



## **PRONI/RMS 2010 Conference**

**Records Management: The Tools, The Trade**

# PRONI @ TITANIC QUARTER - THE NEXT CHAPTER



# PRONI's STORAGE SOLUTIONS

- Mixture of solutions
- On-site in Balmoral Avenue
- Originally 2 off-site facilities –
  - a) Pygmy Stores in Craignantlet Buildings, Stormont Estate (up to January 2006)
  - b) Warehouse in North Down (contract expires on 31st December 2010)

# CURRENT OUTSTORE



# **NEW ACCOMMODATION BUSINESS CASE – THE PREFERRED OPTION**

7 Options (11 permutations) identified

Option 6b – two elements

- Purpose Built Building in Greater Belfast
- Outsource Part of Storage Requirements to Third Party – Fully Compliant with BS5454:2000

# Off-site Storage Requirements

- Bespoke 'sole use' vault capable of housing up to 50,000 l/ft of records
- Fully compliant with BS5454:2000 and BS1153
- Long-term contract with suitable 'get out' clauses
- Within NI (1923 Act)
- Restricted electronic entry
- Insurance Cover

# **OUTSOURCING CONTRACT**

**TENDER AWARDED TO  
SUCCESSFUL BIDDER  
- August 2007**

**Relocation of records commenced on  
20 November 2007 and was completed on  
31 December 2007.**

# **PROJECT MILESTONES**

- January 2006 - DFP approved Business Case
- April 2006 - CPD Project Team appointed
- October 2006 - OJEU competition commenced
- August 2007 – Titanic Quarter Ltd appointed
- August 2007 – Outsourcing contract awarded
- November 2008 - Construction commenced
- August/ September 2010 – Building Hand-over
- April/ May 2011 – Opening to the Public

# RECEPTION/ ENTRANCE



# New Public Record Office, Titanic Quarter (TQ), Belfast



# Reception @ Balmoral Avenue



# Reception @ TQ



# Exhibition Area - TQ



# Search Room – Balmoral Avenue



# Microfilm Room – Balmoral Avenue



# Search Room (incorporating Microfilm area) - TQ



## 2<sup>nd</sup> Floor Lobby - TQ



# Work streams

- Protocols and Processes
- ICT
- Contracts
- Equipment
- Furniture
- HR & Communications
- Decant
- Assets Disposal

# **LESSONS LEARNED**

# Skills and Partners

- Ensure timely appointment of team members with appropriate skills – both internal and external
- Where appropriate, include an independent advisor who is an ‘expert’ in the project area
- Make timely and appropriate use of ‘partners’ e.g. NISRA (statistics and questionnaires), Equality Unit (EQIA), etc
- Ensure close and frequent liaison with Press Office to manage public perception, both positive and negative
- Keep the Minister informed at all stages

# Controls

- Ensure proper and adequate controls/ control documents are in place to provide assurance to the Independent Decision Maker and enable the project to progress
  - Project Board, Steering Group, Risk Register, Issue Log, etc

# Finance

- Include appropriate inflation factors in the business case to allow for possible slippage into future years
- Build in additional provision to cover 'higher than expected' construction specific costs' e.g. Building Control, Stamp Duty (currently 4% and non-claimable), Legal Fees, etc
- Include provision for 'reasonable' Contingency (e.g. 10%) and Optimism Bias (e.g. 25%)

# Getting Ready for Opening to The Public in May 2011

- Closure to the public – September 2010 to May 2011 (earlier if possible)
- Approximately six months to move records
- Staff and equipment to be moved
- Themed Exhibition
- Come and visit our new building and tell others!

# AND FINALLY

***"Learn the past, watch the present,  
and create the future."***

***"The difference between involvement  
and commitment is like bacon and  
eggs. The chicken is involved; the  
pig is committed."***

# New Public Record Office, Titanic Quarter, Belfast





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