



Engineering & Technology Directorate Newsletter: Issue 14—June 2020

Incase you missed it

- [UK Jobs and careers](#)
- [Latest FCO Services bulletin](#)
- [Employee Assistance Programme](#)
- [Government's updated advice for citizens on staying at home here;](#)
- [Guidance on working from home](#)
- [The Hub—COVID19 page](#)
- If you need to access IT support, you can call the helpdesk on 01908 85 2222 or email helpdesk.faultreports@fco.gov.uk - from a personal email address if you

Our new Travel Risk Management system is now live and training is underway for users taking part in the pilot. [Find out how it can help to keep you safe overseas.](#)

Useful FCOS Links

[The Hub - for all FCO Services guidance, policy & news](#)

[FCO Services Bulletin - catch up on the latest issues](#)

[Health & Safety - guidance & policies to keep our environment a safe one](#)

[IT Cyber Security - how to protect yourself & our organisation](#)

[FCO Services Community - a place to share thoughts & ideas](#)

[FCO Services Website - our external, customer facing website](#)

[FCO Services GLO - our learning management system](#)

[FCO Services Jobs & Careers - available roles & how to apply](#)

[Data Protection - guidance around managing personal data](#)

[Common acronyms and abbreviations](#)

For news content, input, ideas and feedback on this publication please contact Georgia Stacey

Georgia.stacey@fco.gov.uk

Message from George Hickerton

Message from George Hickerton

Dear colleague,
I hope you're all keeping well and have adjusted to our new normal, I hope you also had time to dial into our all staff forum this week and wanted to echo my words that we as the Executive are immensely proud of how resilient everyone has been over the last few months, I'll be taking some annual leave at the end of this month so wont be at the next Town hall (July 1st) but please still send in any questions you have for the SLT to Georgia Stacey by COP Monday 29th June

Remember to keep in touch with each other & stay safe

Take care
George



60 Second interview—

Polly Lewis, Travel Team Leader

How long ago did you join the organisation and why?

I joined in October 2004 after finishing my A-Levels.
I applied under the mass A2 recruitment drive and was offered a job in ICT FMU, Finance. It was a great first job and team, not so great an office for those who remember building 39!!!

What are you most proud of in your life so far?

My son, Joshua

You win the lottery next Saturday, what would you do with the winnings? Pay off our mortgage

Who or what did you want to be as a child?

I wrote endless terrible stories, so an author.

What was the first record you ever bought?

Boyz II Men – End of the Road

What's your guilty pleasure?

MTV's Teen Mom (All versions!)

How would your colleagues describe you?

Cheerful and approachable with an elephant memory

What five objects that you own describe you as a person?

Sunglasses, Arsenal season ticket, Book mark, Family photos and Gardening gloves

If you could be an animal, what would you be and why?

A Robin – They're cheerful, remind you of Christmas and make you feel a lost loved one is near.

Tell me a joke?

What's a pirate's favourite sport? Arrr...chery!

Pulse Survey

Feeding into the FCO's Big Conversation, the [FCO Services Pulse Survey](#) is now live, anonymous, takes a round 10 minutes to complete and runs **Friday 26 June**. Survey responses will help us to understand how our staff are feeling, how you are working and what more we can do to support you and keep you informed.

VIRTUAL LEARNING VIA MICROSOFT TEAMS

We have the following new Microsoft Teams virtual learning sessions available to book via FCOS GLO. If virtual learning is new to you, please do not think you will simply be sat at your laptop and talked at, these sessions will be as interactive as absolutely possible. Discuss with your manager, list it on your PDP and enrol today!

HEALTH & SAFETY COURSES NOW RUN VIRTUALLY VIA TEAMS:

[Thursday the 28th of June 14:00 to 17:00](#). This training for asbestos awareness is aimed at providing delegates with information needed to avoid work which may disturb asbestos within their normal working practices, or which could disturb the fabric of a building/item, which may contain asbestos.

Asbestos awareness covers the properties of asbestos and effects on health, types of asbestos and asbestos materials in buildings and procedures to action in an emergency when an uncontrolled release of asbestos dust occurs in a work environment. Plus how to best avoid the risk of exposure to asbestos in the first place.

HEALTH & SAFETY ELEARING AVAILABLE ON GLO

[Working from Home Learning - Health & Safety](#)

13 different courses have been carefully selected by the Health & Safety team to give the learner a good understanding on a range of topics. These courses are designed to be completed anywhere and will run on most devices. The eLearning content is supplied by iHascoco and contains videos. If you find that they do not load on Firecrest. Please view on any other device.

Learning and Development

Why not use this time to do some training and regularly keeping up to date with suitable Learning opportunities on [Bulletin](#) and [The Hub](#).

If you have not already done so, please complete the mandatory [Equality & Diversity e-learning](#) course on [FCOS GLO](#).

Key messages about return to work

The safety of staff is paramount and our default is to work from home wherever possible, to protect ourselves and each other.

Staff in the UK should only come into KCS or Hanslope Park to either perform a critical task that can't be done from home or for wellbeing issues, and this requires Executive Director approval and risk assessments to be in place ([see guidance for site attendance](#)).

Capacity on UK sites is greatly reduced, due to the need to social distance and to keep people safe. whilst we anticipate (with landlord permission) a small increase in onsite working across the summer, this will be extremely limited.

This newly published [workplace article](#) explains more and there is a range of [COVID-19 related guidance](#) on The Hub to help you work comfortably and safely from home.

Please do send any feedback that you'd like to share to the [Corporate Communications](#) mailbox and we will ensure that it reaches Silver Command and the FCO Services Executive where necessary.

Transition Command

Transition Command is now operational and all work requests should pass through the transition checkpoint before work can commence. You will find [full details about the transition process on The Hub](#). The new process has been put in place to ensure due diligence is followed – to keep people safe and to allow the right activities to take place at the right time. This will help us to return to full operations as quickly as possible. For more information, contact the Transition Command mailbox: FCOServices.TC@fco.gov.uk.

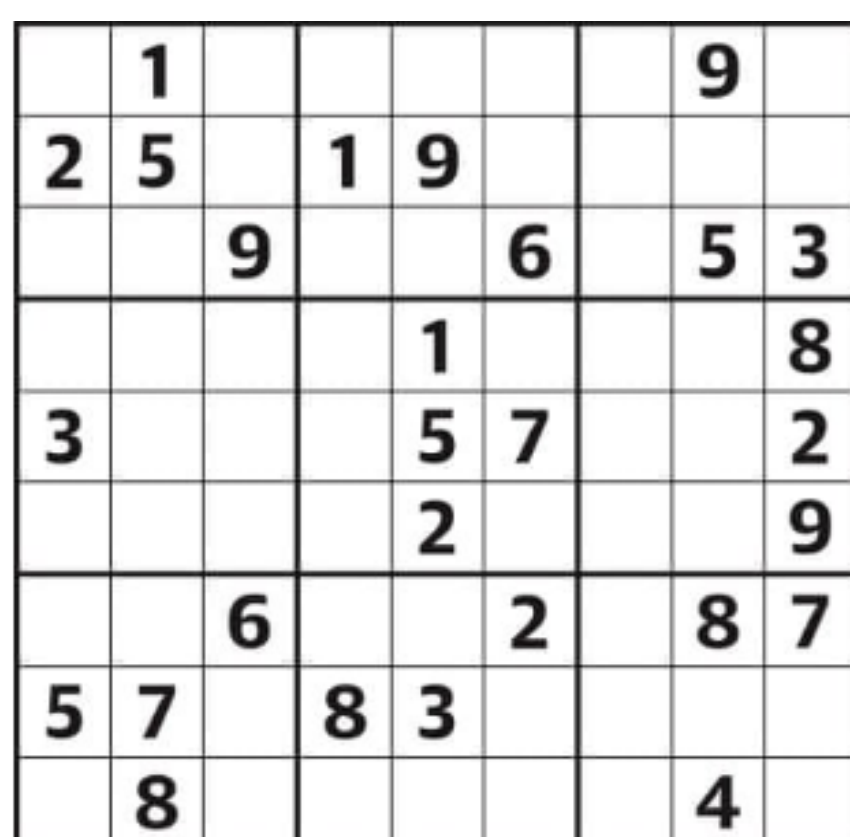
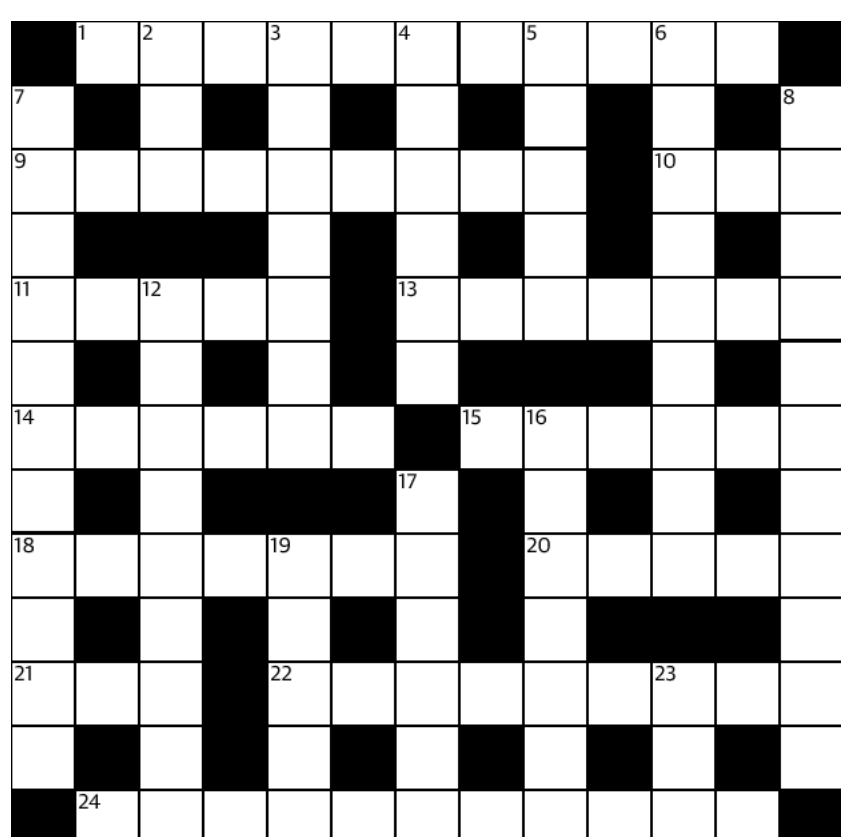
Futures Team news

Don't forget to submit your innovation ideas! They can be as weird and wonderful as you want. We've had some brilliant ideas so far, ranging from; an SCR with high velocity air as its walls, to a thermal image kit for a smart phone. It could be a product you've seen before that you think we should produce/sell, or a brand new idea – send them all to Louise Kirlew.

Get in touch — key contacts
<p>Jo Moore Assistant Director, Health and Safety, Quality and Environment</p> <p>FCOS.HealthandSafetyDept@fco.gov.uk FCOServices.QMSTeam@fco.gov.uk +44 (0)1908 745407 807 1407</p>
<p>Paul Harrison Head of Security</p> <p>FCOServices.CorporateSecurity@fco.gov.uk +44 (0)207 008 1390 807 1390</p>
<p>Wendy Cheshire Head of Innovation</p> <p>Wendy.Cheshire@fco.gov.uk +44 (0)7500 551107 807 6742</p>
<p>Jeremy Colburn Head of Product Development</p> <p>Jeremy.Colburn@fco.gov.uk +44 (0)7824 301644 807 5824</p>
<p>Stuart Clarke Chief Information Security Officer</p> <p>FCOServicesCyberSecurityCISO@fco.gov.uk +44 (0)1908 290537 807 4357</p>
<p>Wendy Greig Business Continuity Manager</p> <p>Wendy.Greig@fco.gov.uk</p>
<p>Richard Jones Head of Professional Services Centre</p> <p>Richard.Jones5@fco.gov.uk +44 (0)1908 290504 807 4504 +44 7341 867496</p>
<p>Steven Spittle Deputy Head of Professional Services Centre</p> <p>Steven.Spittle@fco.gov.uk +44 (0)7887 831 894</p>
<p>Joanne Toms Head of Technical Services Centre</p> <p>Joanne.Toms@fco.gov.uk +44 (0)1908 515774 807 5774</p>
<p>Richard McColm Senior Personnel Development & Resourcing Manager</p> <p>Richard.McColm@fco.gov.uk +44 (0)1908 852638 807 2638</p>




“We're here to design, build and manage success for our Customers”. George Hickerton Director of



Across

- 1 Flying trumpeter (6,5)
- 9 Mesmerising person (9)
- 10 Chest supporter (3)
- 11 Overweening (5)
- 13 Turtle, for example (7)
- 14 Was jealous of (6)
- 15 Detachable spacecraft unit (6)
- 18 Spoilsport (7)
- 20 Stick passed in relay races (5)
- 21 Epoch (3)
- 22 Washed up pieces of tree (9)
- 24 Character (11)

Down

- 2 Software program (3)
- 3 Assistant to a priest (7)
- 4 Beehive collection (6)
- 5 Immediately available (2,3)
- 6 Nickname (9)
- 7 Dish of fried cutlets in breadcrumbs (from Ukraine?) (7,4)
- 8 Name of NASA's Florida site from 1963 to 1973 (4,7)
- 12 Procession of riders (9)
- 16 Going round (7)
- 17 From Damascus? (6)
- 19 Disloyal person (5)
- 23 Heading back to the pavilion? (3)

Th@nks scheme

Don't forget to make use of the th@nks award scheme

The Th@nks scheme was set up to help all of us recognise and reward our colleagues, inside and outside of our line management chain.

Th@nks Voucher – you can be recommended to receive a voucher by someone within or outside of your line management chain. The maximum spend on vouchers per person each year is £150. One single voucher award must not exceed £75 and vouchers are non taxable.

Th@nks Cash – you can be recommended for cash awards from within your line management chain. The value of an individual cash award can range between £200 and £2,000. For team awards, the maximum each individual can receive is £1,500. Awards exceeding £1,000 require HR Director approval. See the Th@nks [policy](#) for more guidance on how this is paid. [recommendation form](#)

Production News

Thank you to all those within the Production team that have been working hard to ensure critical activities continue whilst working with ongoing restrictions. Everyone has shown great flexibility and commitment during this time. In particular special thanks goes to:

- David Broome** – Contribution to the HP38 Data Centre upgrade project.
- Stephen Hawkins** – Manufacturing packing crates for Logistics & the 'Desk Screen' prototype.
- Adrian Gibson & Paul Dowsett** – Completion of the manufacturing/QA/packing for the Brussels SCR for ongoing EU Trade Talks.
- Julian Reynolds & Alkesh Odedra (TSC)** – Numerous DRR radio vehicle installations and configuration / programming of radio orders.
- Thomas Finlay** – Secure auditable storage for ROSA laptops & HP18 upgrades/enhancements.

The replacement of the wood workshop LEV (Local Exhaust Ventilation) system in HP15 is scheduled to commence w/c 22nd June for 10 days. During this time packing crates for despatch are unable to be manufactured. Unclassified / confidential despatch have had advance notice of this and there are external suppliers available that will manufacture bespoke packing crates if required during this time. A local exhaust ventilation (LEV) system is: an engineering control system to reduce exposures to airborne contaminants such as dust, mist, fume, vapour or gas in the workplace.

Useful Contacts:

- GAL: FCO Services - Production (Sensitive) FCOServicesProduction@fco.gov.uk
- GAL: FCO Services - Locksmiths (Sensitive) FCOServices-Locksmiths@fco.gov.uk

Corporate Security update

Since the start of the lockdown, most of us have had to adapt quickly to a new normal and set up an office in our home. The organisation has also had to adapt, and as a result the FCO has relaxed its rules on using some personal peripherals to cater for our needs. The use of personal printers is currently being considered and we are gathering information on the business need to do so.

If you feel that printing is a CRITICAL business requirement for your work and would like to permission to use your personal printer or have one purchased for you, then individuals or teams must email a business case to the [Corporate Security Team mailbox](#) and state a) your details including which team you work in, and b) justify your critical need to print. The Corporate Security Team will collate these requests and submit a combined request to ICSU and KTD for their consideration to relax the current stance. Please submit your business cases to the Corporate Security Team by cop 10 July

Don't forget if you have any security issues, please do contact the [Corporate Security team](#), read the [security guidance on The Hub](#), as well as look the [top security tips when working from home](#).

UK-based staff: Expiring passes

If your pass has expired or is due to expire imminently you should submit an **application** for a replacement pass but only if you plan to return to the FCO in July or August. If you have no requirement to return to the office, please do not apply for a pass until you need to. If your pass is still valid, it will continue to work at all FCO sites regardless of how long it has been unused. Queries about passes should continue to be directed to [FCO Reception mailbox](#). General security related queries should be directed to [Security Direct](#).

Useful FCOS Links

[The Hub](#) - for all FCO Services guidance, policy & news

[FCO Services Bulletin](#) - catch up on the latest issues

[Health & Safety](#) - guidance & policies to keep our environment a safe one

[IT Cyber Security](#) - how to protect yourself & our organisation

[FCO Services Community](#) - a place to share thoughts & ideas

[FCO Services Website](#) - our external, customer facing website

[FCO Services GLO](#) - our learning management system

[FCO Services Jobs & Careers](#) - available roles & how to apply

[Data Protection](#) - guidance around managing personal data

[Common acronyms and abbreviations](#)

For news content, input, ideas and feedback on this publication please contact Georgia Stacey

Georgia.stacey@fco.gov.uk



"We're here to design, build and manage success for our Customers". George Hickerton Director of Engineering & Technology Directorate (ETD)



REMINDER—Overhead Codes

V2.2 - 200420

ETD OPS - TSC & PSC [Overhead Project Structure & Overhead Task Code Guidance]

OH001	OH002	OH003	OH004	OH005	OH006	OH007
<ul style="list-style-type: none"> • Team Meetings. • Town Halls. • iTime Completion • Overhead expenses completion • Dept strategy meetings • HR related meetings. • Recruitment activities • Appraisal Activities (PDRs/MTRS) • Monthly non-billable project MI/BI collation • X matrix work • 121 meetings • Leap associated meetings / events. • Process Improvements. 	<ul style="list-style-type: none"> • SOIL • TOIL • Bereavement • Funerals • Medical appointments • Paternity • Parental • Reserved Forces • Special Leave approved by Line Mgr 	<ul style="list-style-type: none"> • Annual Leave • Bank Holiday • Priv Day / Queens Birthday BH 	<ul style="list-style-type: none"> • Illness 	<ul style="list-style-type: none"> • On the Bench 	<ul style="list-style-type: none"> • External training • Internal Training • Glo Training • GDPR refresher • Bus Continuity refresher • Any online training 	<ul style="list-style-type: none"> • Awaydays • Corporate Events • Corporate Lectures • BBQs / Xmas parties • Coffee Roulette • Special events attended during special weeks such as Customer Services week, Security Awareness week etc • IT system downtime

Paying Foreign Suppliers

From 30 June, BUSS will be implementing a weekly payment run to foreign suppliers every Tuesday. All foreign invoices received and validated (i.e. not on hold) by 9am on Tuesdays will be processed for payment. Please allow up to 48 hours for payment to clear to the supplier.

N.B. foreign suppliers are those who are paid in a currency other than Sterling (GBP), or who are paid in Sterling to a bank account overseas.

We hope this change provides clarity on deadlines for invoice submission, and allows you to set expectations with foreign suppliers for when they can receive payment.

The frequency of this payment run will be reviewed after an initial embedding period, with the option to move to a twice weekly payment run if required.

Should you have any queries, please contact FCOS.AP@fco.gov.uk.

Congratulations to....

Helen Hookway who has been appointed as Head of Architecture & Interior Design. Chris Donnachie will be moving to a senior architect role within the team. Chris has decided to make this change to enable him to get more involved in project work. We'd like to thank Chris for all the hard work he has done in leading the team over the last three years, particularly in developing the skillsets within the team and for improving the profile of the architecture service that PSC delivers. This has resulted in an increased number and range of commissions for the team over his time as team leader. Helen will be working closely with Chris and the other architects to gather their ideas and formulate a road map for continuing to deliver improvements in our architecture practice. Please join the PSC in welcoming Helen and Chris into their changed roles.

Akua Agyeman who was rewarded with a Senior Information Risk Officer (SIRO) Award for enabling efficient ways of managing information across platforms.

New Starters

A warm welcome to Adam MacDonald who joined FCO Services on June 4th, and will work as a Professional Services Support Officer (PSSO) within the PSC. Adam joins from the private sector, where he had been employed by specialist welding & fabrication companies on international & UK based projects in the industry areas of oil & gas, civil infrastructure and pipelines. Adam had latterly supported Project Management departments in his previous role, and prior to this trained as a modern apprentice Proposals Engineer which focussed on the pricing and tendering of new projects, and during this time he gained a HNC in Quantity Surveying. Adam will be working within the project management team based at KCS, supporting a range of projects and programmes.

Useful FCOS Links

[The Hub](#) - for all FCO Services guidance, policy & news

[FCO Services Bulletin](#) - catch up on the latest issues

[Health & Safety](#) - guidance & policies to keep our environment a safe one

[IT Cyber Security](#) - how to protect yourself & our organisation

[FCO Services Community](#) - a place to share thoughts & ideas

[FCO Services Website](#) - our external, customer facing website

[FCO Services GLO](#) - our learning management system

[FCO Services Jobs & Careers](#) - available roles & how to apply

[Data Protection](#) - guidance around managing personal data

[Common acronyms and abbreviations](#)

For news content, input, ideas and feedback on this publication please contact Georgia Stacey

Georgia.stacey@fco.gov.uk



FCO SERVICES



"We're here to design, build and manage success for our Customers". George Hickerton Director of Engineering & Technology Directorate (ETD)