



SNCB MCZ Advice Project – Standards and protocols development

Protocol D – Version Control, Record Keeping and Evidence Panels

Version control

Build status:

Version	Date	Author	Reason/Comments
0.4	27/01/12	Chris Davis	Following comment from JD and CC
0.3	13/01/12	Chris Davis	
0.2	04/11/11	Chris Davis	
0.1	24/08/11	Aisling Lannin	

Distribution list:

Copy	Version	Issue Date	Issued To
electronic	0.3	13/01/12	Caroline Cotterell / Jon Davies
electronic	0.1	24/08/11	Jen Ashworth

Owner of the protocol: Chris Davis chris.davis@naturalengland.org.uk

Part 1: About this protocol

Introduction

Natural England and the Joint Nature Conservation Committee (JNCC) are committed to providing a complete audit trail of the process for providing advice on the Marine Conservation Zone (MCZs) recommendations to Defra. There are different leads and reviewers for each section of the advice and we will apply one system of version control and record keeping. This will ensure that stakeholders can track the process of developing and finalising the advice on MCZ recommendations by JNCC and Natural England, with evidence for decisions clear. This should add to the accessibility and transparency of the process. It is also important that the versions and

all associated documents are retained for future reference. These will be held in an agreed filing system throughout the process and in the future.

We will record meetings and telephone calls in an auditable and transparent fashion. Periodically during preparation of Natural England and JNCC's advice contributors may come together to address specific issues or undertake group analysis in an evidence panel. We will agree terms of reference for these evidence panels and quality assure these prior to the meeting and ensure they are documented as set out in this protocol.

What does this protocol cover?

This protocol covers the record keeping, version control and evidence panels that Natural England and JNCC will use throughout the MCZ advice process.

Who is this protocol for?

This protocol applies to everyone in Natural England and JNCC who is directly engaged in the production of the MCZ advice.

Part 2: The protocol

Version Control and Record Keeping

- The SNCB advice project manager will manage the version control and record keeping processes during the project and, on completion, a dedicated senior officer will manage the files including during office closures, mergers and changes in structure.
- The advice being prepared by the specialists at Natural England and JNCC will be linked via the project managers to the Impact Assessment work on project completion.
- We will name documents using the convention SNCB MCZ Advice_section number_lead author initials _version number (v0.1 etc)_initials(as appropriate). Document numbers are generated depending on the document's draft or released status e.g.
 - Draft versions use the convention 0.x in their numbering e.g. 0.1, 0.2, 0.3 etc.
 - Released versions use x.0 e.g. 1.0, 2.0, 3.0 etc. (minor corrections to released versions use 1.1, 1.2 etc but move to next integer when re-released)
 - Each document should start with the date of the revision e.g [YYMMDD] SNCB MCZ Advice_section_number_lead author initials_version number.
- Documents will have a front page or annex that holds key version control information including build status and distribution list (Please see examples in Annex 1).
- Documents will have a header and footer on each page as outlined in the protocol on style and format.

- We will save track changed versions. Where there are many authors that review documents simultaneously a standardised template to record any insertions, deletions or comments can be used.
- The Natural England Standards team will provide quality assurance of version control and record keeping via the standard contact for MCZs.
- JNCC and Natural England will create appropriate folders to hold documents and versions related to each section of the advice or hyper links to guidance where appropriate.
- Lead authors will manage each section folder including a document with a list of folder contents to be placed at the top of the list and a justification for maintaining the folder into the future for auditing purposes.
- We will store older versions in an older version folder and final versions to be clearly labelled as final.
- Meetings and telephone calls where key decisions are made or issues are discussed will require the production of short notes that are maintained in accessible folders.

Evidence Panels

Where an evidence panel is deemed necessary:

- We will appoint a chair for each evidence panel and they will ensure that all protocols and terms of reference are followed.
- We will produce a terms of reference document and this will be signed off by the quality assurance lead before each evidence panel is convened.
- A dedicated note taker will record all evidence panel minutes and keep these in relevant folders.
- We will record all data and information used by the panel and decisions made in the minutes along with their rationale.
- The panel will agree minutes within a specific timescale.
- A panel will be expected to comprise a mixture of appropriate national and regional marine staff to ensure the required technical expertise and local knowledge is incorporated. The evidence panel chair will identify appropriate attendees in discussion with the section lead.
- All participants, their job role, team and normal office location will be recorded to ensure that decision makers are easily identifiable in the future.
- The Quality Assurance leads of JNCC and Natural England (Head of Profession Angela Moffat at Natural England and MPA Programme Leader Jon Davies at JNCC) will assess all evidence panel outputs.

Annex 1: version control

Build status should look like the following

Version	Date	Author	Reason/Comments
2.0	23 Sept 2042	Name	Comments from reviewers incorporated
1.0	23 August 2042	Name	Initial release

Distribution list should look like the following

Copy	Version	Issue Date	Issued To
paper	3.0	24 th Oct 2042	Name
electronic	2.0	21 Oct 2042	Name

Annex 2: Implementing and communicating the protocol

The lead author from JNCC and Natural England will be responsible for ensuring the protocol is implemented. They will ensure that all internal contributors to the MCZ advice will have a copy of the protocol and understand the requirements.

Natural England's Standards team and JNCC will review the draft protocol and provide comments to Natural England and JNCC authors. Natural England and JNCC will consider the comments and update the protocol accordingly. The draft and final protocols will be placed on JNCC and Natural England's website. Stakeholders will be invited to comment on the draft protocol.

Annex 3: Monitoring and review

Lead authors will monitor assessments and draft advice from section leads to ensure the protocol is followed. An independent expert review panel will assess whether the draft advice package is consistent with the protocol.

This protocol is currently time limited for the duration of the SNCB's advice on MCZ recommendations. The MCZ Project Board may commission a review of the protocol in the light of any changes to timetables or policies.

Annex 4: Related documents

List of all of the MCZ advice protocols:

- A. Strategic protocol – The Principles Underpinning Our Statutory Nature Conservation Body Advice On Marine Conservation Zone Designation;
- B. Quality control, assurance and peer review;
- C. Document style and language;
- D. Audit trail – version control and record keeping;
- E. Assessing the scientific confidence of the presence and extent of features in recommended Marine Conservation Zones;
- F. Assessing the scientific confidence of feature condition;
- G. Assessing Marine Conservation Zones most at risk;
- H. Assessing the contribution of existing sites to the network.