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**NUCLEAR ENERGY AGENCY  
COMMITTEE ON NUCLEAR REGULATORY ACTIVITIES**

**NEA/CNRA/R(2011)2  
Unclassified**

**OPERATING PLAN AND GUIDELINES (2011 – 2016)**

*Updates and Replaces NEA/CNRA/R(2008)1 and NEA/CNRA/R(2008)2*

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## NUCLEAR ENERGY AGENCY

The OECD Nuclear Energy Agency (NEA) was established on 1<sup>st</sup> February 1958 under the name of the OEEC European Nuclear Energy Agency. It received its present designation on 20<sup>th</sup> April 1972, when Japan became its first non-European full member. NEA membership today consists of 29 OECD member countries: Australia, Austria, Belgium, Canada, the Czech Republic, Denmark, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Japan, Korea, Luxembourg, Mexico, the Netherlands, Norway, Poland, Portugal, the Slovak Republic, Spain, Sweden, Switzerland, Turkey, the United Kingdom and the United States. The European Commission also takes part in the work of the Agency.

The mission of the NEA is:

- to assist its member countries in maintaining and further developing, through international co-operation, the scientific, technological and legal bases required for a safe, environmentally friendly and economical use of nuclear energy for peaceful purposes, as well as
- to provide authoritative assessments and to forge common understandings on key issues, as input to government decisions on nuclear energy policy and to broader OECD policy analyses in areas such as energy and sustainable development.

Specific areas of competence of the NEA include safety and regulation of nuclear activities, radioactive waste management, radiological protection, nuclear science, economic and technical analyses of the nuclear fuel cycle, nuclear law and liability, and public information.

The NEA Data Bank provides nuclear data and computer program services for participating countries. In these and related tasks, the NEA works in close collaboration with the International Atomic Energy Agency in Vienna, with which it has a Co-operation Agreement, as well as with other international organisations in the nuclear field.

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## FOREWORD

The Committee on Nuclear Regulatory Activities (CNRA) of the OECD Nuclear Energy Agency (NEA) is an international committee made up primarily of senior nuclear regulators. It was established in 1989 as a forum for the exchange of information and experience among regulatory organisations and for the review of developments which could affect regulatory requirements. The Committee is responsible for the programme of the NEA, concerning the regulation, licensing and inspection of nuclear installations. In particular, the Committee reviews current practices and operating experience.

The Joint CSNI/CNRA Strategic Plan states that:

The Operating Plan for each committee aligns with the Joint CNRA/ CSNI Strategic Plan. The Committee's Operating Plans describes each Committee's organisation, priorities, and operating procedures to be used in fulfilling their mandates. In more detail their committee's organisation, planned activities, priorities, and operating procedures to be used in fulfilling their mandates in accordance with this strategic plan. Specific attention will be given to ensure that cross-cutting issues are satisfactorily dealt with.

This report represents such an operating plan. The intention is that it should fit onto a new third rung on the ladder representing the hierarchy of documents that govern the work of CNRA. At the top of this hierarchy is the Strategic Plan of the NEA<sup>1</sup>; immediately below that is the Joint CSNI/CNRA Strategic Plan<sup>2</sup>; followed by the new operating plan and the guidelines for methods of work. This plan sets the basis for establishing the current CNRA Programme of Work.

Since the issuance of the last plan in 2007 there has been a significant shift and many member countries are now constructing new facilities or in the process of legislative or technical processing for new licenses. This comes along in an atmosphere in which current operating plants requesting power uprates, extended licenses, and substantial activity in new licensing and new construction. It is clear that all these activities require similar attention from the regulators and operators, and the responsibilities inside the regulatory body must be organised to handle them adequately.

The CNRA agreed on the need to update this plan and the associated programme of work elements in consideration of the new NEA Strategic Plan and Joint CNRA/CSNI Strategic Plan. In performing its work, the Committee decided that the report structure should align with CSNI, to the extent practical, additionally it should address issues in relation to the main objectives and challenges identified in the NEA and Joint CSNI/CNRA Strategic Plans. The Operating Plan was approved in December 2010.



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## 1. INTRODUCTION

### 1.1 Background

The Committee on Nuclear Regulatory Activities (CNRA) and the Committee on the Safety of Nuclear Installations (CSNI) are two of the Nuclear Energy Agency's (NEA's) standing technical committees. These Committees have the joint responsibility for the NEA strategic arena, "Nuclear Safety and Regulation." The Strategic Plan of the NEA for 2011-2016<sup>1</sup> states that the role of each standing technical committee is to carry out efficiently the NEA Programme of Work in their strategic arena, and to develop the basic strengths of the Agency as a key international instrument of co-operation. As a result, and in line with this plan, the CNRA, along with the CSNI, developed a Joint Strategic Plan<sup>2</sup>, intended to:

- ensure appropriate alignment of the Committees' mission and objectives with the NEA Strategic Plan;
- identify the main challenges for nuclear safety in the next five years, and outline the focus areas to properly respond to those challenges;
- ensure appropriate consistency of the objectives, roles and responsibilities of the two committees so as to optimise the use of committee resources in achieving strategic goals;
- promote good communication and co-operation between the two committees; and
- establish guidelines and working methods that facilitate effective and efficient interaction between the committees, and with other external bodies.

As decided by the CNRA at the June 2010 meeting, this update was performed in conjunction with the new NEA Strategic Plan. The goals of the update were as follows:

- align the CNRA Operating Plan with the new NEA SP and JSP;
- include modifications and guidance for the working groups based on the CNRA's assessment of the Programme of Work (PoW) for each group;
- merge CNRA Operating Plan and Operating Guidelines into one document;
- include other programmatic improvements undertaken since the document was last updated; and
- harmonise, to the extent practical the format, content and structure of the Operating Plans of the CNRA and CSNI.

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<sup>1</sup> The Strategic Plan of the Nuclear Energy Agency, 2011-2016, OECD, ISBN 978-92-64-99135-4.

<sup>2</sup> Joint CSNI/CNRA Strategic Plan, NEA/CNRA/R(2011)1.

## **1.2 Purpose of this report**

The Joint CSNI/CNRA Strategic Plan states, the Committees' Operating Plans describe each Committee's organisation, priorities and operating procedures to be used in fulfilling their mandates. The Operating Plans will reflect the guidance given in the Joint Strategic Plan and incorporate objectives, schedules, and mandates for working group. Specific attention will be given to ensure that cross-cutting issues are dealt with satisfactorily.

This Operating Plan combines the CNRA Operating Plan and Operating Guidelines. With the new strategic plan, one goal of this operating plan update was to align, to the extent practical, with the CSNI Operating Plan. While each Committee has separate organisations and must be responsive to those needs, it was agreed that the co-ordination of the Operating Plan on common processes and procedures would increase efficiency of the Committees.



## 2. CNRA STRATEGIC FACTORS

### 2.1 Mandate

The responsibility for the Committee on Nuclear Regulatory Activities (CNRA) stems from the mission statement, general objectives and goals of the Nuclear Energy Agency (NEA). In the Strategic Plan of the NEA 2011- 2016, the Nuclear Safety and Regulation sector is the first of its “strategic arenas” identified by NEA, the goal in this sector being:

*“To assist member countries in their efforts to ensure high standards of safety in the use of nuclear energy, by supporting the development of effective and efficient regulation and oversight of nuclear installations and activities, and by helping to maintain and advance the scientific and technological knowledge base.”*

In alignment with the NEA Strategic Plan 2011 – 2016, the NEA Steering Committee approved the mandate of the CNRA (see Appendix A for the full mandate). In part, the mandate states that:

“The Committee on Nuclear Regulatory Activities (CNRA) shall be responsible for the programme of the Agency concerning the regulation, licensing and inspection of nuclear installations with regard to safety. The Committee shall constitute a forum for the effective exchange of safety-relevant information and experience among regulatory organisations.”

### 2.2 Mission

As stated in the Joint CSNI/CNRA Strategic Plan, given their common interest in nuclear safety, the following mission statement applies to both CNRA and CSNI:

*“The mission of CNRA and CSNI is to assist member countries in ensuring adequate safety of existing and future nuclear installations in their respective territories, through maintaining and further developing the knowledge, competence and infrastructure needed to regulate and support the complete life cycle, including the design, construction, operation, decommission and waste management of nuclear reactors, fuel cycle facilities, and other nuclear installations.*

*Both Committees will strive for continually improving the effectiveness and harmonisation of regulatory practices and for facilitating consensus through joint undertakings and shared expertise.”*

Additionally in the Joint CNRA/CSNI Strategic Plan, the Committees agreed:

“In light of the number of countries seeking to expand or introduce nuclear power, the Committees may also interact with non-member countries where appropriate, within the boundaries set by the Agency’s policy orientation and promote the use of CNRA and CSNI products.”

The fundamental interest of both CNRA and CSNI is nuclear safety. This includes safety related to nuclear power plants and fuel cycle facility designs, including the construction and operation throughout their life cycle (i.e., initial start-up, full power, shutdown, refuelling and decommissioning). Safety of the public and facility operating staff are both of concern. The CNRA and CSNI assist the member state safety regulators by conducting non-promotional activities that strive to secure high standards of safety in the use of nuclear energy.

Within the nuclear safety arena, the focus of CNRA activities is related to the effective and efficient regulation of NPPs and fuel cycle facilities. The focus of CSNI activities is to provide the technical basis to support nuclear safety developments and regulatory activities by addressing identified issues with research programmes if deemed necessary.

### **2.3 Vision**

*The vision of the CNRA and CSNI is to sustain excellence  
in the safety and regulation  
of existing and future nuclear installations.*

### 3. COMMITTEE STRUCTURE AND RESPONSIBILITIES

#### 3.1 Structure of the CNRA

The CNRA consists of the main Committee comprised of senior representatives of the national nuclear regulatory authorities of the NEA Member countries and observers from non-member countries (as per the direction of the NEA Steering Committee) and from relevant international organisations. The CNRA organisation consists of a several working groups (Inspection Practices, Operating Experience, Public Communication, and Regulation of New Reactors) and task groups to prepare reports, presentations and discussions at committee meetings and workshops.

The membership of the CNRA shall be comprised of senior representatives of the national nuclear regulatory authorities of the NEA Member countries and observers from non-member countries (as per the direction of the NEA Steering Committee) and from relevant international organisations. Delegates selected by their national organisations shall have adequate authority to commit resources to fulfil the programme of work.

#### 3.2 The Committee

The CNRA shall be responsible for the program of the Agency (NEA) concerning the regulation, licensing and inspection of nuclear installations with regard to safety (See Appendix A, CNRA Mandate).

The CNRA shall:

- Meet twice a year, with meetings held around early December and early June. The Committee should continue to devote part of its June meeting each year to the in-depth treatment of elected topics of high regulatory interest. Such meetings may take various forms e.g., special issues meetings, high level fora or workshops.
- Review, assess and approve the annual programme of work performed by the Committee.
- Provide the NEA Steering Committee with periodic, comprehensive and balanced overviews of safety regulation issues, and how they are addressed by the various NEA committees, thereby ensuring that cross-cutting regulatory issues are properly dealt with through improved co-operation between the committees concerned.
- Ensure that there is enough flexibility in the programme of work to address urgent regulatory safety issues that may emerge, e.g. being raised as the result of incidents or accidents.
- Ensure that Committee and Working Group meetings, workshops, task forces and publications, are planned and run from the user's perspective, in order to produce the most useful output. To ensure successful application of such a user perspective, the CNRA should perform regular assessments of the usefulness of the CNRA output to member organisations, not least with respect to added-value to safety.

- Retain a Bureau to guide the Committee in its programme of work. The Bureau will consist of the Chairman, two Vice-Chairs and four Bureau members distributed among the member countries considering the various regions, nuclear capacities, size and expertise. The Chair, Vice-Chairs and Bureau members will be elected by the Committee and serve three year terms.
- Create and maintain working groups as forum of discussion and for the exchange of information in specific areas of nuclear safety regulation. The CNRA will approve the mandate for each group at two year intervals and will regularly review and approve its programme of work annually.
- Create and maintain senior level task groups made up primarily of CNRA members and other senior level regulators for specific issues in terms of expected useful output and with specific time limits. Where appropriate, such task forces should include expertise from other parts of the NEA, notably the CSNI network, and also from industry.
- Organise fora, conferences, and workshops to address current and future nuclear regulatory challenges, urgent issues that may emerge, etc., having close regard to the schedules of meetings convened by other organisations on similar dates and/or topics.
- Strive for enhanced co-operation, co-ordination and communication amongst NEA's other standing technical committees, as necessary, to clarify priorities and required products, and to address cross-cutting regulatory issues in a timely way. In particular, interaction with CSNI should be further improved, to ensure the timely input to the CNRA of CSNI expertise, both in a shorter and longer time perspective.

### **3.3 Committee Delegates**

CNRA delegates shall be based on nominations received by the NEA Secretariat from each member country. Delegates in CNRA subgroups (e.g., working groups, senior level expert groups, organising committees) shall be based on nominations received by the NEA Secretariat from the respective CNRA member(s) in each member country.

CNRA observers<sup>3</sup> shall be selected as described above by either the national regulatory organisation for a country or by the appropriate designated individual for international organisations.

The following items should be considered relating to membership:

- When delegate changes are being contemplated by a country (for the CNRA, the Working Groups, etc.), the CNRA members should consider having an orderly turnover (e.g. the retiring and new members would both attend a meeting together prior to the changeover).
- For short term tasks (e.g., senior level task groups), it is important to have clear and consistent membership from the beginning to the end. Changes have been seen to cause inefficiency, in that new members are not always up-to-date on decisions that were made previously.

### **3.4 CNRA Chairman**

The Chairman of CNRA will preside over CNRA meetings, make presentations on the programme of work to the NEA Steering Committee (as required), represent the Committee at the annual meeting of NEA

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<sup>3</sup> NEA Observer countries may appoint delegates to the Working Groups. Unless provided for under the terms of the OECD, Non-member countries cannot attend Working Group meetings.

Standing Committee Chairs, co-ordinate with the CSNI on CNRA activities, and perform other functions as designated by the Committee. Either of the Vice-Chairs (or other CNRA Bureau members as designated by the Committee) may perform these duties in his absence.

### 3.5 CNRA Bureau

The Bureau will guide the Committee in its programme of work. In this role, the Bureau will:

- meet as necessary to formulate the programme of work of the Committee and its subgroups,
- establish and maintain (as a living document) a six (6) year CNRA Operating Plan in alignment with the NEA Strategic Plan and Joint CNRA/CSNI Strategic Plan,
- select and recommend nuclear regulatory issues for inclusion in the Programme of Work using the CNRA selection criteria and prioritisation scheme,
- meet annually with the CSNI Bureau to review and co-ordinate their respective programmes in regard to nuclear safety, and
- perform other functions as designated by the Committee.

### 3.6 Working Groups

The CNRA currently has four (4) working groups as follows (mandates are given in Appendix A):

- Working Group on Inspection Practices (WGIP),
- Working Group on Operating Experience (WGOE),
- Working Group on Public Communication (WGPC) of Nuclear Regulatory Organisations,
- Working Group on the Regulation of New Reactors (WGRNR).

The working groups shall consist of senior experts in their field on the specific issue of relevance to the group (e.g., WGIP is composed of nuclear regulatory inspectors), nominated by their respective CNRA members<sup>4</sup>. Each working group shall be a forum for the exchange of information in their area of expertise, identify emerging issues, discuss their implications and propose (as necessary) ways to address these issues and shall receive guidance from the CNRA in formulating and implementing their programmes of work.

The successful, close relationship between the Committee and its subgroups requires constant monitoring and overseeing of the work. Additional concerns can also develop in determining the group membership (e.g., continuity needs, requirements to educate other staff internationally, resource needs). Therefore, it has to be ensured that proper attention is provided at an adequate level by each national organisation.

The Committee should, on a regular basis, re-assess the number of working and senior level task groups. One aspect, which may further enhance the effectiveness and efficiency of the Committee, is to increase, if possible, the communication between the Committee and the subgroups. Additionally, the Committee needs to clearly articulate what the working groups need to accomplish and to provide the necessary support (e.g., resources). In return, the working groups need to respond accordingly to the Committee.

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<sup>4</sup> NEA Observer countries may appoint delegates to the Working Groups. Unless provided for under the terms of the OECD, Non-member countries cannot attend Working Group meetings.

In general, each working group shall:

- meet once or twice a year, as necessary, to carry out its programme of work,
- elect a Chairman and Vice-Chair(s) to guide its work and report to the main Committee. The Chair and Vice-Chairs will generally serve 3-year terms.
- carry out a round table exchange on regulatory practices within their area of expertise,
- prepare state-of-the-art reports, reports on regulatory practices, etc.,
- organise international workshops and conferences, and submit the outcomes and conclusions to CNRA,
- maintain close liaison with the other CNRA Working Groups (see following paragraphs),
- maintain proper interfaces and co-ordination with working groups in the other NEA standing committees (especially CSNI) and with other international organisations to minimise duplication and enhance knowledge transfer,
- regularly perform systematic assessments (at 2 to 3 year intervals) of the usefulness of the their outputs to member organisations and the CNRA, not least with respect to added-value to safety, and,
- perform other functions as designated by the Committee.

### **3.7 Senior Level Task Groups**

Senior level task groups are established to provide consensus reports in the NEA member countries on the basic concepts of specific regulatory issues within specific time limits. The types of publications resulting from task group activities have varied over the last 10 years, but the main products of these groups have been regulatory guidance green booklets. These task groups use qualified consultants where appropriate, to assist the Secretariat to merge and distil inputs from the CNRA member organisations into useful reports (but not to replace such inputs). Where appropriate, such task groups should also include expertise from other parts of the NEA, notably the CSNI network, but also from industry.

In general, senior level task groups should consist primarily of CNRA members or other senior level regulators. The task group should elect a Chair from within its membership. Task groups shall meet as necessary to meet their schedule. Important characteristics of these groups include: (1) Continuity of membership - while it is sometimes unavoidable, changes in group membership can cause problems in that new members coming into the group do not have the benefit of the previous discussions and more importantly decisions that were made; (2) Openness in discussions – the free and open exchange of ideas can provide new or unforeseen issues that can improve the report; (3) Reaching consensus – finding consensus is not easy, but members should strive to be flexible in their objectives and to seek a common understanding; and (4) Timeliness in providing comments – late responses from one or two members can cause serious time delays.

## 4. SCOPE OF WORK

The Joint CSNI/CNRA Strategic Plan defines five major challenges for the Committees in the upcoming years. These challenges form high level direction from the Committees to the subgroup as they define their tasks. This Operating Plan provides more specific guidance to the working group on their activities and focus areas in each challenge area.

### 4.1 Challenge 1: Adequate Nuclear Skills and Infrastructure

#### 4.1.1 Description

The Joint CSNI/CNRA Strategic Plan states that CNRA and CSNI focus shall include the following:

- The Committees will give a high priority to and focus on new means to sustain safety excellence in operating and new nuclear installations given the increasing infrastructure challenges.
- The Committees should support new opportunities for co-operative research and development efforts and information exchange to enhance the nuclear infrastructure in support of the safe operation and construction of nuclear installations. In Committee- endorsed projects, research projects in particular, member countries should be encouraged to include educational considerations in support of increasing nuclear skills and infrastructure.

#### 4.1.2 Regulatory Concerns

The challenge of adequate nuclear skill and infrastructure is both an issue that regulatory bodies must provide assurance that lack of nuclear skill does not jeopardise safety in the licensee's organisation and also it must ensure that the lack of nuclear skill does not erode its ability to regulate. The last decade of nuclear facility operation some loss of skills within existing nuclear organisations has occurred. Some experienced people have retired without their knowledge being transferred to other workers. Written procedures and available documentation did not necessarily capture all the information needed to retain the lessons learned and to train new recruits. Additionally, there was a reduction in the intake of new students interested in the nuclear field, which now makes it more difficult to recruit individuals with the necessary qualifications.

In some countries, existing nuclear plants are entering or preparing for the long term operation. This makes it even more important for licensees and regulatory bodies to retain sufficient knowledge to assess the technical adequacy of a facility's original safety case, as well as maintain its knowledge to identify the need for upgrades and technically justify those upgrades or modernisation that might be required.

The obsolescence of components during the lifetime of a facility highlights the need for competent licensee staff to be able to specify accurate and complete procurement details, write and manage contracts and test component and systems prior to operation. The limited capability of world-wide manufacturers to produce spare parts and replacement equipment qualified to special nuclear standards, was compensated at least to some extent by the general improvement of the quality awareness and quality management in the

manufacturing industry. However, new regulatory positions are needed on quality assurance for safety classified equipment, to find an optimum between the special needs for nuclear quality versus high quality available from a standard production line. These issues are compounded in the case of a new organisation seeking to become a licensee for the first time, possibly in a country without previous experience of nuclear power generation or when the regulatory body is newly formed.

Additionally, new reactor designs, particularly at the start of a new design generation, are far from static, and design problems that are addressed during construction or design review may, in the end, not resolve the issues. It should be expected in case of new reactor designs, there will be major challenges for the regulatory body, and the strains in terms of the nuclear expertise available to both the licensee and the regulatory body can be very significant.

#### ***4.1.3 Areas for consideration for the CNRA programme:***

- Knowledge transfer and management.
- Qualifications and training.
- Licensee's use and oversight of contractors.
- Adequacy of the regulatory body resources for key activities or processes.
- Assuring the licensee's ability to maintain technical core knowledge, especially to understand the technical details of its licensing basis and assess the quality of its contractors and vendors.
- Assist in the development of exchange programmes amongst regulatory bodies to facilitate inspectors, technical experts, and scientist to work in productive environments of other regulators.

#### ***4.1.4 Programme of work elements***

- Proceedings on Extended Special Topic Meeting: Transferring and Maintaining Knowledge of Operating Experience. [WGOE, 2011]
- Review of licensing structure of regulatory staff and regulatory licensing process sharing experiences associated with the level of detail of design information needed for regulatory authorisation at the various stages of licensing. [WGRNR, 2011]
- Continues exchange of information on development in programmes and policies. [WGRNR, 2016]
- Continuous activity on fast exchange of information of Media interest (e.g. events, change in regulation) between NRO communicators using the WGPC Flashnews system. [WGPC, 2016]

## **4.2 Challenge 2: Effectiveness and efficiency of activities related to safety**

### ***4.2.1 Description***

The Joint CSNI/CNRA Strategic Plan states that CNRA and CSNI focus shall include the following:

- The Committees should focus on maximising outcomes of their work in line with their missions - "doing the right work" (effectiveness), and seeking collaborative working focused on "doing the work right" (efficiency) in defining and implementing regulatory and research efforts.
- The Committees should support the harmonisation of regulatory practices.



- The Committees will support cost sharing and cost-effective safety programs and research efforts.
- The Committees should focus on improving their capability to interact with the public by providing clear, accurate and timely information on regulatory efforts and on the safety of nuclear installations.

#### **4.2.2 Regulatory Concerns**

Regulatory bodies strive to be effective and efficient in the application of their regulatory authority. Effectiveness in the regulatory body looks to ensure that the regulatory body is “doing the right work” for assuring the licensee operates its facility in a safe manner. Efficiency looks to ensure that the activity is “doing the work right.” Consistent application of the organisation’s policies and procedures by all staff is essential. Regulatory activities should be performed in accordance with the organisation’s mission, strategy and plans. Additionally, the public perception of the organisation is based, in part, on the organisation’s ability to communicate its activities to the stakeholders. Transparency in activities and routine engagement with stakeholders increases public confidence in the regulatory body. Loss of public and news media confidence in the regulator’s capability to carry out its mission could result in general deterioration of means needed for effective and efficient regulation. Accordingly, it is important to define the role of the regulatory body in public engagement.

Effective regulatory programmes have repeatable processes that can be applied consistently by a diverse workforce. As in Challenge 1, regarding adequate skill and infrastructure, the development of procedures and processes can assist in bridging the differences in the level of experience between staff, such that focus can be placed on gaining technical knowledge rather than learning process. In the international community, regulatory bodies should enhance their effort to share best practices and lessons learnt on regulatory practices to improve the effectiveness of the regulatory body and the efficiency of how it carries out its activities.

Regulatory bodies need to strive for continuous improvement in their own processes and procedures to ensure their effectiveness is maintained, and resources are used efficiently. Self-assessment by the regulatory body is essential to gauge if its activities are effectiveness and efficient, and to identify opportunities for improvement. Further, through continued learning from each other and the harmonisation of regulatory practices, regulatory bodies are strengthened by their co-operation and co-ordination.

#### **4.2.3 Areas for consideration for the CNRA programme**

- Relationship between regulator and operator.
- Harmonise quality assurance programs, such as, application to manufacturers and vendors.
- Co-ordination of inspections or sharing of inspection results for components from different countries.
- Harmonise key regulatory processes and practices for licensing of new facilities.
- Harmonise regulatory safety classifications for systems, structures and components (SSC) .
- Co-ordinate with CSNI to match regulatory challenges with the research that is needed by the regulators for effective tool to incorporate into the regulatory process.
- Regulatory Body Organisation Structure for Inspectors.
- Direct and indirect performance indicators.
- Self assessment of regulatory body (Effectiveness of programmes and organisation).
- Safety culture (SC) of regulatory body.

- Lessons learnt from inspections, operating experience, etc.
- Incorporating operating experience into the inspection process.
- Balance between regulatory tools (licensing, inspection, evaluation).

#### 4.2.4 Programme of work elements

- Transparency in NRO activity - To establish good practice guidance for NROs on implementation of lessons learned from the 2007 Workshop on Transparency, taking account of subsequent developments and including advising on the balance between openness and necessary confidentiality restrictions, in order to promote public confidence and consistency of practice across Regulators, where appropriate. [WGPC, 2011]
- Crisis Communication - to expand the guidance for NRO Communication developed about “abnormal situations” to emergency situations. [WGPC, 2011-2012]
- Use of the Internet and Social Media – to provide guidance on the use by NROs of modern information technologies to interact with the Public. [WGPC, 2011]
- Communication Plans – to provide NROs with guidance on organising their internal and external communication. [WGPC, 2012]
- Identifying Trends Utilising International Operating Experience. [WGOE, 2011]
- Construction experience database (ConEx) – To identify the major deficiencies that occurred during design and construction of nuclear power plants, assess the adequacy of and supplement if necessary, the current regulatory activities to detect and correct such events and prevent them from remaining undetected until the plant becomes operational, and finally disseminate information to ensure appropriate regulatory attention is given to the lessons learned from past. [WGRNR]
- International Incident Reporting System (IRS) Blue Book. [WGOE, 2012]
- Regulatory inspection philosophy, inspection organisation and inspection practices. [WGIP, 2012]
- Utilising Operating Experience in Inspection Programmes [WGOE, WGIP, 2012] Inspection of licensee’s oversight of contractors - The task is a follow on activity to the most recent CNRA Senior Task Group on *The Regulator’s Role in Assessing the Licensee’s Oversight of Vendor and Other Contracted Services*, in the specific area of inspection. [WGIP 2012 workshop topic, 2013]
- Inspection of competency of operators: Identify commendable inspection practices that can be used to inspect and assess the competency of reactor operators, including operator training and qualification. The main focus would be to identify inspection practices which determine whether operators are properly trained and whether they appropriately follow established procedures and programs during plant operations. [WGIP 2012 workshop topic, 2013]
- Inspection of Aging and equipment qualification: The purpose of the WGIP task is to share information about methods, procedures and criteria used to inspect the licensee’s Inspection of Aging and equipment qualification, including equipment with limited access, such as buried piping. This task is a follow on for the CNRA Senior Task Group and NEA Forum on Long Term Operation in the specific area of inspection. [WGIP 2012 workshop topic, 2013]

### **4.3 Challenge 3: Safe operation of current nuclear installations**

#### **4.3.2 Description**

The Joint CSNI/CNRA Strategic Plan states that CNRA and CSNI focus shall include the following:

- The Committees will focus on maintaining safety margins in light of advances in scientific and technical knowledge to ensure the implications of aging, changes in plant configuration, and requested operating domains are understood and well managed
- The Committees should focus on improving the use of risk-informed regulatory strategies, updated with operating experience and safety research results, to evaluate, measure, and enhance the safety performance of nuclear installations.

#### **4.3.2 Regulatory concerns**

The fundamental objective of all regulatory bodies is the assurance of the safe operation of the nuclear facilities. The mantra, an accident anywhere is an accident everywhere, reflects the recognised fact that the international nuclear community is inseparable in the eyes of the media and public. Public communication is a key responsibility and tool for the regulatory body to ensure the public has the facts and the reassurance that safety is maintained.

The safe operation of nuclear facilities is the management of a dynamic condition. Over the life time of a facility, the licensing basis will change as new technology and new processes are approved for use. The licensee aims to manage operational costs, improved performance that new components or systems can render, and required upgrades. It is the responsibility of the regulatory body to assure that safety is not jeopardised in those decisions. As a facility continues operation, new programmes are essential to monitor and manage the effects of ageing. The challenges of replacing obsolescent parts and assuring quality control from internet purchasing have resulted in the identification on a new market of substandard and fraudulent manufacturing. Industry and regulatory bodies must address this challenge in an aggressive manner to ensure safety is not jeopardised. International communication and awareness of operating experience and inspection practices are major elements in managing this emergent issue.

Regulatory bodies must identify the need for and utilise new technical analysis, risk or safety assessment, research results, and operating experience to strive for maintaining and enhancing the safe operation of the facilities in all phases of operation and over the complete span of a facility's operational life time. The efficiencies gained by international exchanging and sharing have never been greater. Further efficiencies can be realised as regulatory bodies enhance their international sharing to include more collaborative efforts and the harmonisation of practices.

#### **4.3.3 Areas for consideration for the CNRA programme**

- Long term operation and license renewal.
- Safety culture, human and organisational performance of licensee and its contractors (and subcontractors).
- Ageing, plant modifications.
- Incorporation of new technology.
- Changes/upgrades in design and licensing basis.
- Licensee's oversight of contractors, quality management, management system.

- Licensee's procurement processes: technical expertise; non-conforming parts; counterfeit, suspect and fraudulent parts.
- Special aspects of management systems: maintenance, knowledge management, data collection.
- Licensee's operational safety assessment.
- Adequacy of the NPP's Organisation Human Performance Inspections (with coordination with WGHOE).
- Inspection of events and incidents.
- Communication of Inspection Results to Stakeholders.

#### **4.3.4 Programme of work elements**

- International Forum on the regulatory perspective on long term operation of nuclear power plants [2011]
- Senior Task Group on the regulator's role in the licensee's oversight of vendors and other contracted services [2011]
- Senior Task Group on challenges in long term operation of nuclear power plants – a regulatory perspective [2012]
- Inspection of the Licensee's Corrective Action Programmes - A fundamental goal a regulatory authority's oversight of nuclear facilities is to establish confidence that each licensee is identifying and correcting problems in a manner that ensures nuclear safety is a top priority and limits the risk to members of the public. A key premise is that weaknesses in licensees' corrective action programmes (CAP) will manifest themselves as safety performance issues which could be identified during the inspection programmes. Therefore, it would be prudent for member countries to share good inspection practices associated with corrective action programmes. [WGIP, 2011]
- Recent Operating Experience on Large, Oil-filled Transformer Failures [WGOE, 2011]
- Recent Operating Experience on Counterfeit, Suspect and Fraudulent Items [WGOE, 2011]
- Inspection of Licensee's Emergency Arrangements [WGIP, 2012]
- Recent Operating Experience: Country Activities in Electrical Systems in Response to 2006 Forsmark Event and CSNI DiDELSYS Report [WGOE, 2011]
- International Incident Reporting System (IRS) Blue Book, 2008 - 2011. [WGOE, 2012]
- Proceedings on the 10th WGIP International Nuclear Regulatory Inspection Workshop - The workshop provides a forum of exchange of information on the regulatory inspection activities on the topics of: Inspection of the licensee safety management system, Experience from inspecting safety culture, and Effectiveness of regulator inspection processes [WGIP, 2011]
- Recent Operating Experience: Proceedings from workshop on Utilising Operating Experience in Inspection Programmes and recent operating experience on non-conformance of spare parts and inspection insights and practices. [WGOE, WGIP 2012]

- Inspection of licensee’s oversight of contractors - The task is a follow on activity to the most recent CNRA Senior Task Group on *The Regulator’s Role in Assessing the Licensee’s Oversight of Vendor and Other Contracted Services*, in the specific area of inspection. [WGIP 2012 workshop topic, 2013]
- Inspection of competency of operators: Identify commendable inspection practices that can be used to inspect and assess the competency of reactor operators, including operator training and qualification. The main focus would be to identify inspection practices which determine whether operators are properly trained and whether they appropriately follow established procedures and programs during plant operations. [WGIP 2012 workshop topic, 2013]
- Inspection of Aging and equipment qualification: The purpose of the WGIP task is to share information about methods, procedures and criteria used to inspect the licensee’s Inspection of Aging and equipment qualification, including equipment with limited access, such as buried piping. This task is a follow on for the CNRA Senior Task Group and NEA Forum on Long Term Operation in the specific area of inspection [WGIP 2012 workshop topic, 2013]

#### **4.4 Challenge 4: Safety in new nuclear installations**

##### **4.4.1 Description**

The Joint CSNI/CNRA Strategic Plan states that CNRA and CSNI focus shall include the following:

- The Committees will support, to the extent practical, the utilisation of new or improved analytical tools in safety reviews.
- The Committees should aim to identify the best practices in regulatory oversight through collaborative efforts among member countries, and support opportunities to increase global nuclear safety by availing the information to non-member countries to the extent possible and in accordance with NEA policy.

##### **4.4.2 Regulatory concerns**

As more CNRA member countries are experiencing and moving toward new licensing and construction, the regulatory bodies are facing additional regulatory challenges. Regulatory bodies have identified the desire to exchange experience and practices on inspection of construction, licensing processes, technical issues on new reactor designs, regulation of construction sites that are also operating facilities, and the implications of new construction techniques. Additionally, licensee and regulatory bodies are challenged by workforces that are more international than in the past, including the design, fabrication, construction and operation of a nuclear facility. Diversity brings new ideas and innovation. However, it also must be managed to ensure that the regulations and nuclear safety culture are maintained for the country in which the facility is licensed. Regulatory inspection practices and operating experience are important areas to exchange information to improve and complement individual country programmes.

In view of the global spreading of manufacturing, it is no longer efficient or possible even possible for all national regulatory bodies audit all manufacturers of the high safety class components. There is a need to find solutions that provide proper sharing of the work load and confidence and comprehension in the work performed by other regulatory bodies. Harmonisation of regulatory practices will produce greater efficiencies to be realised by the each regulatory body.

A general goal among the nuclear community is that a design found suitable in one country does not have to be substantially modified to meet licensing requirements elsewhere. This can be achieved, in part, if the

requirements that must be satisfied in one country are consistent with, or at least not significantly different from, those that must be satisfied in another. Striving for harmonised regulations is relevant for both new reactors and modernisation of operating ones.

#### ***4.4.3 Areas for consideration for the CNRA programme***

- Harmonisation of regulatory strategies.
- Harmonisation of safety classifications for safety related components.
- Validation of new safety features.
- Challenges in dealing with a global environment.
- Safety cases for new technology.
- Oversight of contractors.
- Procurement processes: technical expertise; non-conforming parts; counterfeit, suspect and fraudulent parts.
- Identification of issues and resolutions associated with new design features.
- Design completion before construction, standardised design issues. Practical aspects on the need to have a complete design before construction.
- Requirements for construction management.
- Construction safety culture and safety management.
- Level of detail of regulatory requirements.
- Regulator training issues, construction inspector training.
- Understanding of requirements between regulator/vendor/licensee.
- Regulation of contractors during the construction licensing process.
- International approach for aircraft crash requirements.
- Electronic documents management systems - licensee and regulator approaches.
- Best practice guidelines for construction inspections, including pre-operational inspection practices.
- Communication between operator and vendor. Regulatory oversight of design basis management control.

#### ***4.4.4 Programme of work elements***

- Construction experience database (ConEx) – To identify the major deficiencies that occurred during design and construction of nuclear power plants, assess the adequacy of and supplement if necessary, the current regulatory activities to detect and correct such events and prevent them from remaining undetected until the plant becomes operational, and finally disseminate information to ensure appropriate regulatory attention is given to the lessons learned from past. [WGRNR]
- Regulation of nuclear sites selection and preparation - Review the various practices used by regulators in the regulation of nuclear power plant siting. This report should consider regulatory practices on sites where a mixture of activities are taking place (e.g., operating units, new construction, decommissioning, etc.) including organisation of the regulators organisation, methods, systems, etc. [WGRNR, 2011]

- Review of licensing structure of regulatory staff and regulatory licensing process sharing experiences associated with the level of detail of design information needed for regulatory authorisation at the various stages of licensing. [WGRNR, 2011]
- Proceedings from the WGRGR Workshop -. The workshop included overviews of the regulatory licensing processes in countries with mature regulatory programs, and the challenges faced by New Entrants as they develop their regulatory policies and programs; construction experience including feedback on the experiences at Olkiluoto 3, Tomari-3, experiences from past and ongoing projects in the U.S., and Flamanville 3; human and organisational issues on managing safety in a new build, in licensing, and on developing licensee organisational capabilities; and siting practices and issues. [WGRNR, 2011]

## **4.5 Challenge 5: Safety in advanced reactor designs**

### **4.5.1 Description**

The Joint CSNI/CNRA Strategic Plan states that CNRA and CSNI focus shall include the following:

- The Committees, in particular, CSNI, will provide a forum to discuss advanced design issues and encourage the balanced and gradual incorporation of items relevant to advanced reactor safety in the Working Group programme of work.
- The Committees should focus on international collaborative projects in the advanced reactor area, aiming to develop a common knowledge basis through cost-sharing arrangements. The Committees should encourage member countries to include considerations for education in Committee-endorsed research projects.

### **4.5.2 Regulatory issues**

Many new and innovative reactor designs are under development. As the designs become realised in the application for licensing, regulatory bodies must be able to anticipate and articulate the requirements necessary for applicants to demonstrate the adequacy of the design in meeting regulations and support its licensing basis. In some countries, a change in the reactor design may necessitate the need for changes in the regulations. Additionally public concern for new technology may require a regulatory body to provide additional effort for public engagement.

### **4.5.3 Areas for consideration for the CNRA programme**

- Changes in regulations or regulatory processes to address unique reactor designs.
- Changes in regulations or regulatory processes to address new facility designs or types.
- Development of design-neutral regulatory strategies.
- Public engagement on unique features of an innovative design.

### **4.5.4 Programme of work elements**

The focus of this challenge is on design and analysis work and research for new reactor designs, which will be performed mostly by CSNI, rather than CNRA. However, as regulatory questions and challenges are identified for new designs, the CNRA will address these issues. The CNRA further notes that activities performed by the CNRA working groups may have generic applicability for the regulation of new facilities regardless of the reactor design.





## **5. METHODS AND PROCEDURES**

In organising its programme of work, the Committee needs to acknowledge the important role played by the CNRA in sharing knowledge among member organisations, the wealth of regulatory experience available, and how this serves as a valuable introduction to CNRA work for new delegates to the Committee or any of its working groups.

### **5.1 Prioritising Criteria**

The following general selection criteria are applied as a first step in determining the programme of work:

- the issue is of relevance to many member countries;
- international co-operation is essential, or at least useful, to address, and possibly resolve, the issue;
- the expected output will provide significant added-value to nuclear safety; and
- the NEA is the best place for international co-operation on this specific issue.

### **5.2 Integrated Plans and Programme of Work**

Each working group is responsible for developing and maintaining an integrated plan. The integrated plan should include the WG mandate, strategy, areas of responsibility and the current and planned tasks and activities for at least a three-year period. In particular, each integrated plan should reflect the areas of expertise for which the WG has responsibility. The WGOE is an exception to the integrated plan, due to the reactive nature of the group for recent operating events.

If possible, the integrated plan should also identify significant issues that cannot be covered by the group and the reasons why they cannot be addressed (e.g., not enough knowledge or data, not suited for international cooperation, need for additional expertise or resources). The guidelines regarding scope, content and format of an integrated work plan are included in Appendix B.

All new WG activities are presented using the CNRA Proposal Sheet, as shown in Appendix B. The proposals are prepared when an activity is submitted to CNRA for approval. The same format should be used for activities assigned by the CNRA to a WG or TG.

For new tasks, the Committee or working group should use existing documents and efforts by other WGs, NEA Committees and external organisations, such as IAEA and EC, in order to avoid the duplication of effort and exploit the opportunity to expand the knowledge base in the topic area.

Integrated Plans (IP) should reflect the challenges in the OP, including how each task aligns to a challenge in the programme of work status table, and the priority of the WG tasks, if applicable. At the conclusion of any task, identifying potential issues or tasks for additional work by the WG or another CNRA or Committee on the Safety of Nuclear Installations (CSNI) WG should be part of the process.

### 5.3 Tools for Addressing Issues

The following is a list of the main (not inclusive) tools used by CNRA in carrying out its programme of work:

- ***In-depth discussion*** based on invited presentations in the CNRA meetings or jointly with the CSNI, which should conclude with a decision on additional work (if needed) or a joint position / recommendation.
- ***Request to the CSNI***, usually after an introductory presentation and discussion in the CNRA meeting. Subsequently discussion on the respective CSNI answer and drawing CNRA conclusions with possible recommendations to members.
- ***Task*** is a specific assignment of work usually performed by a working group or special expert group after an introductory presentation and discussion in the CNRA meeting.
- Establishing a ***Senior Level Task Group*** (with a consultant) to write a regulatory guidance green booklet.
- Organising a ***Special Issues Meeting*** in connection with the CNRA meeting. Publishing a report on conclusions.
- Organising a ***NEA/CNRA Forum*** in connection with the CNRA meeting. Publishing a report on conclusions.
- Sponsoring a ***Topical Meeting or Workshop*** that is open also for experts from industries and non-NEA countries. Publishing a workshop report with recommendations.
- Other processes include Co-ordination and Exchanges with other NEA Committees including requests to and from for specific products or reports or presentations from other organisations or outside groups.

### 5.4 Meetings

#### 5.4.1 Agendas

In view of the above, and in order to achieve better efficiency and effectiveness, the following key elements should be included at each meeting of the CNRA and its Working Groups:

- Exchange of regulatory information and regulatory practices.
- Interface and interaction with others, for example:
  - in the case of CNRA, with other NEA Standing Committees, International Organisations, etc., and,
  - in the case of Working Groups, with CNRA and CSNI Working Groups, International Organisations, etc.
- Review of Programme of Work.

- User Perspectives:
  - Conduct a feedback round-table discussion to review how the inputs are being used in Member countries and
  - Chairman's summary of the main results of the meeting and key messages that the group would like to convey to the Committee.

Succession planning and transfer of knowledge and experience has been identified by the CNRA as a key regulatory challenge and as such CNRA members should ensure continuity in the membership of the Committee and its working groups.

#### **5.4.2 Meeting Organisation**

Note: Additional information is included under the section on CNRA Meeting Documents.

##### *5.4.2.1 CNRA and Working Groups*

The official notification for each CNRA or Working Group meeting should be prepared by the Secretariat in conjunction with the Chairman. Notifications should include as a minimum, preliminary agenda in addition to the time, date and location of the meeting. Documents related to the meeting (agenda items) should be transmitted (or posted on the NEA web site) as far in advance as feasible. Highlights and/or summary records should be prepared by the Secretariat following the meeting.

##### *5.4.2.2 Task Groups and Other Meetings*

These meetings do not require an NEA official notification, however the Secretariat in conjunction with the group involved, should transmit (electronically) a preliminary agenda in addition to the time, date and location of the meeting.

#### **5.4.3 CNRA Fora, Conferences, Workshops and Special Issues Meetings**

The CNRA holds fora, conferences and workshops on various regulatory issues, as needed. The overall structures are the same and the type is normally determined based on the size and level of participation merited by the chosen issue. All share the same criteria, which is the need to be timely and have a clear objective and a defined outcome, so as to bring added value to the participants and provide them with useful information.

All of these types of meetings may be open<sup>5</sup> to non-member countries, other international organisations, research organisations, industry representatives, other stakeholders, etc. In general:

- Fora have large participation (> 50), are organised to provide a unique environment in which Head Regulators from the NEA member countries and non-Member countries<sup>5</sup> address major policy issues and are held under the auspices of the NEA. Intervals between these meetings should be chosen to ensure a good selection and preparation of topics and in consideration of the many other demands on top-level regulators to participate in international meetings.
- Conferences also have large attendance, but typically of a slightly lower level of audience participation, and are normally held jointly with another international organisation. Typically they are organised to provide a unique environment in which regulators can address current and

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<sup>5</sup> By invitation from the CNRA or a co-sponsoring organisation.

emerging regulatory issues, which can then be used as a basis for regulatory developments in the national context.

- Workshops and/or Specialist Meetings are held by both the CNRA and its Working Groups and vary in size according to the topic being discussed. Typically they are organised to provide a unique environment in which high-level regulators can address specific regulatory issues, which can then be used as a basis for regulatory developments in the national context.
- Special Issues Meetings are those in which CNRA devotes a full day for an in-depth discussion on a nuclear safety issue of high regulatory concern. These meetings typically require sufficient member countries resources to provide experts to work with the Secretariat to prepare and present the issue such that a full CNRA debate can be held. Special Issues meetings should end with tentative regulatory conclusions from the meeting made by the CNRA Chair, assisted by the Secretariat.

#### **5.4.4 Other CNRA Meetings**

In addition to those listed in the previous sections, from time to time, CNRA organises additional meetings. These may be generated by events or incidents, new technological knowledge, changes in the regulatory environment, etc. They also may evolve from CNRA co-ordination or co-operative efforts with other NEA Committees or international organisations. This type of meeting could be organised in any of the ways described previously, based on the decision of the Committee.

### **5.5 Programme of Work Organisation**

#### **5.5.1 Proposal Process**

All work to be proposed should be submitted via the CNRA Proposal Form (see Appendix C) shall include information on:

- Title: Subject of the work to be performed.
- Objectives and scope: Short definition of the main objectives and scope for the work to be performed.
- Relevance: Short description of the relevance of this work to the member countries and why it is essential to be carried out by a CNRA Working Group. And explain how the task will support one of the challenges in the CNRA Operating Plan or other CNRA documents (i.e., meeting summary record).
- Expected Outputs: What is the added value of this work to nuclear safety and regulatory activities and what will be the final product.
- Work Process: Short description of how the work will be carried out, task group, participants, consultants, co-ordination with others, etc.
- Schedule and milestones: Expected intervals for develop, obtaining interim results and delivering final products, etc.
- Interaction with Others: Other organisations work is being co-ordinated with both inside NEA and externally (e.g., IAEA, WENRA, etc).

### **5.5.2 Approval Processes**

#### *The Committee*

The Programme of Work of the Committee shall be carried out, as in the past, based upon the consensus of the CNRA members and the agreement of the NEA Steering Committee. The priority criteria will be used when considering new tasks and relative importance in the working group's programme of work.

CNRA publications and CNRA reports shall be approved based on consensus of the CNRA members.

Meeting documents and internal documents (tabled reports, presentations, results of surveys, etc.) shall be agreed to by the committee or subgroup holding the meeting.

#### *Working Groups*

The Programmes of Work for the Working Groups shall be approved by the consensus of the CNRA members on a yearly basis. The mandates for each Working Group shall be reviewed and approved by the CNRA every 2 years. In order to better clarify newly proposed work, all new proposals shall be submitted via the CNRA Proposal Form. The CNRA should utilise the priority criteria when considering new tasks and relative importance in the working group's programme of work.

#### *Senior Level Task Groups*

CNRA shall initiate Senior Level Task Groups for specific objectives in terms of expected useful output and with specific time limits. Where appropriate, such task groups should include expertise from other parts of the NEA, notably the CSNI network, and also from industry. In addition, CNRA shall continue to use qualified consultants where appropriate, to assist the Secretariat to merge and distil inputs from the CNRA member organisations into useful reports (but not to replace such inputs).

As recommended in the CNRA Review Report, publications and reports developed by the Senior Level Task Groups should be carefully prepared, appropriately peer reviewed, and the final publication endorsed by the CNRA in plenum.

#### *CNRA Fora, Conferences, Workshops and Special Issues Meetings*

Based on endorsement from CNRA in plenum, Fora, Conferences, Workshops and Special Issues Meetings shall be organised. Where appropriate, such task groups should include expertise from other parts of the NEA, notably the CSNI network, and also from industry. In addition, CNRA shall continue to use qualified consultants, where appropriate, to assist the Secretariat to merge and distil inputs from the CNRA member organisations into useful reports (but not to replace such inputs). Resulting reports (or proceedings) should be carefully prepared, appropriately peer reviewed, and the final publication endorsed by the CNRA in plenum.

## **5.6 Working group reporting to the Committee**

### **5.6.1 Presentations to the Committee**

Working groups will present their programme of work to the Committee on an annual or semi-annual basis. This update is generally presented by the chair or vice-chair of the working group. As practical, the presentations will be posted on the Committee member's webpage when they are completed, with a goal of two weeks prior to the Committee meeting.

The presentation to the Committee should include, as appropriate:

- Status of current activities, including alignment of tasks with the OP, upcoming milestones, significant delays.
- Overview of the programme of work: including a systematic assessment of how it is meeting its programme of work.
- Uses of WG products by member countries.
- Issues identified for consideration by another working group or request for work to another working group.
- Summary, Main conclusions, Recommendations, and Further Work from a task, when a report is requested for CNRA approval.

### ***5.6.2 Working Group communication to Committee members between Committee meetings***

The working group should include key messages that the working group would like to convey to the Committee members in the working group meeting highlights or summary. The highlights or summary will be posted on the Committee member's website.

The Integrated Plan is a tool for working group to plan and track their activities. However, since it is updated following each working group meeting. These can serve as a tool to inform the Committee of the overall status of the working group. The integrated plans will be posted on the CNRA member's website.

## **5.7 Communication and co-ordination with other working groups**

### ***5.7.1 Communication with other working groups***

The Committee encourages the working group chairs to communicate among the chairs on their current issues. The NEA secretariat will assist to facilitate communications as needed.

The Chairs are encouraged to meet in a separate meeting to discuss: issues of mutual interest, the harmonisation of their programmes methods to the extent practical, and coordination of simultaneous or in-series tasks with working group-specific focus. A meeting around the time of the CNRA meeting is a potential convenient time for a Chairs meeting.

The bureau would like recommendations from the WG chairs on improvements methods of the Committee with the WGs. Likewise, feedback from the WG chairs on the practical impacts of any changes is beneficial for improving efficiency and effective of the Committee.

### ***5.7.2 Identifying a topic of interest to another working group***

The working groups are encouraged to co-ordinate and interact with other groups on topics of mutual interest. When a topic or event is identified by a working group, the chair should contact the chair of the other working group to share the information of interest. It should be clearly noted that this information for provided for the interest of the working group and any discussion or decision for further activity is at the discretion of the working group or governing committee. Both groups should notify the Committee of the co-ordination effort to share information.

### ***5.7.3 Similar tasks between working groups***

The Chairs are encouraged to look for synergies between groups, while staying within each of their mandates. If tasks on the same topics or similar topics occur simultaneously, close co-ordination between the chairs and secretariat needs to occur. Co-ordinated tasks may include:

- Simultaneous reports: Two groups may gain approval for the same or a similar topic but the emphasis is on their area of expertise. For example, WGOE produced a report on operating events involving a fire and WGIP also examined the inspection of licensee's fire programme.
- Reports in series: If one group has produced a report on a topic, then another group may choose to use this report as a foundation for another report from the perspective of the mandate of the other working group.

### ***5.7.4 Requesting a task of another working group***

If a topic or issue arises in a working group that is outside of its mandate but additional information is desired to support their activity, a working group can request a task to be undertaken by another working group. Of particular note, this may occur between working groups between CNRA and CSNI.

The requesting working group chair should contact the other working group chair with the request for the new task. At the next working group meeting, the chair of the working group receiving the request will discuss the proposal with the working group. If possible, the requesting working group could present information and the request to the other working group. At the next committee meeting, both groups should inform their committee of the contact and request for a new task. Depending on the timing of the two working group meetings, the committee meeting may occur before the receiving working group can meet and fully discuss the topic. However, the notification of the contract can be reported to the committee(s). Additionally, the committee may provide early guidance to the receiving working group regarding its acceptance of the new task proposal.

When the receiving working group decides on the requested task, both working groups should report again to their committee on the outcome of the discussion.

If the receiving working group decides to propose the task for committee approval, the two working groups should collaborate on the contents of the proposal and the time period for the task to ensure it meets the needs of the requesting working group and interests of the receiving working group. The criteria for proposing a new task should be followed.

If the receiving working group decides to not propose the task, the two working groups should both report the result to the committee with the reasoning for the denial or additional consideration by the committee.





## 6. DOCUMENTATION AND DISSEMINATION

In order to carry out its Programme of Work, it is necessary that the CNRA has clear and transparent processes, performs its work efficiently and effectively and ensures that its activities are well documented. The following sections define the different types of reports and other documents that are produced as outputs of the CNRA activities and how they are disseminated.

### 6.1 General

CNRA activities are generally well documented, but that more stringency would be beneficial in the definition of the different types of reports and other documents that are produced as outputs of various CNRA activities.

Correspondingly, the following types of documents shall be produced by the CNRA:

- **Publications:** Significant regulatory reports and CNRA green booklets.
- **Reports:** CNRA Reports include Regulatory Practices, State-of-the-Art Reports, Workshop Proceedings, etc.
- **Technical Notes:** Reports issued by the Working Group for use primarily within the working group members.
- **Meeting Documents:** Meeting Notifications, Highlights, Summary Records, etc.
- **Internal Documents:** Meeting Room Documents, Results of Surveys, etc
- Details on the format and dissemination of each of the above are given in the following sections.

### 6.2 Documentation

#### 6.2.1 Publications

*CNRA Publications* include Significant Regulatory Reports and CNRA regulatory guidance green booklets. These reports are assigned both a NEA report number for CNRA (e.g., NEA/CNRA/R(20xx)x) and a NEA publication (ISBN) number. NEA/CNRA publications are issued for CNRA are categorised under Nuclear Regulation. Such reports are normally initiated by the CNRA or one of its Working Groups, with a clearly defined purpose from a user perspective. Publications should be available in both printed and electronic form.

#### *Significant Reports*

Those reports which contain significant information on nuclear regulatory safety issues including results from major workshops and which the Committee deems of high interest to others (e.g., government

authorities, nuclear power plant operators, the general public, etc.) shall be produced as an NEA publication. In most cases these are 'for sale' publications and are issued in the official languages of the OECD (French and English).

#### *CNRA Regulatory Guidance Green Booklets*

The CNRA has produced a series of Regulatory Guidance green booklets. These booklets have provided the consensus of senior level regulatory experts in the NEA member countries in the basic concepts of a specific regulatory issue (e.g., safety culture, de-regulation, decision making) in a concise pamphlet. In most cases these are free publications and are issued in the official languages of the OECD (French and English).

In order to better clarify the contents and identify the series of CNRA green booklets, with the issuance of this operating plan, they will now be sequentially numbered, beginning with the first report on The Role of the Nuclear Regulator in Promoting and Evaluating Safety Culture.

### **6.2.2 Reports**

#### *CNRA Reports*

CNRA Reports include Regulatory Practices, State-of-the-Art Reports, Workshop Proceedings, etc. CNRA Reports are categorised under the NEA heading of Nuclear Regulation. They are identified with an NEA document number for CNRA (e.g., NEA/CNRA/R(20xx)x).

These types of reports consist of documentation on activities that CNRA, its working groups or task groups would find useful to have recorded in such a series. Working documents such as Regulatory Practices, State-of-the-Art Reports, Workshop Proceedings, etc., shall be in separate, numbered series for the CNRA and each of its working groups. For a quick issuance of information and to manage costs, working documents are typically be available from the Secretariat only in electronic form and could consist of simple electronic compilations of presentations at meetings and workshops.

#### *Regulatory Practices and State-of-the-Art Reports*

These are generally reports prepared by a CNRA Working Group or generated from a CNRA Special Issues meeting on specific regulatory safety issues.

#### *Workshop Proceedings*

Workshop Proceedings normally contain a compilation of the papers and presentations made at the workshop along with additional background information that was obtained either through surveys or questionnaires. In most cases a summary of the workshop with the main conclusions and/or recommendations are included.

#### *Working Group Reports or Technical Notes*

Working Group reports generally consist of specific results from surveys or topics of interest within the expertise of the working group itself. In general the reports contain significant information that is valuable to international experts working within the specific discipline and not necessarily to all regulators. Working Group Reports are categorised under the NEA heading of Nuclear Regulation. They also are identified with an NEA document number for Working Group (e.g., CNRA/WGxx/(20xx)x).

### 6.2.3 CNRA Meeting Documents

CNRA Meetings documents are produced on normal paper with the OECD template and side bar information. In addition, meeting notifications have a 'red bar' at the top and bottom.

#### *Meeting Notifications*

Formal notifications (including preliminary agendas) should be issued for all meetings of the CNRA and its Working Groups<sup>6</sup>. Senior Level Expert Groups, Workshop Organising Committees and other groups do not require official notifications and summary records, and their issuance is left up to the group and the Secretariat.

Notifications should include a preliminary agenda in addition to the time, date and location of the meeting, and every effort should be made to have it transmitted at least one month prior to the meeting.

#### *Highlights / Summary Records*

Highlights and (formal) Summary Records should be issued for all meetings of the CNRA and its Working Groups<sup>7</sup>. Informal highlights should be prepared for Senior Level Expert Groups, Workshop Organising Committees and other groups. Summary records are not required for these meetings.

Highlights should be brief and contain the significant decisions, main actions taken, and key messages that the group has decided to present to the CNRA.

Summary records of meetings should be brief and concise reports, including the main conclusions, major decisions and a brief summary of the significant discussions. Summary Records are required for each CNRA Meeting and for each meeting of a CNRA Working Group. Summary Records for other meetings are optional. Each summary should include (as a minimum) the following:

- Committee Name, Working Group, date and location of meeting.
- Highlights of significant decisions, main actions taken, and key messages that the group has decided to present to the CNRA.
- Meeting Summary.
- List of Participants and attachments (e.g., significant reference documents).

Every attempt should be made to transmit the Summary Record of a meeting within one month of the closure of the meeting. CNRA members shall receive copies of Summary Records from each Working Group, and each Working Group should receive a copy of the CNRA Summary Record.

They are identified with an NEA document number as follows: NEA/SEN/NRA/group name (year sequential number) and are classified as FOR OFFICIAL USE ONLY (restricted to the use of CNRA and/or the sub-group).

#### *Revision Process*

A new revision of a meeting document should be made for major changes.

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<sup>6</sup> Per OECD/NEA procedures.

<sup>7</sup> Per OECD/NEA procedures.

Minor editing or comments made to a previous meeting document at a following meeting should be reflected in the new summary record for that meeting and does not require revision of the past record.

*Internal CNRA Documents (Meeting Room Documents, Results of Surveys, etc.)*

Internal CNRA Documents requiring identification are white covered reports. Numerous internal documents are generated by the CNRA and its sub-groups. These include meeting room documents such as national reports on regulatory practices and events, slide presentations, information from other organisations, etc. Additionally, members provide information on specific regulatory practices, specific regulatory issues (e.g., digital I&C inspections) and the results of informational surveys or group discussions.

As these are internal documents for the CNRA or its sub-groups, no approval process is required, however, it is required that these documents are classified as either UNRESTRICTED (public access allowed) or FOR OFFICIAL USE ONLY (restricted to the use of CNRA and/or the sub-group).

### **6.3 Dissemination**

Publications and reports produced by the CNRA shall be made available in both printed and electronic form. CNRA documents will be classified as UNRESTRICTED. Special exceptions can be made to this policy based on the circumstances.

The Secretariat, in concurrence with the CNRA Bureau, shall determine the proper access requirements for CNRA documents (e.g., Summary Records should have secure password protected access, while CNRA reports should normally be unrestricted and open to the public). Moreover, easy localisation and downloading of CNRA documents over the Internet is a key factor from a user perspective.

*NEA Website Documents:* All CNRA documentation shall be made available<sup>8</sup> on the NEA website in the appropriate locations (The NEA Internet site <http://www.oecd-nea.org/>). The Nuclear Safety section, under the heading CNRA, will have at the bottom of the page a portion accessible only to members and observers of the CNRA: "CNRA members' area." Working Groups will have similar sections on their individual pages. These areas are password protected. Additional secure access areas for specific tasks will be based on their particular requirements.

#### **6.3.1 CNRA Publications**

CNRA publications are UNRESTRICTED documents and are therefore, publically available.

*Printed Version:* Hard copies of all publications will be distributed to all CNRA members and CNRA observers, and members of CNRA Working Group that produced the report. Additional copies will be available upon request to the Secretariat<sup>9</sup>. The Secretariat, in concurrence with and as designated by the CNRA or its Bureau, shall also distribute copies to other NEA Standing Committees (e.g., CSNI), organisations, stakeholders, etc.

*Electronic Version:* Downloadable versions of all publications will be made available on the NEA web site.

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<sup>8</sup> There may be some circumstances in which this is not possible and the Secretariat should inform the CNRA members accordingly.

<sup>9</sup> Printed copies of the glossy publications are normally limited to one publication run. Following distribution of all glossy copies, the Secretariat will make available alternate paper copies.

### **6.3.2 CNRA Reports**

CNRA reports are UNRESTRICTED documents and are therefore, publically available.

*Printed Version:* Hard copies of all reports will be distributed to all CNRA members, CNRA observers and members of CNRA Working Group that produced the report. Additional copies will be available upon request to the Secretariat. The Secretariat, in concurrence with, and as designated by the CNRA or its Bureau, shall also distribute copies to other NEA Standing Technical Committees (e.g., CSNI), organisations, stakeholders, etc.

*Electronic Version:* Downloadable versions of all publications will be made available on the NEA web site.

### **6.3.3 Working Group Reports or Technical Notes**

Working group reports are for use by the working group members. The reports are approved by the working group, and not the Committee level. The reports are generally *For Official Use Only*.

*Printed Version:* Hard copies of all reports will be distributed to the CNRA Working Group members which produces the report. Additional copies will be available upon request to the Secretariat. The Secretariat, in concurrence with, and as designated by the CNRA or its Bureau, shall also distribute copies to others.

*Electronic Version:* Downloadable versions of internal working group documents will be made available on the secure web site associated with the working group performing the work.

### **6.3.4 CNRA and Working Group Meeting Documents**

CNRA and working group meeting documents are for use by the members, and are therefore classified as FOR OFFICIAL USE ONLY. They are not publically available.

*Printed Version:* Hard copies of all meeting notifications<sup>10</sup> and summary records will be distributed to all CNRA members, CNRA observers and members of the CNRA Working Groups. Summary Records are issued as FOR OFFICIAL USE ONLY documents. Additional copies will be available upon request to the Secretariat. The Secretariat in concurrence with and as designated by the CNRA or its Bureau shall also distribute copies to other interested parties. In three years, the summary record will be re-classified as UNRESTRICTED.

*Electronic Version:* Downloadable versions of meeting notifications will be made available on the NEA web site. The various documents supporting meeting agenda items will be placed in the Member's Area as soon as they become available and if possible CDs will be distributed to members at the end of each meeting. Summary Records will be made available in the Member's Area, which is a secure site.

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<sup>10</sup> Meeting notifications for individual Working Groups will be transmitted to the CNRA and the specific Working Group involved.



## APPENDIX A: CNRA AND WORKING GROUP MANDATES

### Committee on Nuclear Regulatory Activities (CNRA)

Date of Applicability: January 2011 – December 2016

Approved by NEA Steering Committee: October 2010

The Committee on Nuclear Regulatory Activities (CNRA) shall be responsible for the programme of the Agency concerning the regulation, licensing and inspection of nuclear installations with regard to safety. The Committee shall constitute a forum for the effective exchange of safety-relevant information and experience among regulatory organisations. To the extent appropriate, the Committee shall review developments which could affect regulatory requirements with the objective of providing members with an understanding of the motivation for new regulatory requirements under consideration and an opportunity to offer suggestions that might improve them and assist in the development of a common understanding among member countries. In particular it shall review current management strategies and safety management practices and operating experiences at nuclear facilities with a view to disseminating lessons learnt. In accordance with the NEA Strategic Plan for 2011-2016 and the Joint CSNI/CNRA Strategic Plan and mandates for 2011-2016, the Committee shall promote co-operation among member countries to use the feedback from experience to develop measures to ensure high standards of safety, to further enhance efficiency and effectiveness in the regulatory process and to maintain adequate infrastructure and competence in the nuclear safety field.

The Committee shall promote transparency of nuclear safety work and open public communication. The Committee shall maintain an oversight of all NEA work that may impinge on the development of effective and efficient regulation.

The Committee shall focus primarily on the regulatory aspects of existing power reactors and other nuclear installations and the construction of new power reactors; it may also consider the regulatory implications of new designs of power reactors and other types of nuclear installations. Furthermore it shall examine any other matters referred to it by the Steering Committee. The Committee shall collaborate with, and assist, as appropriate, other international organisations for co-operation among regulators and consider, upon request, issues raised by these organisations. The Committee shall organise its own activities. It may sponsor specialist meetings and working groups to further its objectives.

In implementing its programme the Committee shall establish co-operative mechanisms with the Committee on the Safety of Nuclear Installations in order to work with that Committee on matters of common interest, avoiding unnecessary duplications. The Committee shall also co-operate with the Committee on Radiation Protection and Public Health and the Radioactive Waste Management Committee on matters of common interest.

## **Working Group on Inspection Practices (WGIP)**

Date of Applicability: January 2011 – December 2013

### ***Scope***

The scope of work of WGIP is to examine regulatory inspection practices within the following context:

- Inspection is any examination, observation, measurement, or test to assess structures, systems, components, materials, operational activities, processes, procedures, and personnel and organisational competence. Regulatory inspection is inspection by or on behalf of a regulatory body.
- One important responsibility of a regulatory body is to verify by inspection that licensees operate safely, that their activities fully comply with all applicable regulations, and that safety is given the highest priority. Regulatory inspection must therefore be supplemented by reviews and by other regulatory controls to yield an integrated assessment of safety and provide a basis for enforcement, which is an essential part of the regulatory oversight process.

### ***Main Objectives***

The working group shall constitute an international forum for exchanging information and experience and with the agreement of CNRA will plan its work to ensure improvements in nuclear safety through more effective and efficient regulation.

To this end, the working group shall:

- promote co-operation and learning to mutually enhance regulatory effectiveness and efficiency by reviewing the effectiveness of existing regulatory inspection practices, prepare reports and disseminate lessons learnt, and by sponsoring and holding international workshops on regulatory inspection practices;
- consider what inspection and practices are appropriate to address the future regulatory challenges as identified by CNRA;
- consider the lessons learnt from regulators and regulatory inspections and practices from operational experience.

### ***Methods of Working***

Annually the WGIP will prepare a revised plan of work for the next 2 years for agreement by the CNRA.

The working group will closely interact with the Working Group on Operating Experience (WGOE), as the analysis of operating and inspection experiences are both highly important to the oversight of operational safety.

With CNRA's agreement the working group will collaborate with, and assist other NEA committees and other international regulatory organizations.



## **Working Group on Operating Experience (WGOE)**

Date of Applicability: January 2011 – December 2013

### ***Objectives***

The main objective of WGOE is to share experience and knowledge, analyse and provide expert insights from operating experience to reach timely conclusions on trends, lessons learnt and effective responses in the short to medium term, and to promote proposals for re-assessment of safety, additional research, new or revised regulatory inspection practices, improvements in managing operations, and other actions to maintain and improve safety in the longer term.

In order to accomplish this objective the working group shall:

- Meet periodically to share from their member states incident and event information covering trends, significant important events, responses and measures taken, and lessons learnt.
- Meet periodically to review the information from the IRS and other data bases. Have oversight of the IAEA/NEA International Incident Reporting System (IRS) established for collection and dissemination of operating experience. The Working Group should also ensure the quality of the IRS reports and that the corrective actions are presented in such a manner that they allow others to consider whether similar measures should be implemented, thus facilitating CNRA to discuss and decide on respective actions.
- Promote the development and sharing of improved techniques and methods for the collection, assimilation, review and analysis of incidents.
- Provide expert insight and analysis capabilities to event and inspection experience, and effectiveness of actions taken

### ***Methods of Working***

- Constitute a forum of experts for the analysis of operating experience from regulatory authorities, technical support organisations and industry representatives
- Closely co-ordinate with and provide input to the Working Group on Inspection Practices (WGIP), as the analysis of operating experience and analysis of inspection experience are both of high importance for regulatory oversight of operational safety.
- Report to the Committee on Nuclear Regulatory Activities (CNRA) and assist that Committee with its work. The programme of work of WGOE will be approved by CNRA. It shall also sponsor specialist meetings and workshops to further its objectives.
- Provide and receive regular reports to and from the Committee on the Safety of Nuclear Installations (CSNI), from which the CSNI may consider initiating specific tasks in existing working groups, establish new research programmes or provide input on the current state-of-the-art. The Working Group shall collaborate with or assist the CSNI Working Groups and NEA Projects.
- Coordinate its work with other NEA committees and international organisations (e.g., IAEA, EC, WANO, etc.).
- Provide regular reports to the CNRA on trends, significant important events, responses and measures taken, lessons learnt nationally and internationally.

## **Working Group on Public Communications of Nuclear Regulatory Organisations (WGPC)**

Date of Applicability: January 2011 – December 2013

### **Objectives**

The objective of the WGPC is to provide support to improve communication of Nuclear Regulatory Organisations (NRO) through exchange of information and experience by identifying good practices with focus on enabling practical implementation in each organization/country as appropriate and to maintain a network among working group members facilitating consistent and proportionate NRO public communication between member countries related to any event or regulatory matter with potential public interest;

In order to achieve this objective:

- The Working Group will share information, news, documents, data, views, ideas, and experiences in the field of public communication and stakeholder interaction. It will keep abreast of activities of a similar or related nature undertaken by other parts of the NEA.
- The Working Group will review developments, progress, techniques, tools, procedures and achievements in the area of nuclear regulatory communication with the public and stakeholders. It will highlight lessons learned and good practices.
- The Working Group will provide assistance to CNRA members, through technical notes and workshops, by addressing specific issues and practices.
- The Working Group will co-operate, internally and externally, with other organisations in regulatory public communication and stakeholder interaction matters, in line with NEA policy.

### **Methods of Working**

- Constitute a forum of NRO communicators to share information and plan/coordinate/manage activities through organisation of annual meetings
- collaborative writing of consensus documents (e.g., technical notes, guidelines or aide-memoire) useful to improve NRO communication;
- use of the “flashnews” system to exchange in real time relevant information about safety relevant events of media interest;
- organisation of workshops in relation with public information and communication;

## **Working Group on the Regulation of New Reactors (WGRNR)**

Date of Applicability: January 2011 – December 2013

### ***Scope***

The Working Group on Regulation of New Reactors (WGRNR) shall be responsible for the programme of work in the CNRA dealing with regulatory activities in the primary program areas of siting, licensing and oversight for new commercial nuclear power reactors (Generation III+ and Generation IV reactors). The working group shall constitute an international forum for exchanging information and experience and with the agreement of CNRA and will plan its work to ensure improvements in nuclear safety through more effective and efficient regulation. In order to accomplish this prime objective the working group shall:

In order to accomplish this objective:

- The working group shall constitute a forum of experts for the licensing of new commercial nuclear power reactors and should facilitate a cooperative approach to identify key new regulatory issues and promote a common resolution.
- The working group should co-ordinate its work with the work performed by the Multinational Design Evaluation Programme (MDEP) such that: it utilises its outputs and does not duplicate its efforts; extends the results of MDEP to other CNRA members and plans for the transition of MDEP into CNRA.
- The working group should ensure that construction inspection issues and construction experience is shared through existing CNRA working groups or new working groups as appropriate.
- The working group should plan for the transition of new reactors into the operational phase and established CNRA programs.
- The working group should identify support needed from CSNI

### ***Methods of Working***

- Report to the Committee on Nuclear Regulatory Activities (CNRA) and assist that Committee with its work. The programme of work of WGRNR will be approved by CNRA.
- Closely co-ordinate its work with the Working Group on Inspection Practices and the Working Group on Operating Experience such that each of the respective groups use the expertise of the individual groups and do not duplicate efforts.
- Provide and receive regular reports to and from the Committee on the Safety of Nuclear Installations (CSNI), from which the CSNI may consider initiating specific tasks in existing working groups, establish new research programmes or provide input on the current state-of-the-art. The Working Group shall collaborate with or assist the CSNI Working Groups and NEA Projects.
- Co-ordinate its work with other NEA committees and international organisations (e.g., IAEA, EC, WANO, etc.).



**APPENDIX B: STANDARD FORMS AND TABLES****Proposal form for new work**

CNRA Proposal – Working Group Name(Year)Number <sup>11</sup>	
Title	Subject of the work to be performed
Objective/Scope	Short definition of the main objectives and scope for the work to be performed.
Relevance	Short description of the relevance of this work to the member countries and why it is essential to be carried out by a CNRA Working Group. Alignment to Joint Strategic Plan and/or CNRA Operating Plan should be included.
Expected Outputs	What is the added value of this work to nuclear safety and regulatory activities and what will be the final product?).
Work Process	Short description of how the work will be carried out, participants, consultants, co-ordination with others, etc.
Schedule/ Milestones	Expected intervals for develop, obtaining interim results and delivering final products, etc.
Interaction with Others	Description of co-ordination: Internal: Other CNRA Working Groups, CSNI Working Groups or other NEA Standing Committees External: Other organisations, for example, IAEA, EC, WENRA, WANO
Approved by CNRA	Date and meeting when approved by CNRA

<sup>11</sup> Group/Year/Number – Example WGIP(2006)1

**Template for WG Integrated Plan**

1. WG Mandate.

Mandate as approved by CNRA.

2. WG Strategy and Goals.

3. Regulatory Issues relevant for WGXX.

4. WGXX work scope

The activities constituting the current WGIP work scope are listed in the table below.  
(Note: Reference to CNRA operating plan as NEA/CNRA/R(2011)2).

5. Schedule of WGIP Work (+/- 3 years from 20XX).

Item	Op Plan Chal	2008	2009	2010	2011	2012	2013	2014	Duration planned/real	Status
Activity 1	1, 4									
Activity 2	4									
Activity 3										Not started

Key:

	Ongoing activities without any time limit
	Original schedule of the Activity
	Extended schedule of the Activity

With a note as “not started” for activities approved but from different reasons not begun (Activity 3).

6. Co-ordination with others.

7. Ensuring quality.

8. List of WG reports (from 19xx (year) – to 20 XX (year)).

**APPENDIX C: WORKING GROUP TASK ALIGNMENT TO CHALLENGES**

CNRA	1 Adequate Nuclear Skills and Infrastructure		2 Effectiveness and Efficiency of Activities				3 Safe Operation of Current Nuclear Installations		4 Safety in New Nuclear Installations		5 Safety in Advanced Reactor Designs
Purpose: To demonstrate the alignment of with current WG tasks with the five new challenges in the Joint CNRA/ CSNI Strategic Plan. June 2010	1 <b>Means to sustain safety excellence</b> given the increasing infrastructure challenges.	2 Co-operative development efforts and <b>information exchange</b> to enhance the nuclear infrastructure	1 <b>Maximise outcomes</b> of work; doing the right work & doing the work right	2 <b>Harmonisation of regulatory practices.</b> (esp. new NPPs and inspection	3 <b>Cost sharing and cost effective</b> safety programs	4 <b>Improve capability to interact with the public</b>	1 <b>Maintaining safety margins</b>	2 <b>Use of risk-informed regulatory strategies,</b> updated with <b>operating experience</b> and safety results	1 Utilisation of new or improved analytical tools in safety reviews	2 Safety issues specific to new designs	1 Advanced reactor issues 2 Collaborative projects
Working Group on Public Communication for Nuclear Regulatory Organisations											
EOI - Recent Events			X			X		X			
Transparency		X		X		X					
Information to Local Public		X		X		X					
Public Perception		X		X		X					
Crisis Communication		X		X		X					



<b>CNRA</b>	<i>1 Adequate Nuclear Skills and Infrastructure</i>		<i>2 Effectiveness and Efficiency of Activities</i>				<i>3 Safe Operation of Current Nuclear Installations</i>		<i>4 Safety in New Nuclear Installations</i>		<i>5 Safety in Advanced Reactor Designs</i>
Purpose: To demonstrate the alignment of with current WG tasks with the five new challenges in the Joint CNRA/ CSNI Strategic Plan. June 2010	<b>1 Means to sustain safety excellence</b> given the increasing infrastructure challenges.	<b>2</b> Co-operative development efforts and <b>information exchange</b> to enhance the nuclear infrastructure	<b>1 Maximise outcomes</b> of work; doing the right work & doing the work right	<b>2 Harmonisation of regulatory practices.</b> (esp. new NPPs and inspection	<b>3 Cost sharing and cost effective</b> safety programs	<b>4 Improve capability to interact with the public</b>	<b>1 Maintaining safety margins</b>	<b>2 Use of risk-informed regulatory strategies,</b> updated with <b>operating experience</b> and safety results	<b>1</b> Utilisation of new or improved analytical tools in safety reviews	<b>2</b> Safety issues specific to new designs	<b>1</b> Advanced reactor issues <b>2</b> Collaborative projects
Working Group on Operating Experience											
EOI - Recent Events			<b>X</b>				<b>X</b>				
EOI – Generic Issue		<b>X</b>	<b>X</b>				<b>X</b>				
EOI - NOEF	<b>X</b>			<b>X</b>							
IRS database			<b>X</b>		<b>X</b>						
KM of OE	<b>X</b>										
Trending		<b>X</b>	<b>X</b>				<b>X</b>				
Forsmark/ DIDELSYS		<b>X</b>					<b>X</b>				
Transformers		<b>X</b>					<b>X</b>				
CSFI							<b>X</b>				

<b>CNRA</b>	<i>1 Adequate Nuclear Skills and Infrastructure</i>		<i>2 Effectiveness and Efficiency of Activities</i>				<i>3 Safe Operation of Current Nuclear Installations</i>		<i>4 Safety in New Nuclear Installations</i>		<i>5 Safety in Advanced Reactor Designs</i>
Purpose: To demonstrate the alignment of with current WG tasks with the five new challenges in the Joint CNRA/ CSNI Strategic Plan. June 2010	1 <b>Means to sustain safety excellence</b> given the increasing infra-structure challenges.	2 Co-operative development efforts and <b>information exchange</b> to enhance the nuclear infrastructure	1 <b>Maximise outcomes</b> of work; doing the right work & doing the work right	2 <b>Harmonisation of regulatory practices.</b> (esp. new NPPs and inspection	3 <b>Cost sharing and cost effective</b> safety programs	4 <b>Improve capability to interact with the public</b>	1 <b>Maintaining safety margins</b>	2 <b>Use of risk-informed regulatory strategies,</b> updated with <b>operating experience</b> and safety results	1 Utilisation of new or improved analytical tools in safety reviews	2 Safety issues specific to new designs	1 Advanced reactor issues  2 Collabor-ative projects
<b>Working Group on Regulation of New Reactors</b>											
EOI - Generic		X	X								
ConEx database					X					X	
Licensing Practices		X		X						X	
Construction Inspection				X						X	

<b>CNRA</b>	<b>1 Adequate Nuclear Skills and Infrastructure</b>		<b>2 Effectiveness and Efficiency of Activities</b>				<b>3 Safe Operation of Current Nuclear Installations</b>		<b>4 Safety in New Nuclear Installations</b>		<b>5 Safety in Advanced Reactor Designs</b>
	<b>1 Means to sustain safety excellence</b> given the increasing infrastructure challenges.	<b>2 Co-operative development efforts and information exchange</b> to enhance the nuclear infrastructure	<b>1 Maximise outcomes</b> of work; doing the right work & doing the work right	<b>2 Harmonisation of regulatory practices.</b> (esp. new NPPs and inspection	<b>3 Cost sharing and cost effective</b> safety programs	<b>4 Improve capability to interact with the public</b>	<b>1 Maintaining safety margins</b>	<b>2 Use of risk-informed regulatory strategies,</b> updated with <b>operating experience</b> and safety results	<b>1</b> Utilisation of new or improved analytical tools in safety reviews	<b>2</b> Safety issues specific to new designs	<b>1</b> Advanced reactor issues <b>2</b> Collaborative projects
Purpose: To demonstrate the alignment of with current WG tasks with the five new challenges in the Joint CNRA/ CSNI Strategic Plan. June 2010											
<b>Working Group on Inspection Practices</b>											
EOI – Recent Events			X				X				
EOI – Safety Culture		X	X				X				
EOI – Nat’l IP	X			X							
Corrective Action Programme		X	X	X			X				
Maintenance Programme		X	X	X			X				
Emergency Arrangements		X	X	X			X				
Operators				X			X				
Ageing				X			X				
Contractors				X			X				
Inspection Philosophy	X										