

## **DOUNREAY STAKEHOLDER GROUP**

### **Note of meeting with NDA National Nuclear Archive Team held on Wednesday 3<sup>rd</sup> July in dounreay.com**

Present:	David Flear	DSG Chairman
	Eann Sinclair	CNSRP Programme Manager
	Roy Blackburn	DSG Member
	Alastair MacDonald	Honorary DSG Member
	John Deighan	DSRL TU Representative
	Derrick Milnes	DSG Socio Economic Sub Group Chairman
	Roger Saxon	Highland Council
	Fiona Bruce	DSG Acting Secretary
	Anna MacConnell	NDA, Stakeholder Relations & Socio Economic Manager
	Simon Tucker	NDA, Head of Information Governance
	David Atkinson	NDA, Head of Property Services
	Javaid Riaz	NDA, Commercial Projects

#### **1. WELCOME & INTRODUCTIONS**

David Flear welcomed everyone to the meeting. For the benefit of all attendees introductions around the table were conducted.

#### **2. PROJECT UPDATE**

Simon Tucker advised that the NDA National Nuclear Archives Team were conducting a week of stakeholder meetings to keep key bodies/individuals up to date on progress and timescales for the project.

The procurement process would be a two-stage approach, initially seeking a commercial partner to manage the records and facilities on behalf of the NDA with an industry day planned for early September. It was uncertain, at this stage, where the industry day would be held. DSG members suggested this event should be held in Caithness as it they felt it very important that potential Commercial Partners have the opportunity to gain a feel for the area. Following the industry day the OJEU process would be followed for the procurement of the Commercial Partner.

NDA advised that the decision to secure a commercial partner before letting the construction contract was to gain knowledge from the Commercial Partner regarding the suitability of building design and storage systems. It was critical that the design and storage facilities were fit for purpose and time must be taken to make sure these aspects are right. A question was raised as to the balance between 'iconic', 'affordable' and government guidelines. NNA project team confirmed that a balance would need to

be struck but emphasised that the existing design work would be a basis for going forward. DSG representatives felt that the initial design had been iconic and this was still what was expected.

In addition, the Caithness Archives would also be held in the building and it would be important that the balance between nuclear and non-nuclear was correct and mutually beneficial.

Discussions had been held with Highlife Highland, the organisation that currently runs the Caithness Archive Centre in Wick. The existing facility, located above Wick Library, is not fit for purpose to store archives and does not have enough space to hold the entire Caithness archive collection. Members asked if there was a contingency plan in place if the timescales for NNA operation and Wick Archive Centre closing/Dounreay Archive decommissioning did not align. NDA re-assured members that the team was working closely with DSRL and the North Highland Archive to ensure there is some level of flexibility of timescales. Members stated that they did not want to see any records leaving Caithness during a transition period – it was important that the records remained in Caithness. NDA confirmed that he did not want to move records more than once. In terms of the Harwell Archives they currently have a 3 year contract which has a break point in 2016, if the NNA was not fully commissioned by that time the contract would be extended on a yearly basis until the NNA was ready to take their records.

It was noted that the NDA had ensured there is real scope for other business opportunities within the NNA i.e. New Nuclear, Marine Energy, Oil and Gas. It was acknowledged that the successful commercial partner will look at securing new business opportunities.

DSG members felt it was important to keep the public updated on progress with the NNA project. NDA will continue to work, via Anna MacConnell, to deliver ongoing communications and engagement and a press release would be drafted. It was suggested that applying for outline planning permission would provide public confidence that the project was moving forward. NDA advised that the team had met with staff at the Highland Council planning office in Inverness the day before to discuss the planning process, as a result of this a communications plan will be produced highlighting key dates. NDA agreed to share the communication plan with the DSG members when dates are confirmed and the plan is approved. Pre-planning discussions will be held with Highland Council towards the back end of this year. It was suggested that the NNA models be displayed locally to remind people of the project and the meeting was advised that placing the smaller model at a venue in Wick is being discussed.

Members asked if socio economic clauses would be included in the Tier 1 contracts to encourage the use of local companies in sub-contract work. NDA advised that they cannot specifically state in the contract the use of local contractors but they can

encourage it. It was also stated that from previous experience the NDA can encourage the use of local contractors as there are usually efficiencies and cost savings to be made from using local labour. It was noted that KPI's (Key Performance Indicators) can be added into contracts in terms of socio economic benefit.

In terms of employment opportunities Highland Council have made a commitment to provide 4 members of staff and other opportunities for employment were being considered including apprentice opportunities. It was noted that there was funding available in the county for retraining as a result of the impact of Dounreay decommissioning and that it could be utilised.

Though unsure when the team would be in Caithness next NDA advised that they will keep in regular contact, via Anna MacConnell, regarding progress to ensure all stakeholders are kept updated.

David Flear thanked the Project Team for their update and felt it had increased confidence that the project was moving forward.

### **3. ACTIONS**

**For ease of reference these actions will be references and included in main DSG action list.**

- NDA NNA Project Team to advise DSG, via Anna MacConnell, of the date and location of the Commercial Partner Industry Day, when confirmed.
- Simon Tucker/Anna MacConnell to produce a press release on NNA progress/timescales.
- Anna MacConnell to share NNA Project Communications Plan with DSG once it is ready and approved.
- NDA to arrange for NNA model to be displayed locally.

David Flear  
DSG Chairman  
5<sup>th</sup> July 2013