



**SELF-MONITORING OF FACILITIES THROUGH SYSTEM ADMINISTRATION
AND CONTROL OUTPUT CONTROL AND PRODUCTION OF AN EFFICIENT
MANAGEMENT SYSTEM**

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Annotation

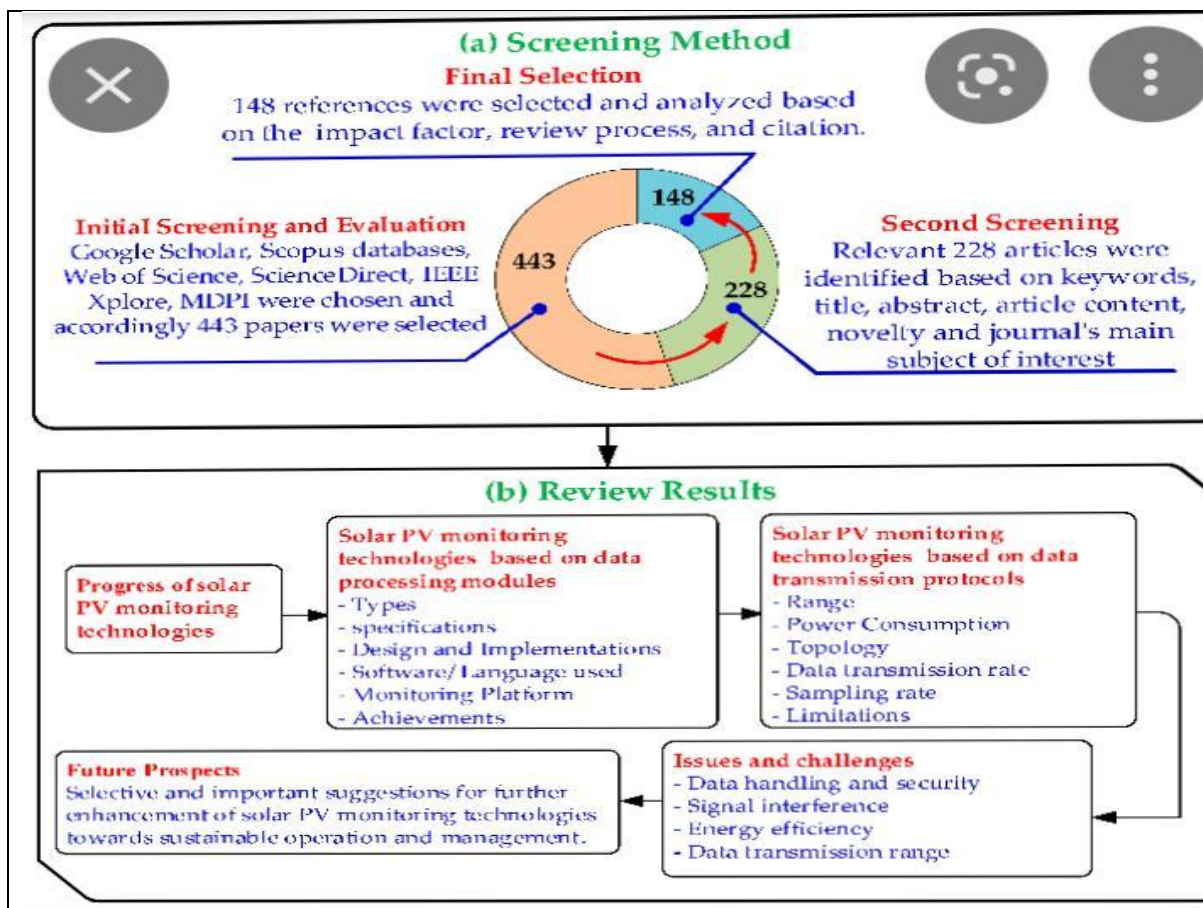
This work provides analytical information about the development of technologies for self-monitoring and effective management of facilities by increasing the experience of System administration and specialists, as well as the benefits of current technologies

Keywords: Information Management Strategic Leadership (NIMSL), guidance documents, information management

In March 2009, an industry task force was chartered to develop an industry process description for document control and records management. The task force convened under the direction of the Nuclear Information Management Strategic Leadership (NIMSL) steering committee, a Community of Practice (CoP). NIMSL is a committee of NIRMA. This task force was composed of representatives from the NIMSL CoP and subject-matter experts from document control and records management in the industry. This document describes processes nuclear facilities use to meet the requirements of 10 CFR 50 Appendix B Criteria VI and XVII, addressing document control and records management, respectively. This process description was compiled based on industry consensus on a standard process for document management. The document management process consists of document creation, document control and records management. This process description addresses aspects of all three subprocesses, but is primarily focused on document control and records management. Many guidance documents have addressed aspects of the records management process. However, these have not provided the same level of information about the document control process. This process description provides such detail and also addresses the coordination with the records management process. Because new technologies provide electronic access to existing material and electronic processing of new material, the document management processes have undergone extensive evolution. This process description addresses principles in the document management process. For special concepts regarding the electronic management of documents, see Nuclear Information & Records Management Association (NIRMA) Technical Guideline TG15, Management of Electronic Records. The structure of an organization may dictate how these processes are organized within a company. This document is a process description and does not imply how a company may be organized to implement the process. Some organizational variances are as follows: centralized versus decentralized various combinations of document control, records management, and procedure control functions performed by originating groups instead of control groups combinations of nuclear records and corporate records



Whatever approach is taken, the role in developing an integrated software approach for document/records management cannot be underestimated. Often, selection of a software tool will have a major impact on how information management is organized. Appendix A defines the terms used in this document. A selection of both industrywide and diagnostic performance measures is provided in Appendix D. Industrywide performance measures are used for process performance comparison and as comparative analytical tools (plant to plant). Diagnostic measures are intended to be used as analytical tools by process owners when measuring the health of the process (internal use) and when performing self-assessments of the information management processes. The PDG series of documents is for process description guidelines. Each process description guideline reflects the integration of experience gained from operating plants to processes under development for the operation of future standard plants. The "AP" annotation originally stood for "advanced plant"; however, the reference has come to refer to "advanced process." Information management is an enabling process as described in PDG01, Information Management Process Description Guideline, and the Standard Nuclear Performance Model. Appendix I provides a history of the AP-907 series of documents, which are now the PDG series of NIRMA documents.



We describe and label four types of monitoring surveillance, implementation, effectiveness, and ecological effects that are designed to answer very different questions and achieve very different goals. Surveillance monitoring is designed to uncover change in target variables over space and time; implementation monitoring is designed to record whether management actions



were applied as prescribed; effectiveness monitoring is designed to evaluate whether a given management action was effective in meeting a stated management objective; and ecological effects monitoring is designed to uncover unintended ecological consequences of management actions. Public land management agencies have focused heavily on implementation and effectiveness monitoring and very little on the more ecologically oriented surveillance and ecological effects monitoring. Tradeoffs, in the form of unintended ecological consequences, are important to consider in the management of natural resources, yet lack of ecological effects monitoring data has hindered our ability to fully understand these tradeoffs. Our proposed monitoring classification scheme offers practitioners and stakeholders a framework that explicitly identifies the type of monitoring they are conducting. We also suggest that, as a start, the effectiveness and ecological effects of a particular type of management activity can be approached rapidly and relatively inexpensively through use of a chronosequence approach to learning.

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And Evaluation Coordinator. She advises on strategies to improve The capacity of M&E in both Bank and client organizations. Previously she was a Senior Evaluation Officer at the World Bank, Implementing Bankwide improvement initiatives in the area of Results-based monitoring and evaluations. Before joining the World Bank, Ms. Kusek was Director of Performance Planning for the U.S. Secretary of the Interior and Principal Management Advisor to the U.S. Secretary of Energy. Previous work also includes leading the Natural Resource Management Performance Review for former U.S. President Clinton. She has worked in Albania, Egypt, the Kyrgyz Republic, Mozambique, Romania, and Zambia to support the development of national monitoring and evaluation systems. She has Recently published 10 articles in the area of poverty monitoring sys- Tem development and management, and serves on the editorial board Of a U.S. government knowledge and learning journal. Ray C. Rist is a Senior Evaluation Officer in the Operations Evaluation Department of the World Bank. His previous position in The Bank was as Evaluation Advisor and Head of the Evaluation and Scholarship Unit of the World Bank Institute. Prior to coming to the World Bank in 1996, his career included 15 years in the United States government with appointments in both the Executive and

Legislative Branches. He served as a university professor with posi- Tions at Johns Hopkins University, Cornell University, and George Washington University. Dr. Rist was the Senior Fulbright Fellow at The Max Planck Institute in Berlin, Germany, in 1976 and 1977. He Has authored or edited 24 books, written more than 125 articles, And lectured in more than 60 countries. Dr. Rist serves on the edito- Rial boards of nine professional journals and also serves as chair of An international working group that collaborates on research related To evaluation and governance. A well-designed M&E system should describe in detail the following things: Methodology or Processes for collecting and using data Purpose/uses of the data collected Type of data to be collected (both qualitative and quantitative)

Frequency of data collection A good M&E system helps identify promising interventions early so that they can potentially be implemented elsewhere. Having data available about how well a particular project, practice, program, or policy works, it provides useful information for



formulating and justifying budget requests. It also allows judicious allocation of scarce resources to the interventions that will provide the greatest benefit. The key characteristics of an effective M&E system are the following: It measures and reports on outputs that reflect the critical stated strategic objectives of the organization;

It provides clear indicators against which the organization is working, and being measured; and that within the organization, information for the outputs being measured is available and verifiable. A good M&E system identifies the key issues and root of the problems that you want to address It must be cost-effective for the operating unit It must be result oriented The M&E system must itself be monitored and updated regularly It must track and effectively support the policy reform process Provides a user-friendly means of understanding the current status of the relevant policy Provides a rationale for how future performance targets are set It must be computerized It must make the decision making at management level easy and efficient It must determine the appropriateness of the institutional mechanism undertaken An effective M&E System must have ways to report the findings to those who can take action and use the findings for positive change It must identify the responsible persons and the finalize the actions agreed An effective and very good M&E system will be the one which reports its findings in a positive way and as constructive criticism.

References

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