



Memorandum of Understanding (MoU) on Collaboration on Science and Innovation Activities.

The Environment Agency and The Health and Safety Executive (HSE) recognise that they have common interests within the environmental field and that benefits will be achieved through collaborative working on relevant science and innovation activities.

1. Each of our organisations needs to maintain and develop strategic, business-oriented research and development programmes, together with the effective use of scientific, engineering and other professional expertise to achieve our programme aims.
2. We will exchange information regarding our respective programmes, including:
 - their strategic basis
 - the draft and final programme content
 - outputs/deliverables from the programmes
 - results of impact evaluation exercises
3. We will hold regular joint meetings, timed to align with our planning cycles, to identify issues of common interest and to consider the benefits of collaboration on specific issues, such as:
 - appropriate reciprocal arrangements for representation or input into each others science advisory group arrangements
 - joint funding of projects with one organisation taking the lead role
 - establishing contact, an interface or representation on the steering group for relevant projects undertaken by each organisation
 - joint pursuit of external funding for research
 - joint pursuit of external research programmes, particularly in Europe, UK Foresight and the science base
 - sharing intelligence on professional staff development and career management
4. We will develop and maintain appropriate links and advisory channels between our organisations to maximise the benefits of available science and engineering expertise.
5. Additional details of the current activities covered in paragraphs 2 and 3 are set out in Annex 1, which accompanies this MoU. The MoU and annex will be reviewed annually.
6. Exchanges of information will be coordinated either via a 'matchmaker' (a single point of contact responsible for utilising existing knowledge networks within their organisation to identify the most salient interested parties for topics highlighted as suitable for closer joint working by the other organisation), topic champions (for identified joint high priority topics, they would be responsible for developing inclusive, collaborative approaches to tackling those topics) or a mix of both mechanisms, as appropriate.
7. In agreeing this MoU for collaboration on science and innovation activities, EA and HSE recind the previous MoU on collaboration in R&D, dated 16 April 1998.

SIGNED:

**Prof. M Depledge
Head of Science
Environment Agency**

**Dr. P Davies
Chief Scientist
Health and Safety Executive**

DATE: 15 June 2004

Annex 1

Current Activities as of 2004 - To be updated annually.

Exchange of Information

1. We will exchange information regarding the strategic basis of our respective programmes.

Action

- a) Copies of the HSE publication 'A strategy for workplace health and safety in Great Britain to 2010 and beyond', published in February 2004, have been provided to members of the Environment Agency's Science Programme Group. The HSE document is available on-line at <http://www.hse.gov.uk/aboutus/hsc/strategy.htm>
- b) HSE has commissioned Technopolis Ltd to collect and collate views and information for a Science Strategy document. The Chief Scientist Unit will use this initial work to produce a draft Science Strategy. The Environment Agency's Science Programme Group will be consulted on the draft document.
- c) The Environment Agency has provided HSE with details of the guidance they have produced on the use of scientific advice in policy making.

2. We will exchange information regarding the content of our respective programmes.

Action

- a) HSE is currently working to produce the Strategic Research Outlook for the period 2004 to 2007. This will provide detail of Science and Innovation activity that has been carried out, that is ongoing and that will be undertaken in support of HSE's business-led programmes of activity. Environment Agency will be consulted on the draft version of this document.
- b) The Environment Agency is currently developing a 5-year Science Plan. The plan will set out 50 key issues and the outcomes to be achieved over the next 5 years. HSE will be consulted on the draft version of the plan.
- c) HSE provide a Projects' Directory via the website. This contains details of ongoing and completed projects that have undertaken since 2000 and can be accessed at <http://www.hse.gov.uk/science/projectdir.htm>
- d) The Environment Agency provide a Projects' Directory via the website. This contains details of proposed, active and completed projects and can be accessed at http://www.environment-agency.gov.uk/science/science_projects/?version=1&lang

3. We will exchange information regarding the outputs/deliverables from our respective programmes.

Action

- a) HSE currently produces two quarterly newsletters (Mainstream Research News - <http://www.hse.gov.uk/research/journals/mrn.htm> , and Offshore Research Focus - <http://www.orf.co.uk>), which provide details of newly commissioned and recently completed projects, as well as research reports that have been published. A new electronic newsletter will be produced later this year, which will encompass all of HSE's research activity. The newsletter will have a number of innovative features, including an alert function allowing regular updates on specific topics to be provided. Further details of this will be provided, once the newsletter is up and running.
- b) The Environment Agency produces a monthly electronic newsletter, which provides details of recently published R&D reports. This can be obtained by subscription through the Environment Agency's National Customer Contact Centre website, at: <http://www.eareports.com/ea/rdreport.nsf?OpenDatabase>

- c) HSE publishes the reports from the research projects it funds in the Research Report series. Reports can be accessed and downloaded on-line (<http://www.hse.gov.uk/research/rrhtm/index.htm>) or can be purchased in hard copy from HSE books.
- d) National Customer Contact Centre website (<http://www.eareports.com/ea/rdreport.nsf?OpenDatabase>) provides a listing of R&D reports produced by category. Technical summaries of each report are also provided. Copies of full reports can be purchased on-line.

4. We will exchange information regarding impact evaluation within our respective programmes.

Joint Meetings

1. HSE's Science and Innovation Strategy Committee

This committee meets twice a year and its purpose is to steer and oversee the broad thrust of HSE's Science and Innovation programme and to help secure value for money. Dr Paul Davies (HSE's Chief Scientist and Director of Corporate Science and Analytical Services) chairs the committee and Prof. Michael Depledge (Head of Science) is an external member.

2. John McGuinness (Head of HSE's Chief Scientist Unit) and John Seagar (Head of Science Programme Group) to meet at least once a year to discuss various issues and topics in relation to our collaborative working.

3. Science Teams (members of HSE's Chief Scientist Unit and Corporate Science and Knowledge Unit and the Environment Agency's Science Programme Group (Partnerships)) to meet at least twice a year to provide a working interface, to discuss progress with ongoing initiatives and collaborative working, and to share knowledge and experience of managing science and innovation activities.

4. Environment Agency representation on relevant HSE Corporate Topic Groups will be explored with Environment Agency and HSE's Corporate Science and Knowledge Unit.

5. Presentation of Health and Safety Laboratory's capabilities to Environment Agency has been carried out. There is potential for HSE/Environment Agency to work together through the Health and Safety Laboratory undertaking research for both organisations on those topics of joint interest.

6. Holding a Joint Workshop. The feasibility of this is currently being explored.