

DWP

Social and Economic Research Framework

July 2009 Newsletter

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Welcome to the latest edition of the Research Framework Newsletter. As this is the first newsletter since the Research Framework Contract was re-let we will try to provide as much information as possible on working with DWP to deliver Social & Economic Research.

Through these newsletters we aim to communicate the latest developments on Framework issues, details of future events and information on the Framework Projects that have recently been contracted or published.

It is our intention to circulate the newsletters every three to six months, depending upon the amount of information we have to share with you. It will be emailed to the main contact listed for each of our Framework Organisations. If you have any colleagues that would like to receive copies please give the Framework Team their details and we will send them future editions.

Kate Callow
Framework Manager

Working with DWP

This [flowchart](#) provides an outline of the end-to-end process, interactions and documents that DWP will use when commissioning new projects via the Research Framework. Please note that it is only intended to provide a high-level overview for the majority of research commissioned via the Framework.

Working with HMRC

As you may be aware, Framework Lots One to Five are for the use of DWP and Lots Six to Eight by HMRC. This newsletter is only intended to provide information and guidance to suppliers engaged in DWP Projects. Our colleagues at HMRC will be contacting you separately with their own communication.

List of Research Framework Suppliers

For information here is a [list of all DWP/HMRC Research Framework Suppliers and Lots](#).

DWP Research Programmes 2008/09

The majority of the projects commissioned via the Research Framework are planned in advance for the coming operational year. Several of the Analytical Directorates that use the Research Framework produce or contribute to annual Work Programmes.

Developing the Research Programmes takes place, on an annual basis, between analytical and policy staff at Division and Directorate level as well as at Ministerial level.

Research priorities are agreed between all stakeholders in the Department. This prioritisation takes account of a number of factors:

- an assessment of policy priorities;
- an assessment of evidence needed in the identified policy priority areas;
- the identification of gaps in the evidence base;
- identification of ways in which the evidence base can be strengthened (in house analysis of existing data; existing external research syntheses etc)
- the development of a research bid for resourcing that is designed to fill the evidence gaps.

See the [Work Programmes for the operational year 2009/2010](#) . These work programmes commenced in April 2009 so we have tried to indicate where possible the projects that may have already been commissioned or cancelled by “greying out”. It should also be noted that some of the projects are approved “in-year” so may not appear on these work programmes.

Framework Projects Commissioned

To provide an idea of the past work the department has commissioned see the [list of the projects commissioned in the period July 2008 to June 2009](#). An updated list will be included in future newsletters.

Poster Event

The Framework Team is planning to organise an event in the autumn to bring together our external Research Suppliers and DWP Analytical customers. It is hoped that the event will allow suppliers to meet the DWP staff that will commission Framework projects giving the opportunity to share their

organisation's skills and past achievements. DWP Analysts will share with suppliers the research that their team undertakes for the department or planned future topics.

The format of the day will be a Poster Event with each supplier and DWP Analytical Team allocated space for posters and publicity materials. Planning is still at an early stage but we hope have in attendance the DWP Heads of Profession for Analysis and Social Research to provide keynote speeches.

Provisionally the Octagon in Sheffield has been booked for Tuesday 27th October 2009. Due to the size of the event we may have to limit numbers of delegates to five per organisation but this will be confirmed in future communications.

To gauge interest in the event we're asking suppliers at this stage to send an email to colin.browne@dwp.gsi.gov.uk with their name and organisation and state whether they wish to attend or not.

Supplier Surgeries

We will be holding surgeries, specifically for suppliers who have not worked with DWP previously, where staff will be available to discuss the administration arrangements pertaining to the Research Framework. The short surgeries will be held in Moorfoot, Sheffield on Tuesday 11th and Thursday 13th August. Places are limited and will be allocated on a first come basis, with new contractors given priority. If you would like to attend please contact Colin Browne stating your preferred date.

Please note, these surgeries will be only for discussing the administration arrangements, there will be no opportunity to discuss future projects.

If you are unable to make either of those dates but would like further clarification of anything in this newsletter please contact the Framework team.

Organisation of DWP Analytical Teams

Most, but not all, of the DWP project managers who commission research via the Framework will work in one of our Analytical/Policy Teams. This [organisation chart](#) provides an overview of these teams. It is hoped that the majority of teams listed in this document will attend the planned Poster Event detailed in this newsletter. Our organisation structure is subject to change but this document is correct at the time of writing.

BPSS Declaration and Security Plans

If you have not done so already we would like to remind all suppliers that the following documents need to be **returned by 29th July 2009**.

- HMG Baseline Personnel Security Standard Contractor's Declarations (BPSS) ANNEX D
- Outline Security Plan Appendix 2 to Schedule G

Database information

The Framework Team maintains a database of Framework Suppliers and projects. This database can also be accessed by DWP analysts looking to commission future work. To ensure the information we hold on our suppliers is correct and as comprehensive as possible we ask that you keep us informed to changes within your organisation wherever possible.

We recommend that this information is reviewed approximately every six months and if you wish to make any changes to your details please complete this [form](#) and return it to the Framework Team.

Invoicing arrangements

Invoices for services provided should be raised at the intervals agreed with the DWP Project Manager and as set out in the schedule within the Letter of Agreement (contract letter).

To ensure prompt payment all invoices must contain a Purchase Order reference number – this number will usually be issued to you at the same time as your letter of agreement. Invoices will need to be sent to the named contact as specified within the Agreement Letter rather than direct to DWP Finance Office. If you experience any invoicing problems please contact the DWP project manager in the first instance or the Framework Team.

Research Publications

The Department for Work and Pensions commissions research to inform policy development on a range of social security related measures. All research likely to attract a substantial readership is published in the Department's Research Report Series. Other research publications include research summaries, and methodological working papers. All of these research outputs are published on the DWP research website.

See this [list of research publications issued for the period June 2008 to May 2009](#) . This list is intended to provide only a short summary and not to replace the details currently be found on our website at <http://research.dwp.gov.uk/asd/asd5/rrs-index.asp>

DWP Style guide

The aim of the Style Guide is to help authors to produce reports of research commissioned by the Department which will be read and understood by policy customers, Ministers and others outside the Department with an interest in social security and welfare to work matters.

We hope the guide will save time for authors and the Department, by minimising the number of comments which need to be incorporated after the first draft of a report. We also hope that it will help authors to produce reports that maximise the impact of their findings.

A copy of the Style Guide can be found on the DWP website using the following link and will be referenced in any project contract documentation. http://research.dwp.gov.uk/asd/asd5/dwp_analysis_style_guide_june_2009.pdf

This newsletter was put together by the Research Framework Team, if you have questions on any of the areas covered please contact us.

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