be brought by the journalist to theatre:

Item	Description	Packed
1	Flak Vest	
2	Helmet	
3	Personal clothing	
4	Pair of Hiking boots	
5	Pair of sandals to be worn while showering	
6	Eating utensils, plastic plate and cup	
7	Track suit (for sleeping)	
8	Flashlight (including a red lens)	
9	Lockable suitcase, backpack or rucksack	
10	Backpack to carry personal items and sleeping bag while deployed on patrols (should have space available for meals while outside the wire) Subdued in colour.	
11	2 X Water bottle or canteen	
12	Insect repellent	
13	Sunscreen	
14	Sunglasses	
15	Personal medications sufficient to cover the duration of the visit.	
16	Sleeping bag	
17	Water repellent bivvy bag for sleeping outdoors or utility sheet (Subdued in colour)	
18	Sleeping pad (foam or thermarest, subdued in colour)	
19	Rain or gore-tex jacket may be required (subdued in colour)	
20	Necessary toiletries.	
21	Copies of Embedding Documents and CFC-A Accreditation Form	

3. Failure to carry out elementary preparations could mean that an individual would be unable to travel. For example, absence of vaccinations or proper credentials will prevent embedding.

4. Failure to arrive with a flak jacket and helmet may also preclude embedding. Information on the characteristics of protective equipment and where it can be purchased is available in the Committee to Protect Journalists Journalist Safety Guide.

http://www.cpj.org/Briefings/2003/safety/journo_safe_guide.pdf

TRAVEL ARRANGEMENTS

1. Travel to and from Kandahar Airfield is the responsibility of the journalist.
2. The CF reserves the right to deny, postpone or cancel any embedding request. Such actions will only be taken when it is absolutely necessary to do so, however, media outlets and journalists will not be reimbursed for expenses incurred as part of the media embedding process. Media outlets and journalists are encouraged to arrange refundable airline tickets and make any other arrangements prudent to minimizing expenses should the Canadian Forces cancel or postpone the embedding arrangement. Journalists required to extend their stay at civilian accommodations while waiting to embed will do so at their own expense.
3. Journalists are required to arrange their own travel to and from Kabul, Afghanistan and then from Kabul to Kandahar. There are flights that go through UAE and Pakistan. There may be flights through Turkey and another through Azerbaijan, the CF does not necessarily recommend these two options.
4. Journalists must be registered by the ISAF Headquarters Public Information Office. This can be done at ISAF HQ in Kabul or at Kandahar Airfield. There are taxis or "fixers" that can take you from the Kabul Airport to ISAF HQ located across the U.S. Embassy. Journalists must call (or e-mail) ahead to the ISAF office a few days before their arrival in order to arrange an appointment; the contact information is in Annex G. This step is very important, as you will not be able to embed with Canadian Forces personnel in Kandahar if you are not registered by ISAF.
5. There are UN flights that travel between Kabul to Kandahar, once again journalists are responsible to arrange these flights themselves. There are two flights per week scheduled on Mondays and Wednesdays, but timings vary. The cost of these flights is approximately \$280 U.S. each, significantly more for journalists traveling with TV equipment. Space for equipment is limited, so journalists traveling with lots of equipment should inquire ahead with UNHAS. Information on the UN flights can be found at:
 - a. <http://www.unama-afg.org/docs/ UN-Docs/ fact-sheets/August2006-FactSheet-UNHAS.pdf>
6. Recently, the DFS Middle East company began passenger service directly between Dubai and Kandahar Airfield. Information on their flights is available from:
 - a. Head Office
DFS Middle East F.Z.E.:
Warehouse D-27
P.O. Box 54505
Dubai Airport Free Zone
Dubai, UAE
Tel: +971 4 299 7556
Fax: +971 4 299 7558
info@dfsmiddleeast.com
www.dfsmiddleeast.com
7. Ariana airlines also recently began daily flights between Kandahar and Kabul, and weekly flights between Dubai and Kandahar. More information is available on their website:
 - a. <http://www.flyariana.com/>
8. While in Kabul most journalists stay at:
 - a. The three-star Mustafa Hotel www.mustafahotel.com;
 - b. The three-star Inter-Continental www.southtravels.com/ ; and

- c. The Kabul Serena hotel is a five-star hotel that opened recently www.serenahotels.com/.
9. Once in Afghanistan, the Canadian Public Affairs Officer, Lieutenant (Navy) John Nethercott can be reached by cell phone at (0) 70 393 679.