



NUCLEAR SAFETY DIRECTORATE - BUSINESS MANAGEMENT SYSTEM		
RESEARCH		G/RES/009
GUIDANCE: MONITORING LEVY RESEARCH AND SUPPORT PROJECTS		ISSUE 001
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1. Introduction

- 1.1 Monitoring of projects is carried out to ensure that the plan of work is adhered to, any unforeseen developments in work are identified in time, and remedial measures planned and implemented to take delivery of research outputs to cost, time and to the standard specified in the contract. The mainstream procedures for monitoring are given in sections 3.47 - 3.59 of the Science and Innovation Programme Guide to Procedure.
- 1.2 Monitoring is an important link between the objectives, the specification and evaluation. The specification should detail the work programme and milestones against which progress is measured. Before the project begins, the exact nature of the arrangements for monitoring progress should be clear to both the contractor and PO.

2. Project Officer's Role

- 2.1 The responsibility for ensuring the satisfactory delivery of the work lies principally with the contractor. The PO interacts with the contractor to ensure the satisfactory execution of the work and the delivery of outputs within the contracted time and cost. To do this the PO is responsible for ensuring that the following objectives for monitoring are fulfilled:
- check the technical and financial progress at regular intervals and compare these with the agreed work programme and cost plan in the contract;
 - identify variations in the progress of the work which would cause any of the objectives or milestones not to be met, including any major delays in agreed time scales or changes in funding;
 - ensure that the terms of the contract are observed by the contractor;
 - ensure that invoices for payment are authorised on time.
- 2.2 The PO could arrange periodic meetings with the contractor to ensure progress is maintained in line with agreed milestones. The PO ought to maintain suitable records of discussions held at meetings, by correspondence or by telephone as this will aid a new PO who may be appointed midway through a project.

- 2.3 If during the course of the work it is necessary for the contractor to visit a licensee's site, arrangements for the visit shall be made by the PO, through the Site Inspector, in the usual way.
- 2.4 The PO should keep NSD 4A admin unit informed of any changes to the technical and financial aspects of the project. Examples of where this could be are:
- a scheduled invoice is delayed / brought forward;
 - receipt of an unplanned invoice;
 - the contract cost is different to the agreed original fee;
 - there is a new contract in the fy;
 - a proposed contract will fail to start in the fy.
- 2.5 When situations arise which lead to deviation from the work as specified in the contract PO's should inform Unit 4A and, if they are involved, their admin support too. All amendments to the contract should be authorised through NSD 4A, and not directly with the contractor. See G/RES/008 paragraphs 4.6-4.9 for types of contract and procedures for modifying them.

3. Monitoring licensee projects

- 3.1 The arrangements for monitoring projects commissioned by the licenses are described in G/RES/005 Reactor Nuclear Safety Research Technical Exchanges.

4. Associated documents

- 4.1 G/RES/005 Reactor Nuclear Safety Research Technical Exchanges
- 4.2 G/RES/008 Commissioning and managing research and support
- 4.3 Science and Innovation Programme Guide to Procedures
http://intranet/research/mainstream_st_proc/index.htm