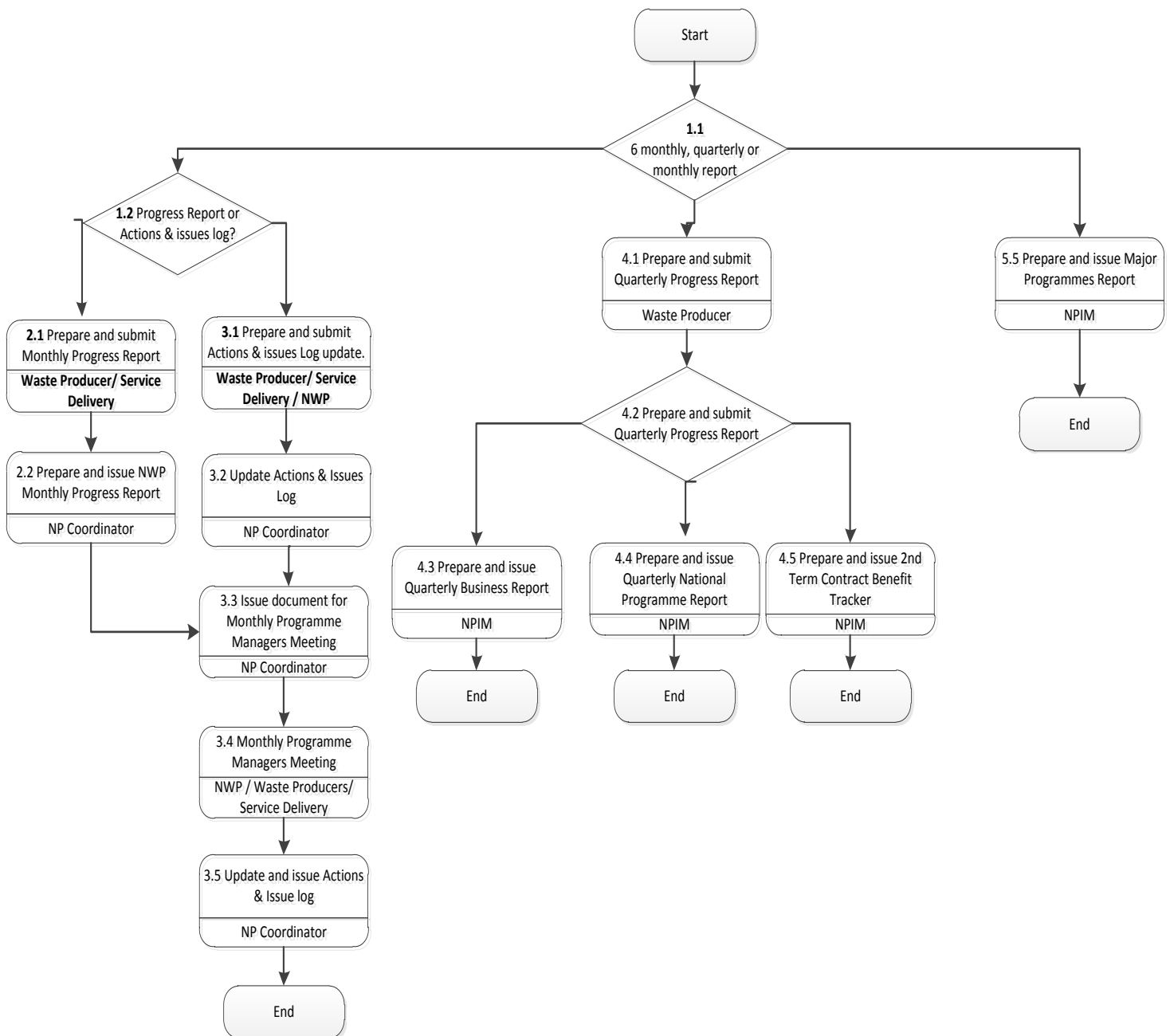




National Waste Programme Scheduling and Reporting



1. Introduction

This procedure is part of the Management System for the National Waste Programme (NWP). It details the process to be followed in order to produce and disseminate the range of reports required to meet stakeholder expectations, including reporting required for the NDA, and to maintain a schedule of activities.

2. Process

Process Steps are to be performed by people holding the Primary Responsible Role as identified in each individual Process Step. In exceptional circumstances (e.g. covering for annual leave or sickness), Process Steps can be performed by other role holders with prior line management approval.

In ALL circumstances, Process Steps are only to be performed by role holders who have successfully completed the training requirements as outlined in Section 7 of this RSP, and in their Role Description.

Steps 2.1 and 3.1 are undertaken concurrently. Similarly, steps 4.3, 4.4 and 4.5 are undertaken concurrently.

Step 1: Determine report type

Process Step	Key Points and Nominated Role
1.1 6-monthly, quarterly or monthly report?	For monthly reports, follow steps from step 1.2. For quarterly reports, follow steps from step 4.1. For 6-monthly reports, follow steps from step 5.1.
1.2 Progress Report or Actions & Issues Log?	For the Monthly Progress Report, follow steps from step 2.1. For the Actions & Issues Log, follow steps from step 3.1.

Step 2: Monthly Progress Report Production

Process Step	Key Points and Nominated Role
<p>2.1 Prepare and submit Monthly Progress Report.</p>	<p>Waste Producer / Service Delivery</p> <p>Waste producers and Service Delivery (for the non-NDA estate only) complete RSF 03.08.01_01 <i>NWP Monthly Report Form</i> with the following information on a monthly basis:</p> <ul style="list-style-type: none"> • Overview summary of the main aspects of performance during the period and explanation of any deviation in actual waste diversion / disposal performance against the planned diversion / disposal performance (as defined in their Joint Waste Management Plan (JWMP)). • Key achievements / successes during the past period. • Opportunities for collaborative working, new non-resourced transformational projects etc. identified during the period. • Any notable issues realised during the past period. • Any threats to implementation of the National Strategy / National Programme identified during the past period. • Any trends that have arisen over the past period. • Any deliverables due in the upcoming period. • A forward month-by-month forecast of expected waste diversion and disposal for the financial year; including red / amber / green confidence levels against year-end out-turn and supporting commentary. <p>The completed RSF 03.08.01_01 is submitted to the National Programme Office (NPO) by email to the group e-mail inbox (NWP@llwrsite.com) three days after period end.</p>
<p>2.2 Prepare and issue NWP Monthly Progress Report.</p>	<p>NP Coordinator / Project Controls</p> <p>The National Programme Coordinator (NP Coordinator) prepares the Monthly Progress Report in line with RSI 3.08.01_01 <i>NWP Monthly Report Production</i> using the information provided by waste producers (output of step 1.1), liaison with Service Delivery, information from the weekly reports and information from the Waste Metrics Dashboard (output of RSP 3.08.04).</p> <p>When complete, the National Waste Coordinator issues the report to the LLWR Project Controls department for onward submission to NDA with the other LLWR period end reports.</p>

Process Step	Key Points and Nominated Role
	The output of this step feeds as an input into step 3.3.

Step 3: Actions & Issues Log update

Process Step	Key Points and Nominated Role
3.1 Prepare and submit Actions & Issues Log update.	<p>Waste Producer / Service Delivery / NWP</p> <p>On a monthly basis, waste producers / Service Delivery personnel / NWP personnel provide a status update on any outstanding Actions, Issues, Threats or Opportunities defined in the NWP Actions & Issues Log to the National Programme Coordinator by email to the group e-mail inbox (NWP@llwrsite.com).</p>
3.2 Update Actions & Issues Log.	<p>NP Coordinator</p> <p>On a monthly basis, the NP Coordinator updates the NWP Actions & Issues Log with the status updates provided by waste producers / Service Delivery personnel / NWP personnel (output of Step 2.1).</p>
3.3 Issue documents for Monthly Programme Managers Meeting.	<p>NP Coordinator</p> <p>The following documents are issued to attendees, via the NDA Knowledge Hub, as a document pack for review during the NWP Monthly Programme Managers meeting:</p> <ul style="list-style-type: none"> • Agenda • Monthly Progress Report • Action & Issues Log • Any other documents required for the meeting <p>The documents are made available via the NDA Knowledge Hub one week prior to the NWP Monthly Programme Managers Meeting.</p>

<p>3.4 Monthly Programme Managers Meeting.</p>	<p><i>NWP / Waste Producers / Service Delivery</i></p> <p>The NWP Monthly Programme Managers Meeting is held on a monthly basis, typically three weeks after period end, and is chaired by the Head of National Programme or a National Programme Implementation Manager. This meeting is conducted in line with the Terms of Reference (defined in RSG 3.08_01 <i>NWP Meetings Terms of Reference</i>). During the meeting, the Actions & Issues Log is reviewed and new actions are identified as appropriate.</p>
<p>3.5 Update and issue Actions & Issues Log.</p>	<p><i>NP Coordinator</i></p> <p>The Actions & Issues Log is updated immediately following the NWP Monthly Programme Managers Meeting to record new actions / issues / opportunities / risks / trends and any additional information on outstanding actions / issues / opportunities / risks / trends identified during the meeting.</p> <p>The updated Actions & Issues Log is re-issued to all attendees of the NWP Monthly Programme Managers Meeting to ensure that anyone with an outstanding action understands the requirements upon them.</p>

Step 4: Quarterly Reports Production

Process Step	Key Points and Nominated Role
<p>4.1 Prepare and submit Quarterly Progress Report.</p>	<p><i>Waste Producer</i></p> <p>Waste producers complete RSF 03.08.01_02 <i>NWP Quarterly Report Form</i> with the following information on a quarterly basis:</p> <ul style="list-style-type: none"> • Brief overview of performance over the past quarter (successes, issues, opportunities, threats) and look-ahead to the next quarter. • Detailed narrative summarising performance over the past quarter. • Status update on transformational projects that contribute to the top five priority business changes identified through the Monthly Programme Managers Meetings (prioritisation is undertaken on an annual basis). <p>The completed RSF 03.08.01_02 is submitted to the NPO by email to the group e-mail inbox (NWP@llwrsite.com) within a week of quarter end.</p>
<p>4.2 Determine</p>	<p>For production of the Quarterly Business Report, go to step 4.3.</p>

Process Step	Key Points and Nominated Role
report type	<p>For production of the Quarterly National Programme Report, go to step 4.4.</p> <p>For production of the LLWR 2nd Term Benefit Tracker update, go to step 4.5.</p>
<p>4.3 Prepare and issue Quarterly Business Report.</p>	<p>NPIM</p> <p>The Quarterly Business Report (QBR) is prepared by the National Programme Implementation Manager (NPIM) in line with RSI 3.08.01_02 <i>NWP Quarterly Business Report Production</i> using:</p> <ul style="list-style-type: none"> • Information from the RSF 03.08.01_02 submitted by waste producers • Weekly LLWR reports to NDA • Waste Dashboards (output of RSP 3.08.04 <i>Dashboard Production</i>) • Joint Waste Management Plans (output of RSP 3.08.02 <i>JWMP Production</i>). <p>This report is issued to the waste producers for review, updated with comments received and is formally submitted to NDA by e-mail on a quarterly basis.</p>
<p>4.4 Prepare and issue Quarterly National Programme Report.</p>	<p>NPIM</p> <p>On a quarterly basis, the Quarterly National Programme Report is prepared by the NPIM in line with RSI 3.08.01_03 <i>NWP Quarterly National Programme Report Production using:</i></p> <ul style="list-style-type: none"> • Information from the QBR (output of step 4.3) • Information from the Waste Producer Quarterly Reports (output of step 4.1) • Monthly Progress Reports (output of step 2.2) • Joint Waste Management Plans (output of RSP 3.08.02) • Waste Metric Dashboards (output of RSP 3.08.04). <p>This report is issued to the waste producers for review, updated with comments received and formally submitted to a pre-defined list of National Programme stakeholders by e-mail.</p>
<p>4.5 Prepare and issue LLWR 2nd Term Benefit Tracker update.</p>	<p>NPIM</p> <p>On a quarterly basis, prompted by e-mail from Project Controls, the National Programme Implementation Manager prepares an update to the 2nd Term Benefit Tracker using:</p> <ul style="list-style-type: none"> • Waste Dashboards (output of RSP 3.08.04)

Process Step	Key Points and Nominated Role
	<p>The QBR (output of step 4.3)</p> <ul style="list-style-type: none">• Joint Waste Management Plans (output of RSP 3.08.02)• The NWP Benefits Tracker Spreadsheet <p>The update is submitted to Project Controls by e-mail.</p>

Step 5: Major Programme Report Production

Process Step	Key Points and Nominated Role
<p>5.1 Prepare and issue Major Programmes Report</p>	<p>NPIM</p> <p>The Major Programmes Report (PGR) is prepared by the National Programme Implementation Manager on a six-monthly basis (according to NDA requirements) in line with RSI 3.08.01_04 <i>NWP Major Programme Report Production</i> using:</p> <ul style="list-style-type: none"> • The QBR (output of step 4.3) • The Monthly Progress Reports (output of step 2.2) • Joint Waste Management Plans (output of RSP 3.08.02), • Waste Dashboards (output of RSP 3.08.04) • The Quarterly National Programme Report (output of step 4.5). <p>This report is approved by an Executive sponsor of the National Programme (Head of Waste Management Services or Managing Director) and then formally submitted to NDA by e-mail.</p>

3. Abbreviations

JWMP	Joint Waste Management Plan
LLW	Low Level Waste
LLWR	Low Level Waste Repository
NDA	Nuclear Decommissioning Authority
NWP	National Waste Programme
NP Coordinator	National Programme Coordinator
NPIM	National Programme Implementation Manager
NPO	National Programme Office
PGR	Major Programmes Report
PMO	Programme Management Office
QBR	Quarterly Business Report
RSF	Repository Site Form
RSP	Repository Site Procedure
RSI	Repository Site Instruction
SQEP	Suitably Qualified and Experienced Person

4. Definitions

Issue	A problem that has occurred which has hindered the delivery of planned activities or expected waste volumes.
Opportunity	A potential activity that if delivered would improve the delivery of the NWP.
Success	A highlight from the reporting period such as a deliverable produced or the completion of a project that has supported implementation of the National LLW Strategy.
Threat	An uncertain event or set of events which, should it occur, will have an effect on the achievement of the objectives of the NWP.

5. References

RSP 3.08.02	Generation and Update of JWMPs
RSP 3.08.04	NWP Dashboard Reporting
RSI 3.08.01_01	NWP Monthly Progress Report Production
RSI 3.08.01_02	NWP Quarterly Business Report Production
RSI 3.08.01_03	NWP Quarterly National Programme Report Production
RSI 3.08.01_04	NWP Major Programme Report Production
RSG 3.08_01	NWP Meetings Terms of Reference
RSF 03.08.01_01	NWP Monthly Report Form
RSF 03.08.01_02	NWP Quarterly Report Form

6. Records

Reference and/or title	Retention time	Record Owner	Record Holder (post)	Storage media	Record Location	Local Retention Time	Archive Required?
PGR	5 years	Head of National Programme	NWP PMO Team	Electronic	Waste Management Services drive	5 years	Yes
QBR	5 years	Head of National Programme	NWP PMO Team	Electronic	Waste Management Services drive	5 years	Yes
NWP Monthly Progress Reports	5 years	Head of National Programme	NWP PMO Team	Electronic	Waste Management Services drive	5 years	Yes
Quarterly National Programme Reports	5 years	Head of National Programme	NWP PMO Team	Electronic	Waste Management Services drive	5 years	Yes
Actions & Issues Log	5 years	Head of National Programme	NWP PMO Team	Electronic	Waste Management Services drive	5 years	Yes

7. Training

Any employee involved in this process must be suitably qualified and experienced as identified in the National Programme Coordinator and National Programme Implementation Manager Role Profile.

In order to carry out any of the above Process Steps, LLWR employees must have successfully completed the following training:

Suitably Qualified and Experienced Person (SQEP) Packages	Acceptance of Accountability / Familiarisation Form
N/A	RSP 3.08.01 NWP Scheduling and Reporting RSI 3.08.01_01 NWP Monthly Progress Report Production RSI 3.08.01_02 NWP Quarterly Business Report Production RSI 3.08.01_03 NWP Quarterly National Programme Report Production RSI 3.08.01_04 NWP Major Programme Report Production

8. Amendment Record

Issue 3 to Issue 4

Date	Section / Paragraph Amended	Amendment Details
May 2015	Whole Document	Fourth issue to incorporate additional reporting requirements (QBR and Quarterly National Programme Report), changes to the way in which data is collected and to incorporate the PGR.
November 2013	Whole Document	Third issue to incorporate changes to the way in which data is reported for the NWP
March 2012	Whole document	Second issue to incorporate standard RSP template
January 2012	Whole document	First issue