
Modelling and Decision Support Framework (MDSF)

**MDSF Training
August 2004**

1 The MDSF

The MDSF consists of:

- MDSF Procedures, which describe the MDSF and how it should be used.
- MDSF Software
 - Customised GIS based on ArcView
 - Appraisal tools
- Software User Guide

The MDSF is supplied on a CD which contains:

- The MDSF software
- Software User Guide
- MDSF Procedures
- Hydrology spreadsheets.

The MDSF is intended for application to Environment Agency work including Catchment Flood Management Plans (CFMPs) and Strategy Plans.

Training is provided by HR Wallingford in association with Halcrow.

2 Training options

The training options available for the MDSF are as follows:

a) Overview of the MDSF for new users

This training course normally lasts half a day and is carried out on site, either at Agency or Consultant offices. It is intended to explain the MDSF to new users. It does not include any software training.

This training is intended for teams who are starting to use the MDSF for the first time, and should be carried out near the beginning of the relevant project. It is recommended that the whole project team including Agency and Consultant staff attend the training.

The trainer is available for the whole day to provide time to discuss queries, for example how the MDSF could be applied to particular projects. The trainer will provide a short report to the MDSF Support Team on the project(s) to which the MDSF is to be applied. This will assist the Support Team when responding to support requests.

b) On-site training of new users in the use of the MDSF Software

This training normally lasts one day and is intended to assist new users when applying the MDSF for the first time. The training should take place when the new user has assembled the data sets required for the MDSF, and has run (or tried to run) the MDSF.

This 'hands-on' training is intended to help the user overcome any difficulties encountered either with the MDSF or the input data being used. It is carried out at the offices of the User using the User's computer.

c) Formal training of groups of new users in the MDSF

This is a formal training course which provides an overview of the MDSF and normally lasts one day. It is intended for groups of new users. The course does not include software training.

The course will include an overview of the MDSF and, in addition, will cover a number of items to be discussed by the participants. These may include data management or application of the MDSF to particular projects. In the past, this type of course has been helpful for groups of Agency staff who are involved in using the MDSF for the first time.

This training is provided for groups of up to 20 people. It can either take place at Wallingford or in the offices of the Agency or Consultants.

d) Formal training of groups of new users in the use of the MDSF Software

This is a formal training course in the use of the software and normally lasts two days. It is intended for groups of new users.

HR Wallingford can provide data sets for use in the training if required. However, wherever possible this training is carried out using data provided by the users so that the training is directly relevant to the needs of individual users. Whilst all reasonable endeavours will be made to incorporate the User's data into the training, no responsibility will be taken by HR Wallingford for problems arising from the use of the data.

This training is provided for groups of up to 10 people. It can either take place at Wallingford or in the offices of the Agency or Consultants. HR Wallingford will provide computers with the MDSF software mounted for this training course.

e) Other options

Other training could be provided on request, including:

- The modelling needed to provide water levels for use by the MDSF for different applications at different scales, for example CFMPs, SMPs, Strategy Plans, etc.
- Use of the MDSF for policy and strategy appraisal.
- Use of the MDSF for Catchment Flood Management Planning
- Use of the MDSF for Shoreline Management Planning

3 Data and facilities

Where training is undertaken at the Client's offices, the Client is requested to provide:

- Dedicated training room.
- Flip chart or a wipe board.
- Directions and recommended accommodation.

4 Costs

Costs for the training are as follows:

- One training session for option 2(a) (Overview of the MDSF for new users) is provided free-of-charge to new users.
- One training session for option 2(b) (On-site training of new users in the use of the MDSF Software) is provided free-of-charge to new users. If additional days of on-site support/training are required, this will be charged at a rate of £600 per day plus expenses.

- The cost for training option 2(c) is £3,000 (maximum 20 persons) for training courses in Wallingford. Travel and subsistence expenses will be charged in addition for courses presented elsewhere.
- The cost for training option 2(d) is £5,750 (maximum 10 persons) for training courses in Wallingford. Travel and subsistence expenses will be charged in addition for courses presented elsewhere.
- Quotations for other options under Item 2(e) will be provided on request.

All costs exclude VAT. The costs for courses at Wallingford do not include overnight accommodation and subsistence for participants.

HR Wallingford reserves the right to charge a cancellation fee in the event that the training is cancelled by the Client within two weeks of the agreed training dates.

5 More information

More information on the MDSF can be found on the MDSF website, www.mdsf.co.uk. Specific requests for further information should be emailed to support@mdsf.co.uk.

The Environment Agency Project Manager for the MDSF is Karl Jeans.

The Project Manager for the HR Wallingford/Halcrow MDSF Support Team is David Ramsbottom at HR Wallingford.