**Requirements Management (RM) Special Interest Group
Meeting Minutes**

**Inaugural Meeting - 12th December 2017**

**AREVA Offices, 305 Bridgewater Place, Birchwood**

**Welcome**

Tony Gibson (TG) welcomed everyone to the inaugural Nuclear Institute Requirements Management Special Interest Group and thanked Areva for hosting the event.

**Introductions**

**Present**

Tony Gibson (TG) – Chair

Tony is a Chartered Nuclear Engineer whose current role is Requirements Management Centre of Expertise Leader and Deputy Head of Project Engineering Manager at Sellafield Ltd.

Stephen Harrison (SH) – Secretary

Stephen is an Encapsulation Chemist at Wood who is responsible for cradle to grave project delivery for a wide range of projects in various technical disciplines.

Robert Black (RB)

Robert has worked in Information Systems as a Senior Technical Specialist for 15 years. He has delivered numerous IT projects and assists Tony Gibson as a member of the Sellafield Ltd RM CoE.

Adam Whitley (AW)

Adam is an EC&I engineer and is the Operations Manager for the Nuclear New Build Engineering and Services Team at Wood and is involved in change management.

Tim Ingram (TI)

Tim works for MMI Engineering as a Systems Engineering and Asset Management Consultant and is the leading guidance for the Institute of Asset Management.

Gillian Naylor (GN)

Gillian work for Areva as a safety case manager and is interested in how RM can be utilised.

Paul Shaughnessy (PS)

Paul is a mechanical engineer and has worked for Areva in his current role as Engineering Manager for the last 8 years.

Robert Stuchbury (RS)

Robert is keen to get involved in RM and bring across experience from other industries such as defence. He currently works as a business manager at Frazer-Nash Consultancy.

Ian Gillians (IG)

Ian works for RWM and has previously worked for Atkins and the MOD. He is the UK representative for the IAEA on GEOSAF and produces guidance on safety cases for repositories.

Phillip Isgar (PI)

Phillip is a consultant for numerous organisations in multiple industries.

Philippa Oakley (PO)

Philippa currently works for Areva and is a chemist by training and has an interest in RM.

Ann Rostern (AR)

Ann is the Managing Principal Consultant and Account Manager for Areva.

Robert Meyer (RM)

Robert is a C&I engineer who currently works for Areva and has over 18 years experience in the nuclear power industry, specialising in control systems and PLCs.

Guillaume Cadran (GC)

Works for Areva Projects.

**Apologies**

Jonathan Clarke

Jonathan is a chartered civil engineer who works for the NDA as an assurance manager.

David Burton

David works for Fraser Nash Consultancy as a Systems Engineering Consultant.

Tim Ashworth

Tim works for MMI Engineering and is a Management Team Member for Britain’s Energy Coast Business Cluster.

Malcolm Risely

Malcolm is a member of the RM CoE at Sellafield Ltd.

**Safety/Security/Environmental Share**

According to the HSE statistics there was 12.5 million working days lost due to work-related stress, depression or anxiety in 2016/17. The importance of considering mental health as well as physical health was discussed, and talking to our colleagues if we consider something may be wrong.

**Agree Terms of Reference (TOR)**

* All present agreed to the TOR.
* PI suggested that Ray Chegwin could be a potential additional member whose experience of Knowledge Management would benefit the SIG.

**ACTION 1701 – PI to contact Ray Chegwin and discuss this with him.**

* It was agreed that the use of teleconferencing and videoconferencing could be utilised in the future sessions to allow for more interested parties to attend.
* PI is a member of the Digital SIG and will try and put a rep in every RM SIG meeting.

**ACTION 1702 – PI to try and get a member of the Digital SIG to attend each RM SIG.**

**Agree Key Role Holders**

The following roles and position holders were agree upon:

* Chair for the meeting - Tony Gibson, Sellafield Limited
* Secretary for the meeting - Stephen Harrison, WOOD
* Deputy Chair – Tim Ingram
* Rep of UK nuclear industry – TBC
* Other steering committee members- RS will ask at Fraser Nash for volunteers

**ACTION 1703 – RS to investigate if anyone at Fraser Nash wishes to volunteer.**

TG stated that anyone wishing to under any role can communicate directly with himself to discuss opportunities.

**Agree Standard Agenda**

The following agenda format was agreed by the delegates and Chair:

* Welcome & safety/security/environmental share 5mins
* Introductions & apologies 5mins
* Review previous minutes & actions 15mins
* Subject Matter Expert session 30mins
* Latest RM developments 10mins
* Current RM issues 10mins
* Learning from experience & good practice 20mins
* Other NI SiG activities 5mins
* Competency development initiatives 5mins
* Any other business 10mins
* Action confirmation & next meeting date 5mins

**Individual feedback on organisational status of RM**

**Sellafield**

* TG – SL formally started to address Requirements Management due to an NDA review in 2012 which identified poor understanding and implementation throughout the business, and the negative impact this had on project scope definition, management and delivery. SL had initially struggled to implement an appropriate centralised strategy with many projects undertaking un-coordinated and varied approaches as dictated by the specialist or contractor engaged at the time, with many taking a poorly defined software-based approach. A refreshed approach was launched in 2015 when the Centre of Expertise started a structured process reviewing where the business was, advances and challenges on projects that had deployed RM and baselining with other organisations and industry sectors. Significant progress has been made with project deployment, process definition, training and tools. The current focus is to ensure programmes deploy appropriate RM prior to project initiation and finalising the IT strategy that will support other SL initiatives such as BIM deployment. Interested to see what IT strategies are deployed in other companies and sectors and how a holistic systems engineering approach can support improved project delivery.
* RB – Recognised that through the course of specification wants can easily creep into scope as opposed to purely business need. SL are now emphasising in line validation to ensure only valid business needs, legislative compliance or regulator directives are captured as baseline scope requirements.
* RB - SL has hundreds of different pieces of software across site, differs across plants - utility has to be key in defining appropriate IT platforms for delivery of RM.

**MMI Engineering**

* TI, projects are focused on the end date however RM is not implemented across a projects entirety. Through life costs is an important factor to be considered when assessing alternate options.

**Areva**

* GC – holistic longer term view is key.

**Frazer Nash Consultancy (FNC)**

* RS – Having the requirement in a correct format is important, this can have a significant impact on supply chain engagement and ‘smart procurement’ processes.

**RWM**

* IG – Through the use of RM, the software ROSA was improved from the initial version.

**Wood**

* AW – Without the user input the project for EDF that was started met the Barnwood requirement but not the end user requirement.

**General Comments**

* IG – It would be good to talk to MOD about the impact of RM and the impact of changing once started ie the new aircraft carrier.
* TI can put the SIG into contact with the MOD.
* PI also has a contact from the MOD.

**ACTION 1704 – TI/PI to investigate potential contacts in MOD for engagement with SIG**

* RS has potential contacts in the aerospace industry.
* **ACTION 1705 – RS to investigate potential contacts within the aerospace industry**
* PS will contact the UKAEA about systems engineering that is taking place for fusion reactors.
* **ACTION 1706 – PS to contact UKAEA about systems engineering that is taking place for a fusion reactor and potential engagement with the SIG.**

**Proposals for SME sessions**

After general discussion TG requested that attendees should propose subjects for SME sessions to the SIG email account, RMSIG@nuclearinst.com.

**Agree next meeting date & safe journey**

* It has been proposed to hold the RMSIG on the 2nd Tuesday of March, June, September and December so therefore:
	+ 13/03/18
	+ 12/06/18
	+ 11/09/18
	+ 11/12/18

**Any Other Business**

* TG – Highlighted the joint IRSE and INCOSE seminar on 19th April 2018 covering Requirements Management for Systems Engineering, with a session based on HS2 Mainline North.

**Distribution List**

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Adam Whitley

Tim Ingram

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Paul Shaughnessy

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Philippa Oakley

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