



Technical Meeting
on the
Global Nuclear Safety and Security Network (GNSSN)
Development of the International Regulatory Network
(RegNet)

IAEA Headquarters, Vienna, Austria

06–10 December 2010

(J5-TM-38966)

Summary Report

Executive Summary

1. The meeting discussed recent progress made with the Global Nuclear Safety and Security Network (GNSSN) focussing on the international Regulatory Network on the background of current practices of managing, presenting, using and sharing nuclear regulatory information in national and international contexts. About 40 Experts from 31 Members States and the IAEA Secretariat took part. The TM was based on the results from the TM in November 2008 and reviewed the progress achieved by consultancies in 2009 and 2010. GNSSN operation was launched in September 2010 using Microsoft SharePoint 2007. Actual content, performance and applications of the regulatory part of GNSSN, the RegNet, were presented and used during the TM. Altogether 18 papers of member states were presented. IAEA presented 12 contributions about the features and services available in GNSSN.
2. The GNSSN implements the concept of the Global Nuclear Safety and Security Framework (GNSSF) as outlined in ISAG 21. This is the framework of instruments and resources for achieving and maintaining worldwide a high level of safety and security at nuclear facilities and activities as stated in SF-1 and supporting safety standards or recommendations such as INSAG-12,. The meeting confirmed the importance of establishing and operating a global nuclear safety and security network as envisaged by GNSSN. National efforts are and should be augmented by the activities of a variety of international enterprises that facilitate safety and security. The IAEA standard GS-R-3 requires that information and knowledge is managed as a resource. The Global Nuclear Safety and Security Network (GNSSN) is the key element of the GNSSF for sharing of information and knowledge among the global expert community.
3. The meeting confirmed the need and the added value of establishing and operating enhanced regulatory networking as envisaged by RegNet. The topics to be considered should include safety, security, radiation protection, waste management, transport safety, and emergency. The discussions also addressed the need not only to avoid unnecessary duplications but also to use synergies for making a more efficient use of the limited personal and financial resources. Therefore RegNet shall be based on existing resources and networks and use synergies.
4. The Meeting took note of new momentum gained for regulatory networking in safety and security matters such as the international Cape Town Regulators Conference (2009), the Tokyo TSO Conference (2010) and the activities of the regional networks.
5. The TM reaffirmed that further strengthening of global networking in particular regulatory networking as intended by GNSSN/RegNet has to be based on current national priorities, on existing regional and thematic networks and on the established mechanisms of international co-operation as presented for example on the websites of the IAEA or the OECD-NEA. Current design and operation of RegNet are flexible enough to accommodate differences in national and international approaches and practices and to facilitate exchange and cooperation on regulatory matters.
6. The TM organized its work by establishing four working groups with the objectives to formulate and present the proposal on topics listed below:
 - Group A: Strategy and policy, including the overall structure and content of GNSSN and RegNet
 - Group B: Country Contributor Sites
 - Group C: IAEA Contributor Area

Group D: IT Infrastructure and Services

7. The participants confirmed the approach and main elements of RegNet in principle and made valuable proposals for further developments and improvements. A work plan was established with the objective to report and demonstrate progress at the forthcoming regulator's conference in 2012 in Canada and the TSO conference in 2013 in China. The work plan consists of main milestones regarding:
 - Future organisation and management of GNSSN/RegNet: Steering Committee;
 - Further development of IT infrastructure and performance (IT Group);
 - Establishment of National Nuclear Regulatory Portals (Joint Coordination Group);
 - Further development of regulatory portals of international organisations under RegNet, particularly at the IAEA (Joint Coordination Group)
 - Extension of fora and collaboration spaces under GNSSN/RegNet
8. The working group on strategy and policy developed further the vision and mission for global nuclear networking. It defined its roles and objectives. The overall concept and structure was further clarified and elements needing further elaboration were highlighted. Transparency and visibility of the approach were highlighted with respect to further promotion of networking on nuclear safety and security matters. Commitments of Member States and of the IAEA were addressed. Recommendations of the Cape Town Regulatory Conference and of the Tokyo TSO Conference should be followed in particular with respect to the hosting of a TSO Forum.
9. The Working Group on Country Contributor Sites proposed to change the name to: National Nuclear Regulatory Portal (NNRP). The Group developed detailed guidance on the function, role and content of such Portals. Recommendations were given for the further development of national portals, supporting activities as guidance, instructions and a workshop. A close coordination with the development of regional networks should be practiced. National portals should be used for both the regional and the global network. Furthermore interested countries can make use of the IAEA Hard- and Software resources to establish and maintain their national portal sites. A bilingual approach (national and English language) would increase usefulness of national portals.
10. The Working Group on the IAEA contributor area addressed those aspects where Member States currently can expect the greatest contribution for improving national safety and security such as IAEA safety standards, results of IAEA review services and other safety and security related information and publications, feedback mechanisms. Special attention should be given to the actuality of the inventory of nuclear safety and security networks.
11. The working group on IT infrastructure and services elaborated detailed recommendations on design, user interfaces, access rights, security, backup and restore. Special attention was given to user training and support as well as to user feedback. Also special aspects such as document management, metadata, yellow pages were addressed. These items should be addressed by the existing IT working group in the first half of 2011.
12. The TM took note that the budgets currently foreseen are sufficient for the short term implementation of the work plan. Some resources are needed to adapt national information for international co-operation to RegNet structures and means. This should not lead to extra burden, but should be compensated by focussing effort and increased efficiency. Further efforts and resources are needed to strengthen recently established

regional networks and to create new networks such as a European Nuclear Safety Network and a worldwide TSO Forum and network.

13. The participants noted the importance of establishing a Steering Committee that coordinates the efforts of RegNet in the overall context of GNSSN. This SC should reflect the needs of MS and the different fields to be covered by the network (safety, security, radiation protection, etc.). The first GNSSN/RegNet SC Meeting should be held in the first half of 2011.
14. The TM discussed proposals for the Terms of Reference for the Steering Committee based on Terms of Reference as practiced for other high level IAEA Committees and presented a recommendation. The SC should agree on the objectives, principles, rules and guidance as discussed by the TM . Specific tasks of the Steering Committee have been addressed in the annexed proposal.
15. RegNet team sites should be established and maintained for reporting about the implementation of the further developments and the creation of the Steering Group (virtual SC)
16. It was noted that the benefit of the GNSSN/RegNet is strongly dependent on contributions from participating organisations with respect to the maintenance of contributor sites and of links to related content on national websites. IAEA as the host and service provider of the RegNet will maintain and coordinate the network and its administration.
17. The TM took note of some offers from participants to make specific contributions in 2010 such as a Workshop for the coordinators of country contributor sites (National Nuclear Regulatory Portals) and contributor areas for international or supranational organisations.. After confirmation by the offering organisations the Secretariat will amend the documentation of the TM respectively.
18. The results of the working groups and their conclusions and recommendations were discussed by the plenary of the TM and received full support from the participants.

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1. WORK PLAN AND MILESTONES FOR PROGRAMME IMPLEMENTATION

1.1. Overall Work plan (key milestones)

- Establishment of Steering Committee (SC)
- Amendment of specific IT features, migration to SharePoint 2010 and consolidation of SharePoint Performance
- Development of national nuclear regulatory portals (NNRP)
- Implementation of further IAEA Contributor Sites for IAEA Services
- Development of further contributor sites
- Enhanced visibility and acceptance of GNSSN/RegNet
- Implementation of additional activities as decided by the SC.

1.2 Tentative schedule

Quartal	Activity
I 2011	Coordination meeting for specification of additional implementation activities and preparation of the Steering Committee Extension of applications to promote visibility and interest
I 2011	Invitation to Member States by IAEA for participation in GNSSN/RegNet activities, in particular nomination of members of the Steering Committee and of Country Coordinators
I-II 2011	Amendment of specific IT features, migration to SharePoint 2010 and consolidation of SharePoint Performance
II 2011	Steering Committee
II 2011	Workshop of Country Coordinators (Germany, invited by IAEA)
III-IV 2011	Establishment of Groups and Consultancies as decided by
III 2011	Presentation at the IAEA GC (Roundtable)
III 2011	Coordination among global and regional networks
IV 2011	Steering Committee
IV 2012	Third International Conference on Effective Nuclear Regulatory Systems - Report on progress with RegNet
IV 2013	Third TSO Conference - Report on Progress

The Work Plan will be further elaborated and presented to the first Steering Committee Meeting for discussion and approval.

2. WORKING GROUPS

The TM made reference to available references such as:

- Technical Meeting on the Establishment of the Regulatory Network J5-TM-34936, 24-28 November 2008, Vienna Austria
- Draft Terms of Reference „The Steering Committee (SC) on the Global Nuclear Safety and Security network (GNSSN) and the international Regulatory Network (RegNet), 03. December 2010
- Annexes of the Draft Summary Report of the CS Meeting on 09-13 February 2009, Vienna Austria
- M. Herttrich, BMU Germany, “Global, Regional or Thematic Networks for Regulators”, International Conference on effective nuclear regulatory systems – further enhancing GNSSR, 14-18. December 2009, Cape Town, South Africa (slides and report)
- Jaques Repussard, Conclusions of the international conference on the challenges faced by TSOs in enhancing nuclear safety and security, 25-29. October 2010, Tokyo Japan
- Hans Steinhauer, “Actions needed to move forward”, International Conference on the Challenges faced by TSOs in enhancing Nuclear Safety and Security, 25-29. October 2010, Tokyo Japan
- Consultants’ Meeting on the Development of GNSSN and RegNet, 07 – 10 June 2010, Vienna, Austria (Summary Report, Joint Coordination Team, Strategy for further development of GNSSN/RegNet, Short- und Long-Term Strategy Plan)

2.1 Group A: Strategy and policy, including the overall structure and content of GNSSN and RegNet

Chair M.-G. Albert

Rapporteur R. Awad

Participants: S. Vandoeun, R. Awad, A. Chevallier, M. Koyama, M. Takahashi, A. Babakhani, N. Mohammadzadeh

Vision:

Nuclear Safety and Security information, knowledge, experience and lessons learned are shared and made available to all concerned.

Mission:

- To ensure that relevant knowledge, experience and lessons learned related to Nuclear Safety and Security are managed and shared for the benefit of member states.
- To enable and support the collaboration and the interaction between organizations and subject matter experts.

Role and Objectives of GNSSN/RegNet

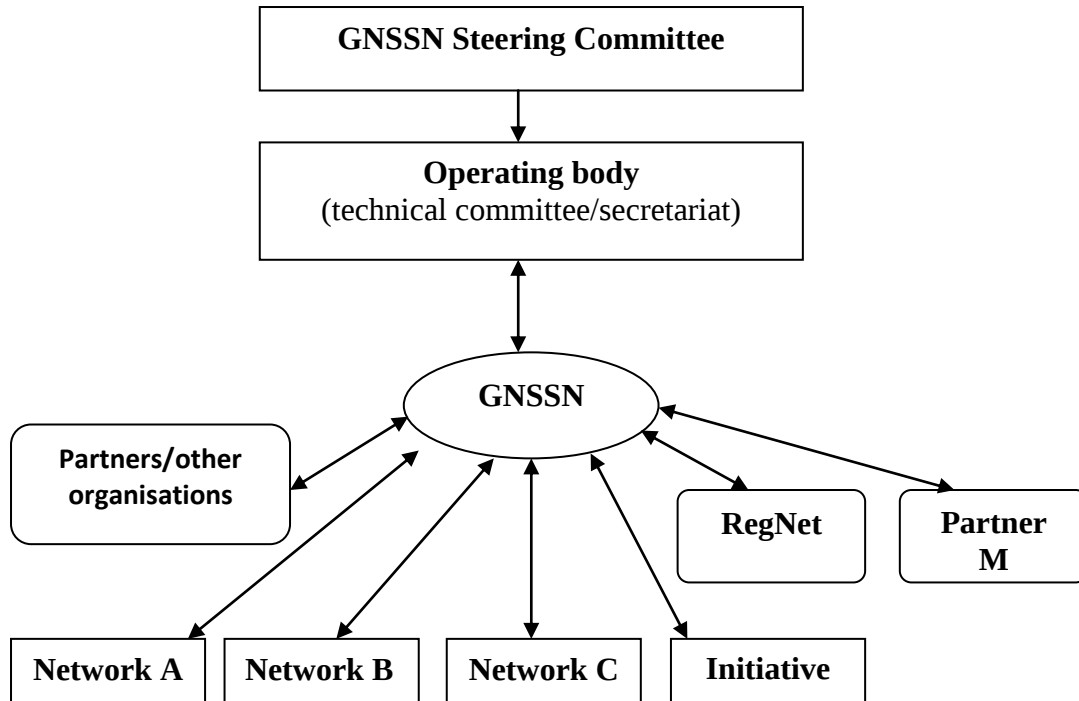
The main role of GNSSN/RegNet is sharing knowledge and bringing people together to enhance and promote nuclear safety and security. (Nuclear safety and security includes radiation safety, waste management safety, security of radioactive sources, physical security, illicit trafficking, Emergency Preparedness etc.)

The objectives of GNSSN/RegNet:

1. Enhancing safety and security by international cooperation
2. Sharing information and best practices
3. Enabling adequate access to relevant safety and security information and promoting the dissemination of this information.
4. Implementing active collaboration in the relevant areas related to safety and security, such as joint projects, peer reviews, ...
5. Enabling synergies among existing networks and initiatives
6. Informing the public on the relevant safety and security areas and the related international collaboration.
7. Promoting capacity building.

The Overall concept and structure:

The GNSSN is an inclusive concept that brings together, links and complements all existing networks and initiatives



Elements to be further elaborated:

1. Include links to existing sites (National, regional)
2. Include links to international organizations (OECD/NEA, ICRP...)
3. Include links to operators' organizations and industry groups (WANO, COG, EPRI, PWR-OG...)
4. Include activities such as regional and international meetings, workshops, training, tutoring, working group activities, etc...
5. Include exchange forum by topic (Generic Safety issues, radiation protection etc...)
6. Include yellow pages of Subject Matter Experts by topic and facilitating partnership.
7. Include TSO Forum page similar to RCF or IRRS

Transparency of the approach:

The public part of the network should be transparent by disseminating scientific and regulatory information related to safety and security areas. The part limited to member states should be easily accessible.

Arrangement of items:

1. Keep as much as possible a consistent way in presenting the information
2. Documents published in the public area should not contain any reference to restricted document not publically available.

Visibility and promotion of GNSSN and RegNet:

1. Each partner, user and participant should promote the network.

2. Include links to GNSSN web site on the web site of the regulatory authority and the TSO.
3. Present the network in relevant Agency's activities.

Commitment of member states:

1. To participate actively in the activities of the Network and designate experts for specific question or activity to provide the relevant contribution.
2. To provide of information (contributor pages linkages to other websites of the provider, etc.);
3. To establish and maintain quality assurance and validating the content of the contribution;
4. To update regulatory information as necessary as needed;
5. To provide access to validated content and support documents, if possible, when requested by GNSSN participants;
6. To grant IAEA and GNSSN copyrights or non-exclusive, royalty-free licence as applicable.

TOR Steering Committee: see annexed Material 3.d)..

Establishment of a TSO Forum According to Tokyo's Conference:

- GNSSN supports the implementation of the TSO Tokyo's conference recommendations.
- GNSSN should be the host of TSO Forum and provides the infrastructure for this Forum.

References/Links to related IAEA Standards and Guidelines:

GNSSN should include links to relevant IAEA publications related to Nuclear Safety and Security.

Data Security Confirmation and sensitive information:

- GNSSN should provide assurance that information identified as restricted are transmitted, handled and distributed according to the contributor's instructions.
- Data and information Security and classification policy should be defined by the Steering Committee.

Designation of the Global Nuclear Safety and Security Network

GloSSaNet	G-NSSaN	GNN
GNuSSaNet	SaSNet	GNSN
G-SSNet	INSSaN	
GloSSNet	INSSNet	

2.2 Group B: Country Contributor Sites (CCS)

Chair A. Kuvshinnikov,

Rapporteur I. Gutsalo

Participants: M. Mishar, P. Jaracz, T. Leonin, H. Teske, V. Ivenin

Purpose

Clarification of role and function of CCS and of related subsites
Interconnection to other network areas

Topics

- Clarification of the role and function of the Country Area/Contributor Site and related sub sites
- Explain, discuss, develop and agree the structure and the contents of CCS and how existing pages look like.
- Demonstrate how content is added and outline of the effort to contribute.
- Different languages.
- Avoid duplications to other networks included in GNSSN,
- How to restrict sensitive material if any.
- Encourage other countries to contribute.
- Define how to maintain and approve material added by the contributor on a regular basis.

Expected results

- Consolidated understanding of concept and content of CCS and sub sites
- Clarification of added value and resources needed
- Commitment of member states to contribute to CCS.

Results of discussion

1. Country related information inside GNSSN/RegNet

In the open part of GNSSN exist list a list “Regulatory country information” which consist of links to important country related information: (RB, national authority promotion NE, CNPP, CNS-Report and JC-Report).

In the RegNet part exist the Country Contributor Site

2. Role of the CCS

Country Contributor Site (CCS) is the “National Entrance Portal” of the RegNet.
(Recommendation: change name of the CCS to **National Nuclear Regulatory Portal**)

3. Functions of the National Nuclear Regulatory Portal (NNRP)

3.1 The NNRP is on one hand a part of the global RegNet and on the other hand the Entry Page to the:

- General country information
- Country Nuclear Regulatory Profile (CNRP)

- national networks (like an interface).
 - actual national legislative information (Legislative Pyramid)
- 3.2 Exchange information resources between regulatory authorities of IAEA Member States.
- 3.3. Exchange information resources between Member States and IAEA, including easier access to the restricted IAEA information resources.
- 3.4 Use NNRP for country purposes.

4. Structure and Content of the NNRP

NNRP is based on an uniform structure and administered by the respective country itself (Country should nominate organization and contact person to develop and maintain NNRP). At present content and structure developed in pilot phase is adequate and comprehensive enough.

(Recommendation for SC – extend content of NNRP for the future).

The NNRP contain the CNRP as well as further country specific information on items of interest for nuclear regulatory purposes.

As a rule, the main architecture of the CNRP contains the following issues:

1. Radiation and nuclear facilities and activities of the country,
2. Responsibilities and functions of the government,
3. Global safety regime,
4. Responsibilities and functions of the regulatory body

Chapter 2-4 are presented in a way that the text of the requirements from the GSR-1 Part 1 is given in italics. After that, the references to the documents are given which describe the issues corresponding to this requirement.

In addition to the CNRP the following items of country specific information will be provided on the NNRP:

1. General Country Information, e.g. national reports to the CNS, JC, etc.
2. Legislative and Governmental Structure, Regulatory Body and involved parties
3. Regulatory knowledge base or Regulatory pyramid;
4. Review and Appraisal services performed for the country (e.g. IRRS, OSART, ...)
5. National event reporting & feedback system (OEF, GSI)
6. National and international databases with information related to the country
7. Other important Links

5. Conclusions and Recommendations

5.1 At present content and structure of NNRP developed in pilot phase is adequate and comprehensive enough. However SC could extend content of NNRP for the future.

5.2 Working group believes that RegNet including NNRP brings added value to the level of nuclear safety and security. It has to be highlighted as an big advantage, that the countries can use IAEA Hard- and Software resources for that purposes (cost effectiveness!)

5.3 Increasing commitment and support from IAEA Member states to the GNSSN/RegNet is highly recommended. For this purposes following activities should be foreseen:

- prepare and distribute available materials describing goals, tasks and current status of the GNSSN/RegNet among RB of Member States (TM materials may be used for this purpose);
- limited online access to demonstrate the capacity of restricted area of the GNSSN/RegNet;
- prepare video demonstration explaining capability of the GNSSN/RegNet;
- use experience of countries which already developed pilot NNRP to build own national portals as entrance to GNSSN/RegNet;
- organize by IAEA during 2011 additional support for countries interested in developing national portals;
- organize by IAEA meetings on different level (for decision-making persons, specialists etc.)

5.4 Existing network such as ANSN should check whether the available and collected country knowledge based information could be used, to build up National Portals, which could be used for both the regional and global network. This would avoid unnecessary duplication efforts.

5.5 It is recommended, that the networks under development at the moment (ANNuR, FNRBA) should use the NNRP for their members as an Entrance/Interface to the regional and to the global network.

5.6. The bilingual approach is important for better acceptance of the RegNet inside the Member State institutions.

5.7 Member states should be invited to nominate Country Coordinators. For the promotion of NNRP an international workshop should be held in the second quarter of 2011.

2.3 Group C: IAEA Contributor Area: E&T, Operating Experience Feedback (OEF), Knowledge Portal etc.

Chair J. Ramsey

Rapporteur S. S. Prasad

Participants: B Ilijas, K. Ahmed, H. A. A. Amer, L. Guo, L. Biro, M Cristobal

Recommendations:

1. The IAEA contributory site (IAEA regulatory Portal under RegNet) should enable direct access and information on current international standards and other safety related publications of the IAEA with adequate consideration of facilities and activities other than NPPs. The information on the preparation of IAEA documents should be up to date enabling member states to give feedback.
2. The networking activities with the networks dealing with safety aspects of the facilities other than NPPs should be promoted.
3. IAEA may consider putting the standards in a more organized manner to make it user friendly under certain headings and sub headings such as:
 - a) Safety
 1. Reactors
 2. Front end fuel cycle facilities
 3. Back end fuel cycle facilities
 4. Radiation facilities
 5. Radiation applications
 6. Others
 - b) Security
 1. Reactors
 2. Front end fuel cycle facilities
 3. Back end fuel cycle facilities
 4. Radiation facilities
 5. Radiation applications
 6. Others

The standards highlighting the functions of regulatory body should be considered putting separately from the documents for the use of users.

4. The results of IAEA review services (OSART, IRRS, INIRS, etc) should appropriately be put under the headings such as good practices and lessons learned without a mention about the name of the country associated with the findings.
5. The following information should also be made available on the site for the benefit of the users.
 1. Good operational practice

2. Events and near misses – segregation of reports under different headings such as fire safety, industrial safety, radiological safety, transport safety, etc.
 3. Trend of operational radiation exposures
 4. Information about the radioactive waste discharges
 5. Information related to E&T
 6. Information about the point of regulatory contacts in different countries
 7. Emergency preparedness and concerned reports on findings/results of exercises
 8. Calendar on the planned regulatory activities/meetings by IAEA and others
 9. The list of country specific web sites with associated materials and information about source of contact
 10. Provision for getting the feedback from the users of the GNSSN site.
6. Reference of all associated networks attached to GNSSN along with the concerned specialized activities should be mentioned on the site. The network should also reflect the names of the growing networks in different fields in support of IAEA.
 7. The site should also include details of the available international standards in various fields and related reference sites.
 8. IAEA should take care to avoid duplication of the information with appropriate measures while designing the web page.
 9. IAEA should make a consistent effort to increase the number of networks involved in the IAEA network loop (GNSSN). The required support in the form of guidelines, technical support etc should also be provided by IAEA to facilitate the growth and development of other regional, national, international and thematic networks for future association with GNSSN.
 10. It is recommended that the IAEA should effectively monitor the growth and development of the associated networks in the areas such as periodic updating of information and knowledge, response, user's registration etc.
 11. Homogeneity of the associated networks in the areas of design and information available in the web page should also be taken care by the IAEA appropriately. The necessary support for the working of the networks in an efficient manner should be offered by the IAEA.
 12. There should be appropriate attention from the IAEA side on promotion of GNSSN to the Member States.
 13. The features like simplicity in design and the importance of user friendly approach should also be taken care by providing the supportive tools like search engine, single window request counter for submission of requests by MS for IAEA support services, etc.

14. The IAEA should coordinate with the control and disbursement of the sensible information to the authorised parties.

The networks associated with the GNSSN should also display the information about GNSSN and provide the direct link for connection.

2.4 Group D: IT Infrastructure and Services

Chair Z. A. Baig

Rapporteur M. Kemppainen

Participants: B. Aji, P. Puhr-Westerheide, E. Gironzini, A. Riahi, P. Boonsuwan, S. Kunjeer

Recommendations and priorities based on availability of resources

Design, user interfaces, navigation

It is proposed to create a more attractive home page for GNSSN with pictures etc. (High, H)

Standard style sheets should be developed following Agency standards. (H)

The available SharePoint page options should be considered and the best suitable one chosen from the catalogue e.g. blank page, collaboration, libraries, navigational. (Medium, M)

Sitemap should be there. (M)

On every page the GNSSN logo should direct to the GNSSN home page. (H)

Horizontal scrolling should be avoided. (H)

Every page should have an option for users to send feedback on the content, incorrect or out-of date data, problems, suggestions via email. The email feed-back from the system should be used and messages evaluated. There should be a central email contact for GNSSN. (H)

Advanced search should be implemented with options to limit the search to GNSSN or also to include external sources. (M)

Access rights, security

Each restricted area has an owner who grants the access rights. (H)

A country coordinator should be nominated to authorise access and uploading rights to the users from the country and be responsible for all country related information. The list of country coordinators should be maintained and published in the system. (H)

Country coordinator should receive a notification when a user requests registration for restricted pages. Country coordinator may grant access to country specific data to users from other countries and the other country coordinator should be notified. (H)

Official channels (Embassies, relevant Ministries) could be used to assure that persons are properly authenticated in the same way as done for GovAtom and TC applications. (recommendation not from IT perspective)

The existing users should be reviewed regularly by country coordinators to make sure that they are still authorised for the access. (M)

It is seen that RegNet will have restricted information accessible to all regulators and a regulator group should be created. (M)

A proper input screen should be developed for registration requests. (M)

Confidential data traffic e.g. user-id's and passwords should be protected (SSL) (H)

For confidential information a special site could be created (with encryption). (M)

It is proposed that for GNSSN a security audit would be done to identify possible weaknesses. (M)

Content updating

Each main site should have an owner responsible for the content. (H)

Back-up restore

It should be checked whether partial restores (files, documents, sub-sites) can be made. (M)

User training, instructions

It is proposed to prepare an introductory video: how to register, login, access the system and upload data, as well as a handbook and to implement help texts in the system. (M)

There should be a contact point for user support. (H)

Frequently asked questions page should be implemented and maintained. (M)

User feed-back

It is proposed to do a user survey after one operational year of GNSSN. The survey should not take more than few minutes to fill, but with option for user to provide more detailed information. Survey could be targeted to selected users. (Low, L)

Opportunities should be used to interview users during their visits to the Agency or in meetings. (L)

Social networking (face-book, twitter) options could be considered to create a user community. (M)

Links and interfaces to other systems

External links should be checked regularly and available automatic tools used. Integration with other systems should be kept at URL link level and e.g. direct access to databases should not be implemented at this stage. (M)

Links to restricted sites should not be implemented. (L)

Internet browser issues

It should be mentioned in the system that Internet Explorer is the preferred browser. (M)

The access from Mac/Apple computers should be tested. (L)

Access statistics

Access statistics for the system and specific sub-sites should be collected and published.

It would be useful to see which information and functions are really used and which ones maybe not necessary. (M)

Document management

The teams should be aware of the MS Office document compatibility issues and agree on the versions used. (M)

The process of editing documents should be also agreed. The users should be well instructed to use the check-out, check-in features and versioning. (M)

Metadata

Metadata attributes is a useful feature for documents and a way to implement simple databases with easy Excel interface. Guidelines for the construction and use of metadata should be prepared. Interpretation of metadata for “pdf” format needs to be considered. (M)

Notifications

Teams should agree how notifications are used and be aware that wrong/extra subscriptions can easily lead to receipt of high volume of emails. (M)

Performance issues

Performance should be monitored continuously and efforts made to improve/tune it. (H)

Mobile access

Access from mobile devices should be considered from feasibility perspective (L)

Video conferencing

The band-width and organisation security policies are still a problem for IP based video conferencing. (H)

The procedure for scheduling the meeting, registering users and organising the meeting should be standardised and agreed upon. (M)

Yellow pages

Yellow pages is a useful SharePoint feature to have data on registered users, such as pictures, contact information, position, associations, qualifications. It can be used as an expert roster. Also individual subscriptions for notifications can be managed from there. (M)

3. MATERIAL ATTACHED TO TM DOCUMENTATION

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- b) Participants list of TM;*
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