

	NUCLEAR SAFETY DIRECTORATE - BUSINESS MANAGEMENT SYSTEM		
	RESEARCH		G/RES/011
	GUIDANCE: LEVY RESEARCH PROGRAMME AND SUPPORT PROGRAMME EVALUATION		ISSUE 001
	Approved By: <b>Peter Storey</b>	P Storey	Issue Date: 01/12/04
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## 1. Purpose & Scope

- 1.1 This guidance note addresses the evaluation arrangements for the levy programme part of the HSC Coordinated Programme of Nuclear Safety Research and for the Nuclear Safety Studies (NSS) programme.
- 1.2 The HSE mainstream evaluation procedures are given in paragraphs 3.74-3.77 of the Science and Innovation Programme Guide to Procedures. The principles are similar.

## 2. Levy research programme

- 2.1 The evaluation form is given in the appendix. The Project Officer completes this form. Part of the process concerns whether the issue has been closed or not. Guidance for this is given in G/RES/003 NRI Issue Closure Process.
- 2.2 NSD 4A collates the results. The results of the evaluation are submitted to NuSAC SCR and HSC in annual Evaluation Reports.
- 2.3 To date levy programme evaluation has been carried out at project level, in parallel with licensee preparation of the stewardship report. It is intended that in the future there will also be a broader impact evaluation. HSE formerly called this portfolio evaluation. However this process has not yet been developed. Guidance is being developed by Corporate Science and Analytical Services Directorate Economic Advisors Unit.
- 2.4 For licensee commissioned projects, there is a licensee Project Completion Guidance Note (GN 4). The licensees write annual evaluation papers for NuSAC SCR. NSD includes the information from these into the HSC evaluation report.

## 3. Support programme

- 3.1 NSD 4A is responsible for co-ordinating the evaluation of the NSS programme. It assists evaluation if the PO clearly defines the objectives before the contract is let and includes these on the initiating form. The objectives should be discussed with the contractor and

should appear in the contractor's proposal or the PO's contract specification.

- 3.2 NSD 4A will send an electronic evaluation form to the PO after completion of the contract. The NSS evaluation form is filed on the project file. It is the intention that all NSS contracts be subject to evaluation, but if resources do not permit, only a selection will be subject to evaluation.
- 3.3 NSD 4A will collate the project evaluations and present an evaluation report to the NSD Management Board. Such a report will be made annually if resources permit.

#### **4. Associated documents**

- 4.1 G/RES/003 NRI issue closure process
- 4.2 NSD 4A support project evaluation form
- 4.3 [Licensee NSR GN 4 Project completion](#)
- 4.4 Science and Innovation programme: Guide to Procedures  
[http://intranet/research/mainstream\\_st\\_proc/index.htm](http://intranet/research/mainstream_st_proc/index.htm)

#### **5. Definitions**

HSC	Health and Safety Commission
NRI	Nuclear Research Index
NSS	Nuclear Safety Studies
NuSAC SCR	Nuclear Safety advisory Committee Sub-Committee on Research
PO	Project officer

## Appendix 1

### Levy project evaluation form

Completed by NSD4a.

1. Project Title:
2. Project number:
3. Name of Responsible Officer:
4. Name of Technical Officer:
5. Name of Contractor:
6. NRS Sub-issue No:

Completed by PO.

7. NRI Priority:
8. Was the project collaborative

Nationally

Internationally

9. Please tick one box:

NSD access to Independent Technical Capability

Maintenance of Licensee Essential Research Capability

Filling Gap in Licensee programme (punitive top-up)

Other (please specify)

Please tick one or more boxes

Safety benefit in short term

(Corroborative / confirmatory research)

Safety benefit in long term

(Anticipatory research)

Maintenance of knowledge and expertise in licensee and regulator.

11. Why was the project undertaken, what was its objective?

BOX

12. Were reports issued? Yes / No.

Please provide more information.

BOX

13. What were the expected results?

BOX

14. Were the results met Yes / No.

If no, please explain why.

BOX

To what extent will the results help with the following

Considerably / somewhat / little / none.

Policy

Standards setting

Guidance

Testing

Regulation

Testing

Regulation

Background scientific information

Other (please specify)

16. Please be specific and provide examples of where the results have been used by other parties.

BOX.

17. Are the results likely to be of commercial value to HSE? Yes / No

If yes, please provide more detail.

BOX.

18. Publication in Peer review journal? Yes / No.

19. Can the results be applied in operating stations? Yes / No.

If yes, please explain.

BOX.

20. Will further research work be necessary in this area? Yes / No.

If yes, please explain.

21. Is the relevant NRI issue considered closed? Yes / No.

If NO, what further work is required to close it?

BOX

22. Was the contractor placed through a competitive tender process? Yes / No

Please provide more detail.

BOX

Was the contractor chosen as part of a competitive tender process?

(This includes EU FP projects and essential teams chosen by competition)

Yes / No

Please provide more detail.

BOX.

24. Has the contractor undergone quality auditing (ISO 9000, or equivalent)  
Yes / No.

Please provide more detail.

Please score the project in the following areas:

Good      Average      Poor

Value for Money

IP implication (?)

In meeting the specification from the outset

Timeframes

In meeting its objective

In meeting budget costs

Contract management

Keeping Project Officer / NSD informed

Scientific quality

Meeting all deliverables

Standard of presentation

Comment Box.

BOX

26. Would you recommend that HSE / NSD re-employ this contractor Yes / No

27. Please score the administration support

Good

Average

Poor

Contractor admin support

Admin support provided by NSD4a

Admin support provided by NSD Inspector's team

Admin support provided by RPU

Please comment on any administrative areas you would like to see improved and why.

BOX.