

NUCLEAR SAFETY DIRECTORATE - BUSINESS MANAGEMENT SYSTEM		
BUSINESS SUPPORT THE PROVISION OF INFORMATION TO CONTRIBUTE TO PQs, BRIEFINGS and OTHER CORRESPONDENCE		BSS/CAN/014
		ISSUE 003
Approved By: <i>Alun J Williams</i>	A J Williams	Issue Date: 10/09/04
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1. Purpose & Scope

1.1 This procedure describes the process by which information is collated, to contribute toward answering a Parliamentary Question (PQ), Briefing or Official Correspondence.

2. Policy

2.1 None.

3. Responsibilities

3.1 Directors Office (DO) are responsible for sending out the request for information to NSD's Nominated Officers (NO), typically Band 4 Admin Managers and for setting a deadline for response.

3.2 NOs are responsible for gathering information from the most appropriate source and collating this information.

3.3 NOs are responsible for sending a formally approved response to Directors Office and for placing a copy of this information on a relevant file.

4. Definitions

4.1 OC - Official Correspondence

5. Procedure

5.1 See flowchart

6. Associated Documents

6.1 Directorate Instruction 15 - Procedures for dealing with PQs.

6.2 **BSS/CAN/019** - Responding to General Correspondence from a member of the public.

6.3 **BSS/CAN/020** - Procedure for Dealing with Official Correspondence

PROVISION OF INFORMATION TO ANSWER A PQ, BRIEFING and OC

