

## Public Service Agreement (PSA) 2010 - 2014

### Actions of the Radiological Protection Institute of Ireland

| Action No.  | Description of the change proposed   | Benefits arising from the change  | Timeframe for implementation including milestones                 |
|---|--|---|---|
| <b>Paragraph from PSA – Greater Flexibility – restructuring (4.3)</b>                     |  |   |   |
| 1   | Centralised management within the RPII of all licensing fees and associated financial issues | Avoidance of duplication of work between Finance Section and Regulatory Services  | Procedures have been drafted and implementation has commenced     |
| <b>Paragraph from PSA – Greater Flexibility – Cross-stream working arrangements (4.4)</b> |  |   |   |
| 2   | Completion of project to assess the impact of new nuclear build in the UK on Ireland         | This project will be used to underpin RPII's advice on new nuclear build issues for many years to come and the project has been designed to deliver the necessary assessment in such a way that it is achieved efficiently and the outputs are future-proofed against changes to plans by the UK  | Commenced Q3 2010.<br>To be completed Q2 2011                     |
| <b>Paragraph from PSA – Greater Flexibility – performance management (4.12)</b>           |  |   |   |
| 3   | Implementation of revised PMDS system  | To support consistency of standards and clarity of expectations of performance.   | Piloted in 2010.<br>Full launch 2011                              |
| <b>Paragraph from PSA – Better Business Processes – new technology (4.13)</b>             |  |   |   |
| 4   | Implementation of debt management software   | Improved debt recovery.   | System installed – Oct 2010<br>System operational – November 2010 |
| 5   | Virtualisation project.  | Up to twelve servers will be virtualised using two host servers. The result will be a reduction in future costs such as maintenance, upgrade and energy. The savings are expected to pay for the capital outlay within 2 to 3 years with savings ongoing into the future. The capital assigned to this project is money we expect to spend over the next 2 to 3 years to upgrade the existing hardware. | Q4 2010   |

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| 6          | Implementation of HR software   | To support more efficient and effective HR administration by centralising staff and training related data, eliminating duplication of data, providing better management information including budget information. | Q1 2011   |
| 7          | Implementation of video conferencing  | To save on travel costs and time to meet decentralised agencies including parent department. Agreed to hold 2 of the 4 routine RPII/DEHLG meetings by VC – a saving of typically 10 man days per year.            | December 2010                                     |
| 8          | Reviewing and updating licensing processes  | With a view to greater internal efficiency and better service delivery  | End 2011  |
| 9          | Establishing direct data link between RPII and Met Éireann and NECC   | Improving flexibility of response delivery in the event of an emergency and improving efficiency in the daily sharing of radar rainfall data between Met Éireann and RPII   | 2010  |
| 10         | Implementation of a common computer system (LIMS) across all of the RPII's laboratories.  | Reduce costs, increased sustainability and consolidation of expertise.  | 2010 – 2011                                       |
| 11         | Continue to take advantage of opportunities to improve business process through the use online technology. This has already been applied very successfully in the areas of radon measurement and Dosimetry Services | Conducting business online has allowed us to simultaneously reduce costs and improve customer service.  | On-going  |

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| <b>Paragraph from PSA – Better Business Processes – Co-ordinated inspection arrangements (4.13)</b> |   |  |  |
| 12  | Inspections with National Crime Prevention Unit. In line with the RPII / Garda Joint Understanding, security surveys of licensees holding disused radioactive sources are to be undertaken by the Garda Síochána Crime Prevention Officers nationwide (Co-ordinated by the Garda National Crime Prevention Unit and the RPII) | <p>Eventually security audits will be carried out by local CP officers without RPII inspectors. Reduction in demands on RPII inspectors. Time and financial savings</p> <p>Elimination of the need for two regulatory authorities to develop separate guidance on issues of common concern.</p> <p>Training of the Garda CPO's by the RPII also provides a greater awareness of the uses of ionising radiation and the potential security and radiological hazards that can arise from their long-term storage at multiple locations throughout the country. This joint approach can ultimately lead to a better service delivery and security standards complying with best international practice.</p> | 2011   |
| 13  | Co-ordination with the Veterinary Council of Ireland (VCI) on areas of mutual interest particularly in the area of inspections.   | A greater awareness of the VCI Premises Accreditation Scheme inspection processes and stakeholders with a view to identifying any areas of duplication in function or combining resources.   | 2011   |
| <b>Paragraph from PSA – Better Business Processes – Sharing resources (4.15)</b>                    |   |  |  |
| 14  | Participation in DEHLG HR network   | Access to policy documents and advice from colleagues. Saves staff time and financial resources required to generate materials or source advice from scratch.  | Currently the DEHLG HR network is not meeting formally. Some members of the group continue to make contact by email. The re-establishment of this network would be beneficial for all. |

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| 15         | Participation in the Heads of Admin network   | Access to policy documents and advice from colleagues. Saves staff time and financial resources required to generate materials or source advice from scratch. | Attending first meeting October 15 <sup>th</sup> 2010 |
| 16         | Participation in SEAI Energy Consumption review   | Tracking of energy savings  | Commenced September 2010                              |
| 17         | Avail of central government energy purchase agreement   | Reduced costs on gas and electricity  | Whenever Government agreement in place.               |
| 18         | Avail of procurement agreement for printing of reports and leaflets   | Value for money on relevant projects optimised. Staff resource saved on tendering process   | Commenced September 2010                              |
| 19         | Avail of IT purchasing agreement -For the past few years we have been making use of IT purchasing agreements made by DEHLG and Government. Examples include IT Framework, Government voice agreements. This has allowed us to achieve large volume discounts when purchasing low volumes. We are now looking at expending this by looking at linking into networks such as HEAnet for our broadband requirements. | Value for money on relevant projects optimised. Staff resource saved on tendering process   | On-going  |
| 20         | Participation in the Health and Social Care Regulators Forum purchasing agreement on taxis and couriers   | Value for money on taxi and courier services optimised. Staff resource saved on tendering process   | Agreement at early stages. Progress expected in 2011. |

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| 21         | Sharing of licensee data with HSE to assist them in meeting their requirements of SI 478   | Eliminates the need for the HSE to develop and maintain its own database of radioactive sources and X-ray equipment.   | On-going for the past two years   |
| 22         | MoU with the EPA   | Ensuring that there is no duplication of effort or conflicting requirements  | Ongoing   |
| 23         | Development of joint guidance documents with EPA   | Elimination of the need for two regulatory authorities to develop separate guidance on issues of common concern.<br><br>Co-ordination and collaboration leading to a more joined up approach to management of radioactive waste.   | 2011 to 2014  |
| 24         | Sharing of sample collecting resources with the EPA.   | Direct saving in staff time and travel and subsistence.  | This is currently being implemented successfully for ground water monitoring.                                     |
| 25         | Joint training with Met Éireann  | Avoiding duplication of training for staff from both organisations on topics of common interest such as atmospheric dispersion modelling for emergencies; allowing staff from both organisations to benefit from training from an international expert at reduced expense.     | Delivered in 2010   |
| 26         | Provision of training to first responders (fire services)  | Using RPII's expertise to enable front line response agencies to deliver emergency response in the event of an emergency   | 2010 onwards  |
| 27         | Preparation of joint standard operating procedures for response to CBRN events   | Ensuring best use of national resources in the event of a CBRN event, thus avoiding duplication and inefficiencies of response delivery  | 2010-2011   |
| 28         | In conjunction with DEHLG a national expert group is being convened to oversee the development of a national radon control strategy. The | <ul style="list-style-type: none"> <li>- Avoid duplication and ensure that the work of all Departments and agencies on radon is aligned so as to maximise effectiveness.</li> <li>- Achieve the maximum public health benefit for the money spent on the programme.</li> </ul> | It is planned that the first meeting of the expert group will happen late in 2010 with the group reporting to the |

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|  | aim of the strategy is to coordinate effort on radon across all relevant State bodies.  |   | Minister late in 2011.   |
| 29   | Sharing of data between SEAI and RPII to facilitate research on the impact of retrofitting of energy efficiency measures on indoor radon levels.      | Ensure that the work done by one agency (SEAI) on energy efficiency does not counter act the work done by another (RPII) on radon.  | This is now scheduled for 2011.  |
| 30   | Collaboration and information sharing on radon between RPII and local authorities.  | RPII provides expertise to local authorities while data provide to RPII supports strategy development and mapping.  | On-going   |
| 31   | MoU with the HSE  | Ensuring that there is no duplication of effort or conflicting requirements   | Ongoing  |
| 32   | Publication of common policy statement on radon with HSE.   | Alignment of policy on major public health issue between the two state agencies.  | On-going   |
| 33   | MoU with HSA  | Ensuring that there is no duplication of effort or conflicting requirements   | ongoing  |
| <b>Paragraph from PSA – Better Business Processes – Sharing resources (4.15) – possible future actions</b> |   |   |  |
| 34   | Investigate opportunities to take a more joined up approach with other agencies (EPA, NFRD, FSAI, etc) towards the publication of environmental data. | Consumer can more easily access broader range of information.   | It is planned to explore possibilities for this type of collaboration during 2011 with EPA and FSAI. |
| 35   | Exploration of expertise that exists within other agencies/organisations that may be utilised to deliver advice                                       | Use of expertise from within the Civil and Public Services will reduce the need to engage outside experts on topics that do not fall within the remit of RPII but do impact on the advice RPII provides | 2011-2013  |

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|            | on issues such as disposal of nuclear and radioactive waste |                                  |   |