

Steering Committee of the Global Nuclear Safety and Security Network (GNSSN)

Terms of Reference

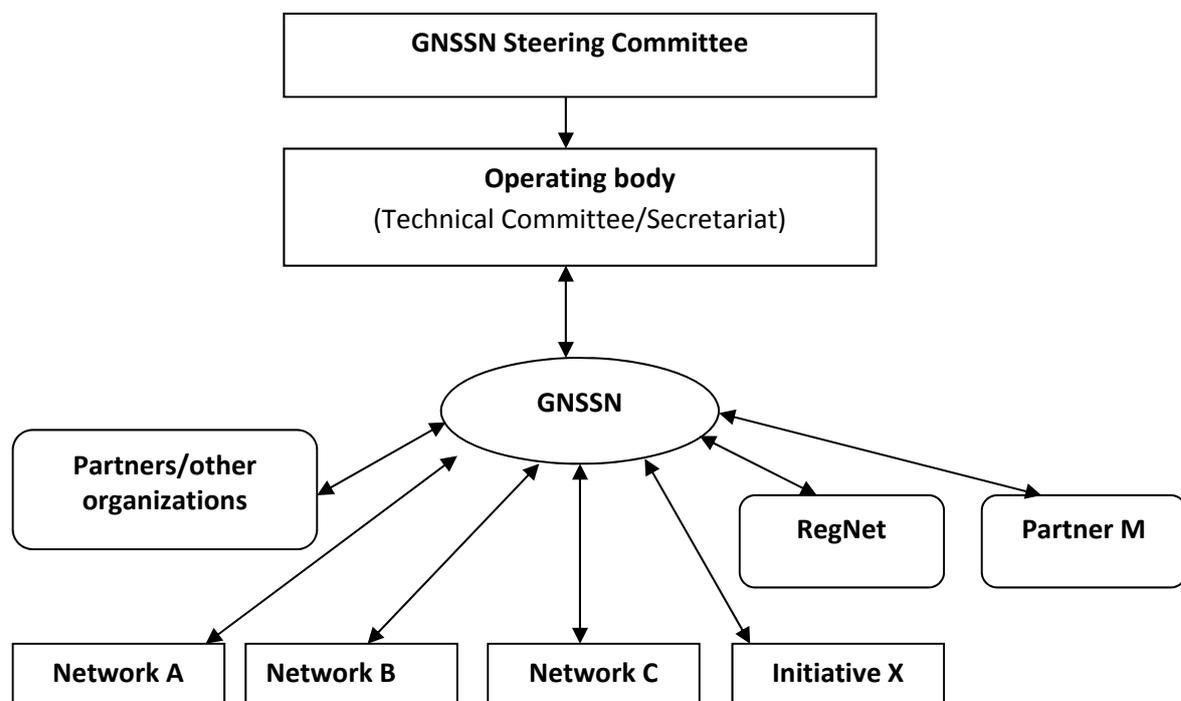
April 2012

Introduction

The global nuclear safety and security framework is the global framework for achieving and maintaining a high level of safety and security at nuclear facilities and activities worldwide. National efforts are and should be augmented by the activities of a variety of international enterprises that facilitate safety and security: intergovernmental organizations, multinational networks of operators and regulators, technical support organizations, the nuclear industry, multinational networks among scientists, organizations that are responsible for setting international standards, and other stakeholders such as the public, news media and non-governmental organizations that are engaged in nuclear safety.

The Safety Requirements publication *The Management System for Facilities and Activities* (IAEA Safety Standards Series No. GS-R-3, Vienna, 2006) requires that information and knowledge be managed as a resource. Accordingly, the GNSSN, which is a cornerstone of the global nuclear safety and security framework, aims to promote the sharing of safety- and security-relevant information and knowledge among the global expert community.

Networking has been recognized by the Member States of the International Atomic Energy Agency (IAEA) as a very effective instrument for enhancing the exchange of knowledge and experience essential to the implementation of appropriate safety and security measures. GNSSN is an inclusive concept that brings together, links and complements all existing networks and initiatives.



The GNSSN is driven by the following **vision**:

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

The GNSSN's **mission** is defined as follows:

- 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.

The **objectives** of the GNSSN are:

1. Enhancing safety and security through 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, including joint projects and peer reviews;
5. Enabling synergies among existing networks and initiatives;
6. Informing the public about the relevant safety and security areas and about international collaboration efforts in these areas; and
7. Promoting capacity building.

The purpose of this document is to define the function, membership, working methods, and resources of the Steering Committee of the GNSSN.

Functions

The Steering Committee of the GNSSN is a standing body of suitably qualified persons with responsibilities in nuclear safety and/or security who have recognized expertise in regulatory matters and nuclear knowledge management.

The functions of the Steering Committee are:

- To provide guidance on the approach and strategy for the GNSSN;
- To provide a forum for the exchange of information on ongoing work or for planned network-related activities;
- To ensure that the infrastructure provided by the IAEA maintains the GNSSN's role as a worldwide forum for sharing existing and new nuclear safety and security knowledge;
- To facilitate the development of capacity building among the participating countries;
- To strengthen shared ownership and commitment of nuclear safety and security knowledge from all countries participating in the GNSSN;
- To review the progress of planned activities and approve proposed activities;
- To respond to important current and emerging safety or security issues, to identify necessary actions to be taken, and to determine the need for additional information;

- To establish working groups to address emerging safety or security issues;
- To undertake periodic evaluations of the progress of the GNSSN;
- To approve the membership of organizations and networks;
- To promote closer cooperation and coordination with other international bodies, organizations and networks; and
- To establish policy regarding data and information security.

Membership

- The Steering Committee shall have at least 11 and no more than 17 members, including a Chairperson and a Vice-Chairperson.
- The IAEA Deputy Director General, Head of the Department of Nuclear Safety and Security, will seek to ensure a balance of regional approaches and experience in the areas covered by the GNSSN. He/she will request Member States to nominate as members of the Steering Committee suitably qualified persons with responsibilities in nuclear safety and/or security who have recognized expertise in regulatory matters and nuclear knowledge management.
- The Deputy Director General, Head of the Department of Nuclear Safety and Security, will appoint the members of the Steering Committee for a term of two years.
- The Chairperson of the Steering Committee is recommended and appointed by the Steering Committee, and will serve for a term of two years.
- In addition to the Steering Committee members, the chairs of the working groups for the thematic technical subjects may be invited to participate in the Steering Committee meetings.
- Representatives of regional networks or international organizations may be invited to participate in Steering Committee meetings as observers.

Working Methods

- The Steering Committee will meet as needed, though in any case at least once a year.
- The Steering Committee will be convened by its Chairperson through notifications to be issued by the Scientific Secretary.
- The Steering Committee will establish working groups on specific issues as necessary.
- Decisions are to be made by consensus.
- Meetings will be conducted in English.

Resources

- The Secretariat will provide all the resources necessary to permit the efficient working of the Steering Committee.
- A Scientific Secretary to serve the Steering Committee will be designated by the IAEA.
- All costs involved in the participation of a Steering Committee member will be borne by the nominating Member State. Should the need arise, however, the IAEA might provide some financial assistance, subject to the availability of funds and upon official request from the Member State.

The Contact Point: Roles and Responsibilities

March 2013

Introduction

1. The Contact Point is the principal interface between the International Atomic Energy Agency (IAEA) and a national regulatory body. The role of the Contact Point has been recognized as pivotal in ensuring promotion of the National Nuclear Regulatory Portal (NNRP) system and in enhancing its recognition and use by organizations involved in issues related to nuclear safety and security in a Member State.

2. The Contact Point provides the focus for all NNRP related matters in a Member State. As a consequence, the duties of the Contact Point encompass much more than administrative processes. They cover leadership, strategic thinking, operational management, supervision, coordination and relationship building with a wide range of stakeholders. Aspects that require particular attention are the following:

- A Contact Point who is aware of issues, trends and needs and who engages in continuous dialogue and exchange of information with counterparts can play a valuable facilitating role, with respect to both the national regulatory body and the GNSSN Secretariat, in addressing problems;
- A Contact Point responsible for monitoring lessons learned and best practices, and serving as a focal point for knowledge preservation and retrieval, is able to ensure more effective collaboration and knowledge sharing on the NNRP;
- Better communication with key stakeholders, in line with government policies and approaches, increases the relevance and effectiveness of the NNRP;

Role and Responsibilities

3. The roles and responsibilities are presented below primarily in the context of the Contact Point's function, but equally pertain to the corresponding institutional responsibilities of the Contact Point office or unit. The Contact Point:

- Serves as the principal focal point for the provision of advice to the national regulatory authority on all aspects of the NNRP.
- Builds a knowledge base for development of the NNRP through liaison with national agencies involved in nuclear safety and security matters, and identifies potential areas for collaboration and donor participation.
- Ensures that the benefits of using the NNRP are known and understood by relevant national organizations and bodies and end users.
- Serves as a resource centre for knowledge about the NNRP and about end users.

- Takes a leading role in aligning the NNRP to national priorities in nuclear safety and security related matters;
- Interacts with the GNSSN Secretariat in the formulation, design, planning and development of the NNRP.

Contact Point Profile

4. The selection of the Contact Point is the responsibility of the Member State. The Contact Point profile presented below should be regarded as guidance in this regard.

5. Each Member State participating in the GNSSN is requested to appoint a senior official with appropriate managerial and technical competence to serve as the Contact Point. The Contact Point should be endowed with the appropriate authority, resources and infrastructure to fulfil the responsibilities outlined above.

6. In some Member States, the workload may be too heavy for a single Contact Point, especially if he/she holds a senior management position dealing also with issues unrelated to the IAEA. Specific duties could be assigned to Contact Point Assistants in order to improve overall management.

7. The effectiveness of the Contact Point is highly dependent upon a set of competencies that reflect core knowledge and judgement, management aptitudes, and leadership skills to drive proactively the cooperation process with a results-based approach and to inspire innovation and organizational learning.

8. Desired qualifications of the Contact Point are:

- A senior government official with a degree in management and/or science and technology;
- Recognized qualifications or equivalent working experience in international relations;
- Excellent communication skills in order to network and deal with all levels of government and development partners;
- Demonstrated abilities in leadership and initiative;
- Proficiency in English, the primary working language of the IAEA;
- Capability to work interactively with computer systems.

9. For more information please refer to the NNRP website:

<http://gnssn.iaea.org/regnet/Pages/NNRP.aspx>