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## **THE CoRWM ELECTRONIC DOCUMENTS ARCHIVE**

The Archive is a term (although "Guide to Key CoRWM documents" might be a better one) for about 750 numbered documents (out of a total of about 2200 registered by CoRWM as part of its policy on transparency) that:

- particularly influenced its decision making;
- recorded key decisions.

It follows that documents that solely describe process (such as Programme Manager and secretariat reports to plenary meetings) or administration, or did not influence CoRWM's work significantly, are not included.

The Archive is not an "audit trail" since the rationale for CoRWM's recommendations is set out in its Final Report. However, the Archive facilitates the location of numbered documents that are associated with other related documents, for example groups of documents describing short-listing or quality assurance, or referenced together in the Final Report, in order to provide a fuller idea of the context of CoRWM deliberations.

### **Structure**

All documents created by CoRWM and substantive documents provided by others to CoRWM are numbered and registered in the CoRWM Documents Register. This is simply a (broadly) chronological list that does not permit the reader to look at further documents covering the same topic area.

The structure of the Archive reflects the main steps and themes of the CoRWM programme: 1. Planning; 2. Information gathering and reviewing; 3. Engagement, including early bilateral meetings; 4.

Making decisions; 5. Outcomes; 6. Reporting; 7. Implementation; 8. Quality Assurance

Hence, the archive is arranged as eight "Tier 2" electronic folders containing 35 "Tier 3" sub-folders and 6 "Tier 4" (sub) sub-folders. The four tiers are consistent with the arrangement of CoRWM files on the Defra/RAS Accredited Shared Drive.

## **Tier 2 folders**

### **1. Planning**

CoRWM modus operandi (21 documents); PSE (25); Shortlisting (7); Specialist and technical input (10); Methodologies (16)

### **2. Information gathering and reviewing**

Nirex documents (121); Nirex peer reviews (16); Work packages for shortlisting: Work commissioned by CoRWM to facilitate shortlisting (33); Peer review of shortlisting work packages: Peer review reports (37); Information for detailed option assessment: Commissioned background reports on assessment criteria (11); BNG reports (17); Work packages for option assessment (40); Other key reports (2)

### **3. Engagement**

Bilateral meetings (39); PSE 1-3 (67); PSE4 (10)

### **4. Making decisions**

Ethics (5); Holistic assessment (14); Briefing on key issues (27); Reports on the specialist option assessment workshops (7); Scoring options (7); Sensitivity testing (7); The UK and overseas experience (8); Vetting (4)

### **5. Outcomes**

Shortlisting (15); Forming the recommendations (6)

### **6. Reporting**

Annual reports (3); CoRWM Inventory (8); Final Report (1); Other reporting (13); Phase 1 and 2 reports (2); Plenary meeting minutes (40); Quarterly reports (7); Reporting to sponsors (9)

### **7. Implementation**

Advice on implementation (19); bilateral meetings and PSE (17)

## **8. Quality Assurance**

Quality Assurance (16); CoRWM External evaluator reports (9)

### **Use**

Each of the eight Tier 2 folders has a WORD file alongside it that lists the documents contained in the folder by sub-folder and, where relevant, (sub) sub-folder, detailing its title, date, author (in some cases) and registered number. (A future job is to order these lists chronologically.) This serves as a means of locating a relevant document in the absence of its number, e.g., if you want to understand the decisions behind the short-listing of options, Tier 2 folder 4 covers decision making, and – within it - a Tier 3 sub-folder is dedicated to the short-listing process.

If you know the number of a registered document, you can search the whole electronic file and then see what other documents are associated with it in the same sub-folder.