NDA Estate Knowledge Management Policy

IMP05

Rev 2
Date July 2017

Purpose
- To enable the discharge of the NDA's responsibilities under the Energy Act 2004 and in particular to ensure the NDA Estate's knowledge assets are managed to prevent the duplication of effort. To eradicate the repetition of error, mitigate the risks of reliance on an ageing workforce and to facilitate the goal of ensuring the right knowledge is available to the right people at the right time for the safe and efficient decommissioning of the UK's civil nuclear legacy.

To enable this policy the NDA shall:
- Create and manage a Knowledge Management (KM) programme
- Promote and cultivate a learning culture for all organisations engaged in the clean-up of the UK civil nuclear legacy
- Provide coordination to help establish that culture and enable knowledge sharing across the NDA Estate, into their supply chains and other stakeholders through the auspices of an NDA Knowledge Hub
- Create a centralised suite of libraries to share and re-use lessons learned and good practices focused on its strategic knowledge areas
- Create and maintain a central repository of KM tools and techniques previously piloted within the Estate
- Research and develop new KM tools as new demands emerge
- Provide initial training and ongoing mentoring for staff responsible for KM
- Publish guidance explaining how to implement the KM tools that will support staff across the Estate
- Establish a 'search' strategy to enable improvements in the re-use of knowledge assets
- Create a taxonomy for storing and finding knowledge assets in the National Nuclear Archive
- Monitor and evaluate the knowledge sharing and knowledge risk management programmes

All Organisations in the NDA Estate shall:
- Implement the NDA's estate-wide Information Governance Strategy
- Establish a Knowledge Management Policy
- Promote and cultivate a learning culture that is proactively reinforced by senior management
- Appoint an Information Governance Officer accountable for the successful implementation of the KM programme (Chief Knowledge Officer)
- Maintain an adequately resourced centralised pool of trained KM staff and ensure all staff gain the competencies and awareness of KM process and tools
- Support the objectives of the NDA by defining excellence in Knowledge Management and sharing innovative approaches in knowledge sharing, including the preparation of case studies for dissemination
- Implement the NDA's knowledge risk management programme utilising appropriate, and where possible common, techniques and tools to ensure that the risk mitigating interventions are completed and recorded
- Promote the use of the range of knowledge management tools available in the KM Resource Centre
- Actively encourage major projects to participate in intra and inter site project learning programmes and provide adequate resources to enable them to do so
- Manage the local dissemination and communication of KM activities
- Actively promote the use of collaborative tools to facilitate the sharing of ideas and work amongst internal teams and external partners
- Provide the resources needed for the establishment and nurturing of communities of practice internally
- Promote knowledge sharing across the NDA Estate and provide the resources to support those processes
- Support the NDA to monitor and evaluate the knowledge sharing and knowledge risk management programmes