LLW Repository Ltd

LLWR Policy

Knowledge Management Policy

The LLWR knowledge management policy will enable and support effective delivery of the LLWR Strategic Objectives and NDA KM Strategy to promote continuous improvement of the organisations performance and to facilitate the goal of ensuring the right knowledge is available to the right people at the right time for the safe and efficient management of the LLWR business. In doing so LLWR will meet all legal and regulatory requirements.

LLWR Commits to:	We will achieve this by:
Developing, maintaining, identifying, capturing and retaining our knowledge assets.	• Effective identification, storage, archiving and harvesting of the organisation's records, information and knowledge to meet best practice guidance and utilise the NDA Nucleus Archive wherever possible. • Management of Change and Succession Planning processes that fully consider Knowledge Management. • Utilising good practice processes such as RoCK and KM Health Check Assessments in an assurance programme to retain tacit and implicit Knowledge. • Ensuring exit management process are enhanced and initiated in a timely manner. • Implementing a process to conduct assessments to identify key KM risks. • Providing KM tools and techniques and awareness training.
Ensuring IT solutions and systems are supported and utilised.	• Ongoing use of the NDA Knowledge HUB to take full advantage of the range of knowledge management tools available and promote their use within LLWR. • Ensuring new IT systems consider the need for information sharing, subject to security limitations. • Establish fit for purpose Knowledge Management arrangements appropriate to the business.

Knowledge Management Policy

Ensuring a learning and information sharing culture is cultivated that promotes the values and importance of knowledge and is proactively reinforced by senior management.

- Actively encouraging major programmes and projects to participate in intra and inter site project learning programmes and provide adequate resources to enable them to do so.
- Actively encouraging participating in NDA HuB groups.
- Promote and cultivate a learning culture that is proactively reinforced by senior management
- Promoting effective OEF processes to identify and share learning is in place.
- Promoting the use of collaborative tools to facilitate the sharing of ideas and work amongst internal teams and external partners.
- Promote knowledge sharing and supporting appropriate attendance by key personnel at Good Practice forums.