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ESS Staffing and Procurement Plan

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ISIS Delivery of instruments for ESS:

This document covers the project staffing and procurement arrangements for the build of instruments for the ESS facility Instrument

1. General Principles

The guiding principle is to maximise the UKs contribution to the ESS facility this can be achieved by:

- Designing and building world class instruments for the ESS facility
- Knowledge transfer from experienced staff at STFC into ESS

The project will maximise the benefit in these two areas by using experienced members of STFC staff and staff seconded by ESS or other partners as appropriate to specify, design and manage all stages of the instrument delivery and to use industrial resources in any areas where it is felt STFC cannot add value to ensure the maximum benefit in all phases of the project.

Upon completion and delivery of the projects ISIS will not provide operational support for the instruments this will come from the ESS operational team. However ISIS will look to maximise the knowledge transfer of experienced ISIS operational staff into ESS and its operations teams.

It is expected that all equipment will be manufactured in industry. RAL workshops will be restricted to close support of prebuild installation and commissioning, generally providing assembly and modification. Upon transfer of the equipment to Sweden a local resource will be sought to provide these services for the final builds at ESS.

Monitoring of the policies in this document will be performed by the Project Board with regular reports from the Project Manager.

2. Design

The lead in engineering design will come from the existing mechanical, electrical and electronic engineering staff currently employed in ISIS. There may be a need to increase the numbers to cover future operations and development. These engineers will be supplemented by contract design and detailing staff.

Where practical design and manufacture contracts will be let to industry with RAL staff responsible for specifications and progressing.

3. Manufacture

RAL staff will be responsible for all manufacturing contracts unless stated in the scope of supply document either using the existing Outside Manufacturing organisation or the project staff.

4. Installation

Prebuild installation at ISIS will be managed by ISIS Technical staff.

Final build at ESS will be managed by ESS Technical staff. ISIS will provide all build information and technical support to this process

5. Commissioning

The commissioning of equipment during the Prebuild installation at ISIS will be managed by ISIS Technical staff.

Final commissioning at ESS will be managed by ESS Technical staff. ISIS will provide all build information and technical support to this process

An outline of the ISIS staffing is given in Appendix 1

6. Procurement

The Project Board will approve approval limits. Major contracts may require approval by the PB with the Project Manager and project staff being set delegated limits by the PMB.

6.1. Design

Contracts for design and detailing will be placed with companies on the existing running contracts. These will need to be supplemented with more specialised companies for equipment beyond the scope of these contractors

6.2. Manufacture

Manufacture of all equipment will be performed by industry using the existing rules and procedures at the laboratory. Large contracts will be placed by competitive tender. Smaller items will be placed with the existing running contracts.

1.1.1. Purchases below OJEU limits

These will be managed through the normal STFC procurement rules in force at the time.

1.1.2. Purchases above OJEU limits

These will be managed through the OJEU procurement rules.

1.1.3. GPC purchases

These will be managed through normal STFC procurement rules in force at the time.

6.3. Installation

Competitive tender will be used for major installation contracts, either as part of a manufacture and install contract or as a separate exercise. Existing term contractors will be used where appropriate.

7. Financial records

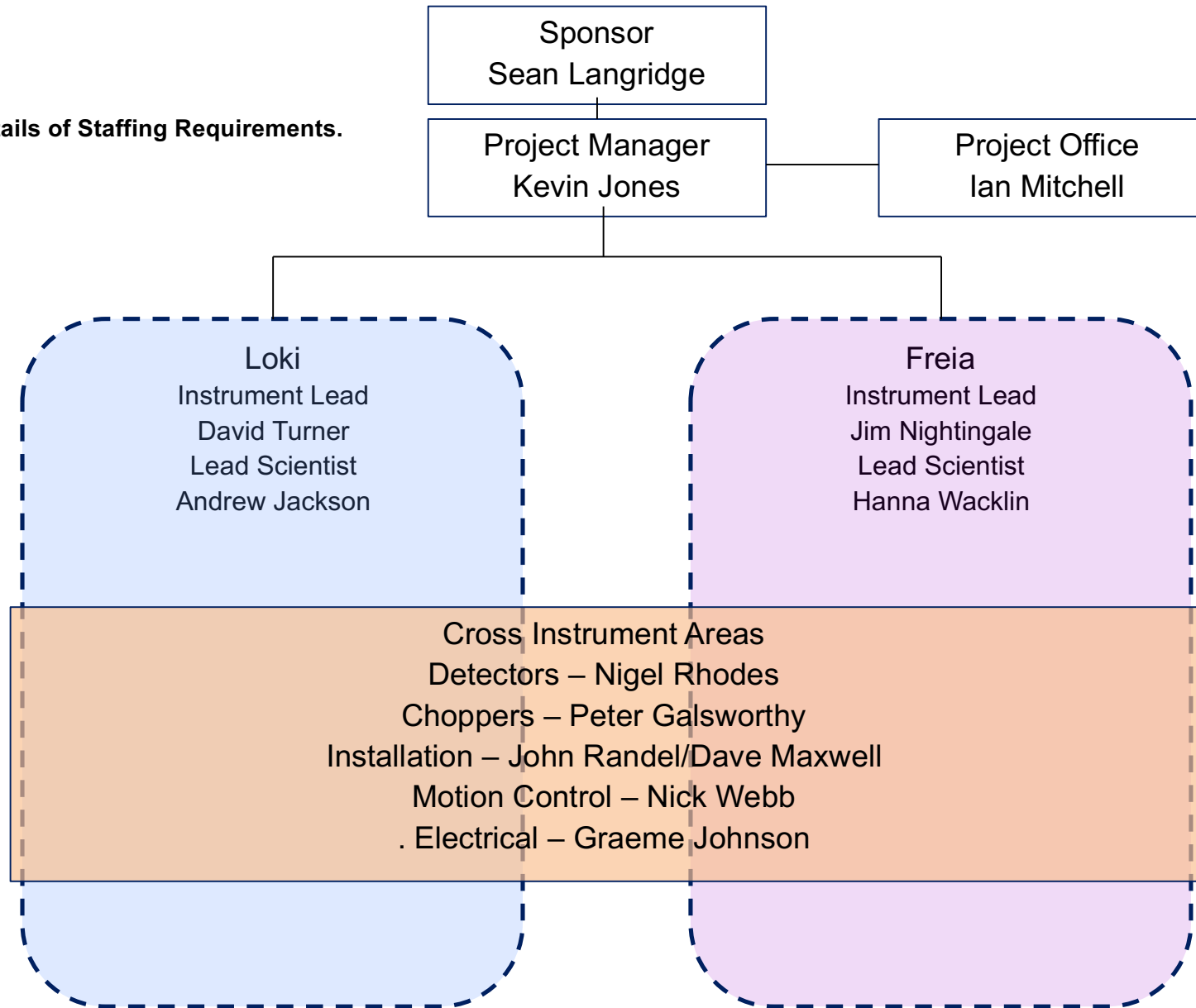
The recording of spend on the project will be through the current STFC financial control system (ORACLE) and will be reported through the viewing platform (ORACLE PROJECTS). There will be no duplication of spend recording.

8. ESS Supply

There are a number of areas within the project that will be delivered either as a direct supply by ESS or as a collaboration between ISIS and ESS. Specific detail on what these items are and who is responsible for these and how they will be delivered can be found in the scope of supply document.

Appendix 1

Top level Details of Staffing Requirements.



Contract staff may be brought in to supplement detail design, consultant positions and specific design requirements.

The staffing requirements are detailed within the cost plan.

Where ESS staff are required to work on the project ISIS will pay for the time worked at the agreed rate of 60 Euros per hour.