Imperial College London

Estates Development & Projects

Bulletin Protocols

Introduction

The Estates Projects Division have a Bulletin system by which Approved Suppliers may be kept informed in an effective and efficient manner. This allows for effective and efficient advisement of any amendment, clarification or other change in policy, process, procedure, programme or projects.

1. Responsibility and format

Any Approved Supplier or College individual may request that a Bulletin be issued by forwarding to the Information Manager a rationale to the Bulletin, together with the proposed text composed within the following elements.

- Summary
- Introduction
- Subject
- Interface/Reports
- Technical Advisors

For clarity and ease of reference the Bulletins are created in four main, coloured categories and are uniquely referenced by *Category/Year/Number Issue*.

College and Statutory Requirements	**A/11/001**
Project Management	**P/11/001**
Specification and Design	**S/11/001**
Contract, Commercial and Cost Management	**C/11/001**

All Bulletins will be issued by the Information Manager at the College.
The decision to issue a Bulletin will remain with the Estates Projects Division.
The Bulletins will be issued by email direct to each Approved Supplier Contact and in addition the Bulletin will be published on the Divisions web page.

The presentation of information will follow a similar format and structure for each Bulletin.
The Bulletin will, as far as possible, identify all necessary interface and report issues. The broad subject categories above will help to focus the attention of specific disciplines, organisations and individuals.

The named recipients within each Company, College department or other interested organisation will be expected to disseminate the Bulletin's information throughout their organisation or department.

All recipients of the Bulletins are to familiarise themselves with the content of each Bulletin in order to improve their decision making process within the services provided to the College.

Recipients with specific responsibilities indicated in the Bulletin should incorporate any requirements or obligations, which are particularly relevant to their service delivery and as notionally highlighted by the colour coding/referencing protocol.

All participants in the framework should ensure that fellow framework members are aware of the content of any relevant Bulletin, especially where it is material to the management, design and construction process for College Projects.

Where the contents of Bulletins are disputed, or where some clarifications may be required, recipients may, in the first instance contact:

- Information Manager
- Technical Advisor as identified in each Bulletin

2. Publication Protocols

Format
All bulletins will be issued in 'read-only' PDF format.

Author
The Author will be the individual who is responsible for preparing the draft Bulletin or, alternately, the brief that informs the Bulletin.

Editor
The Editor will be responsible for the final draft of the content. The editor will typically be the Information Manager.

Verification
Prior to publication the content of every Bulletin will be checked for technical veracity according to principal content:
- College and Statutory Requirements: Michael Lytrides
- Project Management: Michael Lytrides
- Specification & Design: Andrew Hammond
- Contract, Commercial & Cost Management: Martin McMahon

Authorisation
Following initiation, edits and verification the final draft of the bulletin will require the recorded authorisation of:
- Author
- Editor
- Verifier
- Director of Estates Projects

Following conclusion of the authorisation process, the Information Manager may issue the bulletin.

Circulation
The Bulletin will be circulated to all participants and interested parties to the Framework Arrangements:
- Approved Supplier members (External consultants and contractors)
- Estates Projects (All personnel)
- Any other relevant departments and individuals

Bulletin Register
Each Bulletin will be recorded in the register on the website and will be regularly maintained, recording:
Information Category
- Unique Reference Number
- Title
- Technical Advisor
- Date

Imperial College
London

Approved Supplier Bulletin	Ref No
Topic:	**Date**

Summary
Topic summarised into 1 or 2 sentences to inform the reader of the content of the Bulletin

What are the issues
Why this is important to the College/project process. A description of issues which have caused this change or background to the topic.

What is the procedure?
Details of the new procedure and how it is implemented. Here you would provide links to website, documents or reference material.

Who does it affect?
Highlight which parts of our supply chain this could affect; particular areas of a campus or types of projects.

Further Information
Contact details for further clarification or advice on the topic