

53. Original Proposals of Value from Workmen. Monetary Awards for.—To encourage amongst workmen in H.M. Naval Establishments at home the formulating of ideas for the benefit of H.M. Service, monetary awards may be made for original proposals of value tending to increase efficiency and economy of production, &c.

2. Services for which Awards are intended.—The following list shows the nature of the proposals, &c. for which the awards are intended :—

(a) Suggestions tending to greater economy or increased production.

(b) New designs of tools or improvements in existing tools.

(c) New designs of machines or improvements in existing machines.

(d) Alterations in methods of manufacture, or re-arrangement of existing methods of manufacture.

(e) Savings of waste material.

(f) Means of utilising cheaper forms of material.

(g) Prevention of accidents.

3. Suggestions dealing with the designs of guns and other warlike fittings and stores which are carried by H.M. Ships will not be dealt with under this scheme, but must be separately submitted through the Principal Officer of the Department to the Superintendent and transmitted to the Admiralty on Form D. 51.

4. Awards Committee.—Proposals of the nature referred to in para. 2 will be considered by a Committee consisting of the Principal Professional Officers and a Secretary to be nominated by the Superintendent. When suggestions affecting either the Naval Armament, Victualling, or Fuelling Establishments are under consideration, an Officer from the Establishment concerned will join the Committee.

5. Procedure to be observed in making Proposals.—The procedure will be as follows :—

(a) Suggestions, which will only be received from workmen, must be clearly described in writing or by sketch, and accompanied by a separate letter, signed and dated, and bearing the number and rating of the author. The Committee will also consider suggestions made by several individuals in collaboration. All such communications, which will be immediately acknowledged on receipt, should be sent by post and addressed to :—The Secretary of the Awards Committee, Superintendent's Office, H.M. Dockyard.

(b) Suggestions, after receipt by post, will be registered and numbered, and each dealt with as a numbered suggestion without the identity of the originator being disclosed other than to the Secretary.

(c) On the recommendation of the Committee, the Superintendent may make an award of not less than 1*l.* to any man, but the total award in any one instance is not to exceed 15*l.*

(d) If, in the opinion of the Committee, a suggestion is deserving of a higher grant than 15*l.*, the Superintendent may, on their recommendation, refer the matter to the Admiralty for consideration with the view of a further award being made, if thought desirable. Should the Committee consider the invention worthy of protection by patent, they may report accordingly. It rests, however, with the workman making a suggestion to the Awards Committee, to apply to the Admiralty through his superior Officer for permission to patent an invention, if he so desires, under existing regulations, but the workman should also inform the Committee, and the latter should report their views to the Admiralty through the Superintendent. An invention which it is desired to patent need not, of necessity, be submitted to the Awards Committee also.

(e) As the total amount that may be distributed as awards in any one year is limited, the Committee would not be able to recommend further awards should that total be reached. In such circumstances, proposals should be submitted to the Admiralty, together with any recommendations the Committee may think fit to make.

6. The Committee will meet once a month, assuming there are suggestions to be dealt with, and will then arrange for taking such evidence as is considered necessary. Decisions will be communicated to the originator or originators of suggestions at the earliest possible date.

7. **Action to ensure that two Awards are not made for same Suggestion.**—Immediately after the meeting of the Committee, hektographed lists of the suggestions are to be forwarded to the Admiralty and to each of the other Home Dockyards for information to ensure as far as practicable that two awards are not made for the same suggestion. Suggestions which it is considered should be kept confidential, or are considered of sufficient value to be worth protection by patent, should not be included in this list, but should be reported to the Admiralty separately, immediately they arise.

8. **Brief Particulars of Award to be published.**—When an award is made, a brief statement of the nature of the suggestion, together with the name and rating of the recipient and the amount of the award, is to be posted in conspicuous places in the Dockyard. The amount of the award is, however, not to be published if the person making the suggestion expresses a desire to that effect.

9. **Suggestions of value to be forwarded to other Dockyards.**—Full descriptions of all suggestions of value dealt with by the Committee should be forwarded, with sketches as necessary, to the other Dockyards in order that the suggestions may be utilised if considered desirable and advantageous.