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1. PURPOSE

1.1 The aim of this project is to provide structural engineering support to enable UK building regulations to continue to provide safe buildings by monitoring and influencing the development of structural engineering standards. The contract will also provide other structural engineering support (such as investigations), on a call-off basis.

2. BACKGROUND TO THE CONTRACTING AUTHORITY

2.1 The contracting authority will be the Department for Communities and Local Government (DCLG). The Building Regulators of Wales, Scotland and Northern Ireland will also be parties to the contract. Collectively they are referred to as the "UK Building Regulators" in this document.

3. BACKGROUND TO REQUIREMENT

3.1 The Governments of England, Wales, Scotland and Northern Ireland have committed to keeping their building regulations up to date and relevant, founded on sound evidence.

3.2 The structural engineering standards published by the British Standards Institution (BSI) are used to define what constitutes "reasonable provision" to meet the functional requirements of the building regulations in the UK. The standards are based on pan-European structural engineering standards, referred to as Eurocodes, together with UK National Annexes.

3.3 The National Annexes contain Nationally Determined Parameters, which are numerical values and classes specific for the UK climate, built tradition and levels of safety.

3.4 The European standards bodies have embarked on a revision of the Eurocodes, to make them simpler to use. The simplification is looking to reduce, clarify and rationalise the Nationally Determined Parameters. They are also developing new Eurocodes, such as for the appraisal of existing building structures and the design of structural glass and tensile structures. The new and revised standards are expected to be published by 2020.

3.5 This work has implications for building regulations and safety levels and so it is important to understand the risks associated with the proposed changes. It is also important to provide a strong UK influence to ensure that future Eurocodes-based standards continue to result in designs having the levels of safety required by the UK regulatory framework but without excessively high levels ("gold plating").

3.6 From time to time there may also be a need for structural engineering support, for example to contribute to investigating incidents and issues, to help respond to enquiries and correspondence or to assist with appeals and determinations.

4. DEFINITIONS

Expression or Acronym	Definition
BSI	Means the British Standards Institution
CEN	Means the European Committee for Standardization



DCLG	Means the Department for Communities and Local Government.
ICE	Means the Institution of Civil Engineers
IStructE	Means the Institution of Structural Engineers

5. SCOPE OF REQUIREMENT

- 5.1 This contract is to help ensure that future structural engineering British Standards continue to meet regulatory needs. It is not to support or promote UK structural engineering, although this would be a welcome benefit.
- 5.2 The second aim is to provide specialist technical support to UK Building Regulators on structural engineering issues.
- 5.3 This project relates only to the structural engineering of buildings. Structural engineering of other structures, such as bridges, is outside the scope of this contract.

6. THE REQUIREMENT

- 6.1 The requirement is to provide UK Building Regulators with:
- a. implications on safety levels and gold plating resulting from the development of structural engineering standards, in particular the simplification of Nationally Defined Parameters, the introduction of new Eurocodes and changes to relevant supporting Standards
 - b. an understanding of when standards development needs to be influenced and the options for influencing
 - c. a means of exerting effective influence when needed.
- 6.2 In addition to the Eurocode-related work, this contract may be used to provide technical support to UK Building Regulators on structural engineering matters.
- 6.3 The specific objectives of the project are to:
- a. establish and agree working methods that:
 - i. monitor development of standards
 - ii. identify risks to the current regulatory regime (i.e. where safety levels might be reduced or, conversely, gold plated)
 - iii. alert the UK Building Regulators to the risks
 - iv. lead to agreement with the UK Building Regulators of the most appropriate ways to mitigate the risk (this might be by attendance at BSI/CEN committee meetings or could be by provision of briefing to others)
 - v. prioritise areas of work to meet budgetary constraints.
 - b. cost-effectively monitor and influence development of standards to safeguard regulatory provisions
 - c. carry out ad-hoc support tasks, as requested.
- 6.4 Programme of work:

Task 1 Start up

- Meet with UK Building Regulators for initial discussions

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- Review deliverables of previous Eurocode support contract
- Agree procedures for briefing the UK Building Regulators and obtaining feedback
- Agree formats of reports
- Agree methods of working with other regulators (such as Highways England) and their contractors
- Set up a consultation network of key stakeholders including other support contractor, trade associations for structural material sectors (ie. concrete, steel, timber, masonry etc), professional bodies (eg. ICE, IStructE) and trade associations (eg. Construction Products Association)
- Set up two-way consultation arrangements with consultation network
- Identify options for the delivery of the objectives of this work (eg. those committees with representation, those on papers-only basis and those where liaison with a third party is most appropriate)
- Agree how elements of structural engineering support, particularly those relating to investigation of specific issues and real incidents, will be delivered where in-house expertise may not be available
- Describe how the work will be undertaken in a Project Plan and keep this up to date throughout the duration of the contract
- Update the milestone schedule and keep it updated throughout the duration of the contract
- Refine the risk assessment provided with the proposal and then keep it updated throughout the duration of the contract.

Task 2 Consultation

- Maintain contact with other regulators and their contractors, meeting as necessary, throughout the contract
- Maintain consultation network throughout contract
- Periodically review consultation procedures with key partners
- Establish and maintain personal contacts with members of the consultation network to promote effective communication, including:
 - obtaining views on drafts and papers, including papers from BSI, CEN, the European Commission and other member states
 - obtaining early warnings of issues that could have an impact on regulation (ie. a reduction in safety or, conversely, gold-plating)
 - obtaining technical information necessary to enable the UK Building Regulators to respond to enquiries and ministerial correspondence
 - disseminating information.
- Using the consultation network, routinely (twice a year) carry out research into views about the developing standards, analyse these for issues that should be addressed by the UK Building Regulators and include findings in the half-yearly report.

Task 3 Initial review

- Review the state of play of the standards
- Identify issues that might have an impact on the regulatory position (ie. could reduce levels of safety or, conversely, gold plate)
- Identify options for mitigating the risks



-
- Meet with the UK Building Regulators and agree the most appropriate method of influencing the work to mitigate the risk and for monitoring further development of the standard

Task 4 Monitoring and influencing

- Monitor the development of standards (either directly by becoming a member of the committee or a papers-only member, or indirectly by regular discussions with other committee members or key players) as agreed with the UK Building Regulators
- Identify issues that might have implications for the regulatory position (i.e. that could reduce levels of safety or, conversely, gold plate)
- Identify options for mitigating the risks
- Meet with the UK Building Regulators and agree the most appropriate method for influencing the work to mitigate the risk and for monitoring further development of the standard
- Influence and monitor the standard development, as agreed with the UK Building Regulators.

Task 5 Regular reporting

- Every six months submit a report to the UK Building Regulators that:
 - records activities undertaken by the Contractor during that quarter
 - identifies developments in standards during the half-year and assesses the regulatory implications (note: we do not wish to see verbatim minutes of meetings)
 - records views expressed by key partners
 - recommends any change to the previously agreed monitoring and influencing activities or their priority
 - identifies any issues to be raised by DCLG with the Commission or the Eurocodes National Correspondents group
 - identifies any potential changes needed to approved documents.
- Every six months meet with the UK Building Regulators and agree the report and monitoring and influencing activities to be carried out during the following six months.

Task 6 Structural engineering support

- Provide the UK Building Regulators with structural engineering support as requested, costed and accepted in advance, using the task request form shown in Annex B. This may include:
 - advice in relation to enquiries which may come from within Government, from individuals, businesses, professional institutions and trade associations), from MPs, and from the European Commission and other Member States
 - investigating specific issues and real incidents, potentially at very short notice, and attending Central Government meetings convened to discuss the potential implications on the built environment. Note that these investigations may require the use of sub-contractors where in-house specialists are not available.



- assessing structural engineering aspects of Building Regulations determinations and appeals and providing advice to the UK Building Regulators on these
- advice relating to the content of guidance issued by the UK Building Regulators (eg. approved documents, the technical handbooks or the technical booklets)
- attending meetings, alongside or representing the UK Building Regulators, such as:
 - international structural safety meetings
 - industry workshops
 - other structural engineering meetings.

Task 7 Handover

- Agree the contents of the handover package with the UK Building Regulators
- Provide a handover package to inform any future contract or UK Building Regulator actions, including:
 - copies of key documents, such as mandates, accepted responses to mandates,
 - background to major decisions and policies
 - outstanding issues
 - forthcoming meetings
 - advice on how the UK Building Regulators could monitor and assess implementation of the new standards.
- Meet with the UK Building Regulators to agree the handover package
- Update handover package to include additional items agreed at the meeting.

6.4 It is important that the deliverables do not include recommendations or other statements that could possibly restrict policy options.

6.5 Deliverables such as reports and guidance must be written in line with the guidance provided in Section 9.

7. KEY MILESTONES

7.1 This contract is intended to match the Eurocode development programme, with some allowance for slippage. Therefore this contract will run for a period of **three years** from **August 2017 to August 2020** with a contract break and review point at end August 2018. Subject to agreement, this contract may be extended for a period of up to one year beyond August 2020.

7.2 The contract will run until the end August 2020 with the inclusion of a break point at the end of August 2018. A decision on whether to exercise this break point will be made by the end of August 2018 and if exercised no further work will be commissioned, any ongoing projects will be finalised and closed and the contract will then cease. The decision on whether to exercise this break clause will lie solely with DCLG and will be subject to the DCLG's assessment of business need and contract performance.



7.3 An indicative timeframe is given below.

Milestone	Description	Timeframe
1	Start-up (start-up meeting, familiarisation, briefing)	Within month 1 of Contract Award
2	Half-yearly report No. 1 and progress meeting	Within month 6 of Contract Award
3	Half-yearly report No. 2 and progress meeting	Within month 12 of Contract Award
4	Break Clause	At month 12 of Contract
5	Half-yearly report No. 3 and progress meeting	Within month 18 of Contract Award
6	Half-yearly report No. 4 and progress meeting	Within month 24 of Contract Award
7	Half-yearly report No. 5 and progress meeting	Within month 30 of Contract Award
8	Half-yearly report No. 6 and progress meeting	Within month 36 of Contract Award
9	Handover (reports and presentations)	Within month 36 of Contract Award
10	Completion	Within month 36 of Contract Award

7.4 The programme will be developed during the start-up phase of the contract.

8. AUTHORITY'S RESPONSIBILITIES

8.1 DCLG will provide the Contractor with the handover package from the previous contract.

8.2 UK Building Regulators will review the contractor's work at the half-yearly progress meetings and agree the work to be carried out over the next 6 months. Instructions will also be issued in the intervening periods to reflect issues as they occur.

8.3 UK Building Regulators will request specific tasks to be carried out by using the Task Request Form shown in Annex B. Generally the tasks will be broken down into small elements that can be costed as a lump sum by the contractor, with additional tasks being issued as the dictated by the results of earlier tasks.

9. REPORTING

9.1 Technical reports recording the research shall be provided to demonstrate that the milestones have been achieved. These reports should include justification of the research methodology, results and discussion leading to conclusions. They are not intended for publication but will be made available to external parties upon request.

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9.2 Note that, unless specifically requested in an engineering support task, there will not be any published reports for this project.

9.3 Reports should comply with the guidance given in Annex A.

10. VOLUME OF WORK

10.1 To a certain extent, the volume of work is dictated by the Eurocode development and external issues (e.g. receipt of correspondence).

10.2 It must be recognised that there is no guarantee that any work will be required, e.g. if the programme were to be cancelled. In addition, aspects of this requirement is on a call off basis and as such the Authority cannot guarantee volumes of work.

11. CONTINUOUS IMPROVEMENT

11.1 As the Eurocode programme progresses, the issues and level of detail are likely to change. The contractor should keep the way they provide the service under review, and propose changes to the Contract Manager.

12. QUALITY

12.1 The contractor should operate under an appropriate quality system.

13. PRICE

13.1 Work under this contract falls into two categories:

Category One Work that we can specify in sufficient detail at the start of the contract and will be paid for on a lump sum basis. Tasks 1, 2, 3, 5 and 7 fall into this category.

Category Two Work that is not possible to specify in sufficient detail at this time. This includes tasks 4 and 6. This will be paid for using time charge rates submitted in the tender, up to a ceiling given in the Task Request Form given in Annex B, which should be agreed prior to starting the work.

13.2 In order to assess tenders, the pricing schedule in Appendix E must be completed. The lump sum costs submitted in the table will be used for payment of Category One tasks and for the time-charge rates for the Category Two tasks.

13.3 Time charge rates (i.e. the submitted day rate for each contractor priced in Appendix E) should be exclusive of Travel & Subsistence, which will be reimbursed separately on the basis of actual expenditure.

13.4 Prices are to be submitted via the Appendix E excluding VAT.

14. STAFF AND CUSTOMER SERVICE

14.1 Throughout the contract, the Contractor should provide staff at the correct grade and with the necessary experience and expertise to undertake the work. In particular, the Contractor should have access to staff that have:

- ability to identify issues that have regulatory implications and to communicate these appropriately to the UK Building Regulators



- expertise in structural engineering
- detailed knowledge of the construction industry, construction techniques, technology and design
- detailed knowledge of standardisation processes

15. SECURITY REQUIREMENTS

- 15.1 DCLG's office is part of the Home Office Building, which has enhanced security arrangements, including baggage searches and photo-ID being needed for entry. The contractor should make allowances for delays caused by security when attending meetings at the DCLG office.

16. INTELLECTUAL PROPERTY RIGHTS (IPR)

- 16.1 As per the terms & conditions.

17. PAYMENT

- 17.1 During the start-up phase, the Contractor should update the milestone payment schedule provided with the proposal and then keep it updated throughout the contract, to enable DCLG to forecast expenditure over the duration of the contract. The schedule should include T&S payments. All milestones must have a specific date (day, month and year).

- 17.2 An invoices cannot be submitted for payment until the milestone deliverable and a draft invoice have been accepted by the DCLG contract manager.

Once a deliverable has been accepted by the DCLG contract manager, the invoice, which should include a detailed elemental breakdown of work completed and the associated costs, should be submitted to: Invoice Processing, High Trees, 4th Floor, Hillfield Road, Hemel Hempstead, Hertfordshire, HP2 4XN. The invoice must quote the purchase order number.

- 17.3 Any task request shall be made in writing by the DCLG contract manager or UK Building Regulator, who will agree the fee for the work before the task work is undertaken.

- 17.4 All costs should be exclusive of VAT.

18. ADDITIONAL INFORMATION

- 18.1 This contract can be undertaken by a single firm or a consortium. See section 6 of the Invitation to Tender for details.

- 18.2 In the case of consortium, DCLG will only enter into a contract with the lead contractor and all formal contacts between DCLG and members of the consortium should be made through the lead contractor. See section 6 of the Invitation To Tender for details.

- 18.3 Professional Indemnity Insurance shall be provided and maintained to cover claims resulting from this contract and shall be limited to £1,000,000 in aggregate.

- 18.4 This contract may be extended in duration by up to one year, subject to agreement by both parties.

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- 18.5 An individual contract manager will be appointed for the contract, however, other UK Building Regulators will manage individual tasks that they commission under this contract.

19. LOCATION

- 19.1 The location of the Services will be carried out generally at the contractor's offices, although there may be a need for some tasks to be undertaken at DCLG's office (currently 2 Marsham Street, London SW1P 4DF).



ANNEX A - REPORTS

Reports fall into two broad categories:

- *those that form background material arising from the research project (these would be made available upon request but are not specifically intended for publication)*
- *those being prepared specifically for publication.*

Background Material

Background material should contain draft material for later publications or should only be of value to anyone wishing to reproduce the project or develop on from it.

Examples of background material include:

- *project progress report*
- *interim report*
- *draft of the content for an approved document revision or Impact Assessment (IA)*
- *tool, database, software or other deliverables for the purpose of recording raw data or producing those analyses that will be published*
- *functional specification and any other development documents for tools, databases, software, etc that are intended for public use.*

Publishable Reports

Each project must produce as a minimum 1 report for publication. The key requirement is that any reports for publication succinctly provide all the information arising from the project that can usefully be used without unnecessary details. Reports for publication must be clearly written and in a style suitable for the target readership. The contractor should consider using a professional technical editor to ensure that published reports can be easily understood. Their content should:

- *attract the interest and attention of the relevant stakeholders and have an appropriate impact*
- *be authoritative and challenge-proof*
- *be written in plain English.*

Authors should consider the following three questions and address them in the Executive Summary and Introduction sections of their report:

1. What is the report or publication's purpose?

An in-depth technical report? A summary of a new process? A best practice guide to improve safety or efficiency? A draft of a new approved document?

2. Who will use the publication?

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Who is it being written for? Will it provide guidance to DCLG Policy Officers or is it designed for a wider audience? Can you identify the market for the publication? How big is the market (be realistic)? Do the intended readers work at boardroom, office or site level? Are they regulators, executives and managers, professionals, designers, or students? Are the readers purely UK-based or does the information have European or worldwide relevance?

3. How will they use it?

Will the intended audience read it from cover to cover or dip in to particular sections? Is it a reference work with a long life or will it be old news in six months' time?

The answers to the questions will help dictate the organisation of the content within the document.

Examples of publications are:

- *brief summary report on expert advice and contributions made at codes and standards committees*
- *guidance document to be referenced in an approved document*
- *guidance document on best practice*
- *final research report*
- *information paper*
- *impact assessment (IA)*
- *consultation document*
- *user guide for a tool, database, software etc that is intended for public use.*

In most cases, DCLG will publish deliverables with a disclaimer. DCLG will decide whether to use a disclaimer during its preparation of the publication. Publication will normally be on www.gov.uk but DCLG may consider producing a printed version as well.

Format of Reports

All reports should include a front cover and QA sheet including:

- report title
- DCLG CI (contract) and BD (project) reference numbers
- milestone identification number
- version number and date
- checking and approval signatures.

They should also be marked as draft until an approved final version is requested. The front cover may be removed and replaced when reports are prepared for publication by DCLG.

The status of a report should be clearly indicated as one of the following:

- *Progress Report*
- *Interim Report*



- *Information Report*
- *Policy Implications Report*
- *Final Research Report.*

Progress Report

Progress reports should be provided on a quarterly basis where there are less than two milestones in any 12 month period. They are intended for DCLG internal use and are needed to track project progress. They should clearly outline work undertaken in that quarter. They should identify any milestones achieved within the programme of work and any difficulties anticipated that may hinder the project's performance. Progress reports should be completed in a standard template agreed with DCLG and should:

- define the period covered
- describe progress against each of the tasks or activities for which work has been undertaken, identifying any implications
- provide interim conclusions that have been derived from the work to date
- comment on future work, identifying any issues arising that may hinder timely progress or performance against the objectives and outlining what action is needed
- include a list of deliverables to date as an Appendix

A progress report does not require an Executive Summary. Typically the length of a progress report should be:

- ½ page per task for progress against objectives
- up to 1 page for interim conclusions
- up to 1 page for a forward look.

Interim Report

An interim report will be expected to cover particular tasks or groups of tasks at interim stages of a project. Interim reports should:

- provide an introduction identifying the tasks or activities being reported on in the context of the project objectives
- describe the work carried out including the methodology adopted, the results or outcome and any dissemination or discussion with stakeholders
- provide interim conclusions relating to the project objectives and a summary of the impact/implications for regulation and/or policy
- comment on future work, identifying any issues arising that may hinder timely progress or performance against the objectives and outlining what action is needed.

An interim report does not require an Executive Summary. The length of the report will be as necessary to provide a full understanding of what the project is delivering against the objectives.

Information Report

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An Information Report may cover specific information arising from a project that warrants a stand-alone publication from the Final Research Report (eg a specific user guide or package of training materials). The content may be bespoke and will be agreed with DCLG either through inclusion in the project proposal where possible or at least in advance of drafting.

Project proposals should offer deliverables that are appropriately named (eg a User Guide), the generic name Information Report is just used here as report category covering these types of deliverables.

Policy Implications Report

A Policy Implications Report may take the form of:

- revision to an Approved Document
- Impact Assessment
- Consultation Document
- supporting guide to be referenced in an approved document or other DCLG publication.

Such reports should provide the initial contents of documents that DCLG will publish after due process including any editing arising from DCLG and stakeholder review and/or required to achieve Ministerial approval. Formatting will, as far as possible, emulate that used in any recent and similar publications but should be prefaced on separate pages by some contextual content as follows:

- Contractor's normal QA cover
- statement that the content is subject to review and amendment by DCLG and stakeholders prior to publication
- introduction covering the objectives of the research project under which it was generated
- explanation of any underlying issues that were considered in drafting the revision and what decisions were made to arrive at the proposed content
- comment on the impact/implications of the content for stakeholders.

Project proposals should offer deliverables that are appropriately named (eg a Consultation Document), the generic name Policy Implications Report is just used here as report category covering these types of deliverables.

Final Research Report

A Final Research Report should cover the whole project and should:

- provide a brief (no more than two pages) non-technical Executive Summary including advice on who may benefit from reading the report, what they should know as a result and what the implication of the new knowledge may be for them
- provide an introduction outlining the purpose and scope of the project and the expected outcomes in the context of the project objectives



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- describe the work carried out including the methodology adopted, the results or outcome and any dissemination or discussion with stakeholders
 - provide conclusions relating to the project objectives and a summary of the potential impact/implications for regulation and/or policy
 - be a standalone document with no cross referencing back to earlier progress or interim reports
 - refer to Information Reports generated within the project if this is appropriate and does not compromise the requirement to be standalone.

A 200 - 400 word summary suitable for publicising the results of the work in journals, newsletters, annual reports or web sites should be provided with the Final Research Report as a separate document.

Final Research Reports must not contain recommendations or any proposed text for a revision to an approved document or supporting guidance, including draft/initial Impact Assessments. Such material should be provided in a separate Policy Implications Report as this will typically need to be published separately.

A final research report will be the last deliverable for every project. It may be brief if the project has largely provided representation and advice or generated other deliverables for publications (eg information papers or policy implication reports).

Publication Guidelines

Introduction

The following guidance focuses primarily on final research reports. However a large part of the guidance is standard good practice for the preparation of written reports and hence will also apply to other forms of reports to DCLG e.g. interim reports.

All reports for publication must be proof-read by the Contractor. Any comments from DCLG or the Steering Group must be addressed and edited as appropriate by the Contractor prior to acceptance by DCLG. The associated milestone invoice should not be submitted until DCLG has accepted the report for publication.

This guidance sets out basic 'Do's and Don'ts' to follow so that the report delivered is in a consistent style that meets Government publications guidance.

This guidance also identifies 'Do's and Don'ts' concerned with copyright and approval issues.

DCLG standards

All publications that are available through DCLG are produced to a uniformly high standard. All material submitted for publication should be:

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- provided in the required format, in accordance with this guidance or as otherwise agreed with DCLG.
 - written in a style appropriate for the intended readership
 - structured logically
 - factually accurate
 - cleared for copyright
 - up to date
 - consistent in style and approach
 - free from grammatical and spelling errors
 - free from jargon and acronyms
 - fully referenced.

Writing style and ‘Plain English’

Reports should be written impersonally using the passive voice. This means that the words "I" or "we" should not appear in the report.

It is recognised that reports will address technically complex and specialist subjects, but authors must use ‘plain English’ as much as possible in all cases. The executive summary, conclusions and recommendations must be comprehensible to the non-specialist educated reader. All other scientific and engineering concepts addressed in the report should be expressed in language that will be readily understood by the target specialist or technical audience. Where the report is aimed primarily at a non-technical audience, ‘plain English’ must be used throughout. Jargon and acronyms should be avoided.

Structure

The default page order is:

Title page (right-hand page, p 1)
Acknowledgements
Content List
List of figures }
List of tables } include, if appropriate, in technical reports
List of boxes }
Glossary
Abbreviations
Notation – essential for those publications that contain formulae and equations
Executive summary
Main text of report - structured as appropriate to the type of publication
Conclusions
Recommendations
References/bibliography/further reading

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Appendices - if required

Output type

Reports should normally be provided in a standard word processing package e.g. Microsoft Word, and in Adobe Acrobat pdf. Authors should contact DCLG's Contract Manager regarding any specialist software used in diagrams.

Use of word processing style settings

Wherever possible word processing style settings should be used to create normal text, headings, captions, indexes, lists etc. This will ensure consistency and assist reformatting the document e.g. to meet the needs of visually impaired readers, without the need to manually retype headings etc.

Font

The default style for normal text is Arial 12 point. Other fonts may be used, but whichever one is chosen, it should be clearly legible on the screen and in hard copy.

Page layout

The page layout should be set up for double sided printing. Each chapter should start on a right hand page.

Either left handed justification or full justification is acceptable.

Margin sizes should be adequate for binding (at least 2.5 cms).

Layout of text

Closely typed long paragraphs should be avoided. The text should be broken up and present a neat, well shaped layout with headings and sub-titles.

Headings

A numbering system for chapters and section headings is preferred for easy reference. It is most usual for the decimal numbering system to be used (2.1, 2.2, 2.3, 2.3.1, 2.3.2 etc).

There should be no more than three levels of numbering.

Roman numerals should not be used for paragraph numbering or elsewhere.

If more levels are required within a section, bullet points or unnumbered section headings should be used.

Headings should be meaningful so that the reader can interpret them correctly and quickly find information required. Imprecise headings such as "Other considerations" should be avoided. The headings should follow a logical order.

Paragraph numbering

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The default is for paragraphs not to be numbered. If paragraph numbers are used, they should be consistent with the heading numbering system.

Page numbers

Wherever possible reports should have consecutive page numbers which should follow through to the Appendices. Where it is impractical or potentially confusing to have consecutive numbering through the Appendices, these should be separately numbered using an alternative numbering system that clearly identifies each Appendix e.g. A-1.1, A-1.2, A-2.1 etc.

There is no preference for the position of page numbers (centre or right). The default style is for page numbers to be centered.

Lists

Either bulleted lists or numbered lists may be used.

Roman numerals must not be used in numbered lists (e.g. i., ii., iii. etc) or elsewhere.

Bulleted lists are preferable for brief entries. They should be introduced by an incomplete sentence ending with a colon. Entries should start with a lower-case letter and only the final entry should end with a full stop.

It is best to use numbered lists for longer entries (each containing one or more complete sentences), where the sequence of items is important, or where

the list is introduced by a phrase stating the number of items. Numbered lists should be punctuated by a full stop at the end of the introductory statement, then full stops at the end of each numbered item.

Text under bulleted and numbered lists should be indented to line up with the first line of the bullet point e.g.

- example example.

Usage of bulleted and numbered lists (including punctuation in lists) should be consistent throughout the document.

Bullet points

Bullet points may be indented (as above) or lined up with the margin of the preceding paragraph. Whichever style is selected, it should be used consistently throughout the report.

References

References to publications (and interviews if appropriate) should be listed in a reference list. The default location for the reference list is at the end of the report, before any appendices. It



is also acceptable to locate references at the foot of a page; this system works best when there are a limited number of references and they are not duplicated in later pages.

A separate bibliography may also be included to cite all material used in putting together the work (whether this has been referred to in the main text or not).

In the case of a reference to a book, the reference should give author/editor, year of publication, title, edition, volume number, place of publication and publisher as found on the front and back of the title page. (Not all of these details will necessarily be applicable.)

In the case of a journal article the details required include: author of the article, year of publication, title of the article, title of the journal, volume and issue number of the journal, and page numbers.

For all electronic information, in addition to the above authors should note the date that the information was accessed, and database name or web address (URL). The default style for web addresses is www.gov.uk.

When citing references within a report the name of the author, followed by the year of publication (Harvard style), should be used. In other respects, please refer to Copy-editing: The Cambridge Handbook for Editors, Authors and Publishers; Judith Butcher, Cambridge University Press isbn 0-5214007-4-0.

Tables and Figures

Where graphs or tables are used, all source data files must be supplied at the initial stage. Tables and figures should be of reproducible quality, should include captions and should not duplicate material presented in the text. All tables and figures must be cited in the text.

Tables should be numbered consecutively in the order of their first citation in the text. The table number and caption should be placed consistently throughout the report (either above or below the table). The default style is for the table number and caption to be placed above the table.

The same guidance applies to numbering of figures.

Where figures have been imported from other software packages (e.g. graphs imported as pictures from Microsoft Excel) care must be taken to ensure that legends and axis titles are large enough to be legible in the printed report – see guidance on line artwork below.

Explanatory notes should be placed in footnotes, not in the table or figure heading.

Explain in footnotes all non-standard abbreviations.

Pictures and other Images

Contractors should check with the DCLG Contract Manager what the publication route is likely to be (web or hard copy - web publishing is the default). This may influence the format



and file size of any pictures and images either embedded in the report or provided separately.

For printed reports, all pictures and illustrations (line drawings, diagrams, graphs, boxes, photographs etc) must be suitable for high-quality reproduction at their intended size in the final publication. Sub-standard illustrations, such as photocopies, pencil sketches, rough drawings, distorted or damaged material, or photographs that are too light, too dark or out of focus are not acceptable. Images scanned from printed media or downloaded from the Internet are not acceptable.

Please supply each illustration both as an **electronic file** and in **hard copy** form (the latter should be a good-quality printout). You may also embed low resolution copies of the illustrations in your main document to give an indication of size and positioning. If you do this, please supply a separate text-only document, indicating within it the position of each illustration.

Figures, pictures etc provided as electronic files should be identified with a file name that matches the number given to the figure, picture etc in the report e.g. Fig04.04.tif or Fig12.01.wmf. Printouts should be labelled with the corresponding electronic filenames. Note that all illustrations – drawings, graphs, photographs etc – should be identified as figures.

Please check whether DCLG intends to produce the publication in mono (black print only), two-colour (black plus one other colour) or four-colour (full colour). Do not generate multi-coloured diagrams or line figures if the publication is to be printed only in mono or two-colour, since different colours can be indistinguishable when printed in monochrome.

If the publication is to include many illustrations, you can help reduce the risk of problems by submitting some samples to the DCLG Contract Manager for assessment *before* you complete the final draft. Should you have any queries about illustrations, contact the DCLG Contract Manager.

Formats

Electronic files should be virus-checked and supplied preferably via a drop-box, or on PC formatted DVDs or CDs. Do not zip the files.

The following formats are acceptable:

- for photographs (black-and-white or colour) – **tif** is preferred; **jpeg** is acceptable
- for line artwork – **wmf**.

Contractors must inform the DCLG Contract Manager *before* final draft stage if it is intended to supply an illustration in any format other than tif, jpeg or wmf. Please wait for written approval before including any such illustration in the final draft.

DCLG cannot accept CAD files, so please export any CAD file as a wmf.

Where graphs or tables are used, all source data files must be supplied at the initial stage.

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Photographs

The resolution (image quality) of **electronic files of photographs must be a minimum of 300 dpi** – files at lower resolutions cannot be accepted.

Please save photo files at about the size they will be used in the publication (maximum 157 mm/6¼ in wide, 250 mm/9¾ in deep). Whether traditional or digital, photographs should be sharp, clear and with a good colour and tonal balance. If the camera prints the date on the picture, compose the picture so that the date does not intrude on the main image area.

Line artwork

Where possible, line artwork (graphs, diagrams, drawings etc) should be drawn or redrawn to a standard style for the publication. Rules (lines) should be no thinner than 0.5 pt when reduced to their final size on the page. Labeling of artwork should be no less than 6 pt after the figure has been reduced to its final size.

Maps should have accurate, legible scales and keys. Check that any colours, shading, symbols and labeling are clear and easily distinguished when reduced to fit on the page.

Logos

Use of the contractor's logos should be limited to the title page of the report. When subsequently published, this may be omitted at the discretion of DCLG.

Spelling

UK spelling should be used throughout (not American).

Use of acronyms

Acronyms must be used sparingly. The reader may not be familiar with the acronym used, therefore all references to acronyms must be written in full when they first occur, with the acronym following in brackets e.g. Communities and Local Government (DCLG). Acronyms should be spelled out in the Executive Summary (where provided) and again on the first occasion of their use in the main body of the report.

A glossary, including acronyms, may also be useful.

Executive summary/abstract

An executive summary/abstract should normally be provided at the start of the report. It should give a brief and factual survey of what is contained in the report itself with the material summarised in the same order. It should give readers enough information to assess the importance of the material and its relevance to them.

Table of contents

This should be on a separate page listing the contents chronologically by page number. The titles of each section should make it informative and should match the chapter/section



headings. Two levels within the Table of Contents are normally sufficient; no more than three should be given.

Reference to Third Parties

If reference is made to third parties who have contributed to the work (e.g. contributors at workshops, interviewees etc) their permission must be obtained if they are named in the report. It is generally preferred that individuals are not named or quoted in person. In some cases it will also be necessary to obtain the approval of organisations, companies and professional bodies for their views and opinions to be given in a report.

Acknowledgements

ACKNOWLEDGEMENTS will normally come after the title page and should include the chair and members of any research project steering group, project funders and other contributors. Authors should note that DCLG reserve the right to adapt acknowledgement pages (or extract acknowledgements from elsewhere in the report) to conform to the house style for the opening pages of DCLG reports.

Data Protection

Contractors are responsible for checking that the provisions of the Data Protection Act 1998 are met.

Copyright Approval

Authors and the research contractor are responsible for obtaining written permission to use other organizations' or individuals' copyright material (text or illustrations) in the publication. This includes material published on the Internet. Be sure to include appropriate credits or acknowledgements for such material. Make sure that co-authors, collaborators and contributors also obtain copyright clearance for their portions of the document.

Appropriate credits should be placed adjacent to the respective matter in the text

Please ensure that the copyright permission that is obtained will cover the intended use of the material, including where appropriate multiple print runs and publication on other media e.g. CD, Internet.



ANNEX B - TASK REQUEST FORM

SECTION 1: REQUEST FOR WORK

Title of Contract: Eurocode and structural engineering support	
Task No: x	BD Number: BD 2919
Task title: Xxxx	
Description of required work: <i>(as requested by DCLG Policy Lead or Contract Manager)</i> xxxx	
Required timescales: <i>(as specified by DCLG Policy Lead or Contract Manager)</i> Xxxx	
Request made by: Xxxx	
Date: xxxx	

SECTION 2: CONTRACTOR'S RESPONSE

To be completed by Contractor's Project Manager

Proposed work programme: Xxxx
Description of deliverables and delivery schedule Xxxx
Costs: Xx days FBE Band xxx, xxx Cost £xxxx
Provided by: Xxxx
Date: Xxxx

SECTION 3: ACCEPTANCE

To be completed by DCLG Contract Manager or other authorized officer

Name: Xxxx
Position: xxxx
Date: Xxxx

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