

**Asian Nuclear Safety Network (ANSN)
Terms of Reference
for Topical Group on Communication and Consultation (CTG)**

May 2018

Background

The Asian Nuclear Safety Network (ANSN) was established by the International Atomic Energy Agency (IAEA) in 2002 to pool, analyse and share nuclear safety-related information, knowledge and experience among IAEA Member States participating in the Network. After an initial pilot stage, ANSN was fully implemented in 2004. The Network's activities are carried out within the framework of the IAEA's Extrabudgetary Programme on the Safety of Nuclear Installations in South East Asia, Pacific and Far East Countries. ANSN was first set up as a basic information sharing mechanism and then became a human and cyber network for facilitating sustainable regional cooperation to capture and disseminate basic and applied nuclear safety knowledge.

A few years after ANSN's establishment, with growing worldwide interest to consider launching nuclear power program as a viable energy source, interest in nuclear power gained momentum in several emerging countries. This led to proposals that the focus of the Network's activities should shift to nuclear safety capacity building, including the main elements of a nuclear power programme.

Accordingly, "Vision for ANSN by the Year 2020" (Vision 2020) was adopted at the second ANSN Nuclear Safety Strategy Dialogue meeting, which was held in Seoul, Republic of Korea, in April 2009, and since then it has served as a fundamental document guiding the Network's activities. Vision 2020 envisaged the establishment of a regional capacity building system consisting of: (a) education and training resources, using existing training centres in ANSN member countries and virtual training centres based on e-libraries, etc.; (b) technical support and advisory services, with the creation of 'virtual', web-based technical and scientific support organizations (TSOs); and (c) peer review and support arrangements. The Vision 2020 focused on the active use of state-of-the-art information technology (IT).

However, the environment in which ANSN was operating changed significantly after the Fukushima Daiichi Nuclear Power Plant accident in March 2011. At the 55th regular session of the IAEA General Conference in September of that year, the IAEA Action Plan on Nuclear Safety was adopted and this called on Member States to undertake specific actions to further strengthen nuclear safety, emergency preparedness and radiation protection. As indicated in the Action Plan, Member States planning to embark on a nuclear power programme were requested to develop nuclear safety infrastructure and to strengthen and maintain capacity building, with the assistance from the IAEA Secretariat upon their request. This underlined the importance of taking the initiative in such efforts by the Member States themselves.

Under these circumstances, ANSN has adopted a new "ANSN Vision" which emphasizes the regional cooperation aspect of the Network's activities as well as the member countries' self-initiative to identify areas for improvement to achieve a high level of nuclear safety. ANSN member countries that are considering or preparing to embark on nuclear power programmes are encouraged to focus on capacity building, with those countries that already utilize nuclear power providing them with useful information, in-depth knowledge and practical experience related to nuclear safety and relevant services. ANSN aims to contribute to the activities by all member countries to enhance the safety of nuclear installations in the region, by providing continuous support for capacity building through the Network's activities.

Introduction

At the 14th ANSN Steering Committee Meeting in October 2011, it was discussed and agreed upon to establish a Topical Group on Communication and Consultation (CTG) with interested parties. It was further decided to prepare Terms of Reference (ToR) for CTG.

The importance of communication and involvement of interested parties have been highlighted in the IAEA Safety Fundamentals, No. SF-1 (Principle 2). The intention is to support ANSN member countries to communicate and consult with interested parties, including the public, on safety and security related matters in an effective, consistent and regular manner during normal and crisis situations. The target audience of CTG includes regulatory bodies, authorized parties and other relevant governmental organizations. In accordance with the IAEA Safety Principle 2 as set forth in SF-1 as well as the IAEA Safety Requirement 36 as set forth in GSR Part 1, the following Terms of Reference (ToR) for this new Topical Group was proposed for consideration and approved by ANSN Steering Committee at its 15th meeting in April 2012.

Considering the function of Self-Assessment Coordination Group (SACG), the ToR of CTG was updated and agreed upon in 2018.

Objectives

The goal of CTG is to assist ANSN member countries in establishing and sustaining an effective communication and consultation with interested parties for normal and emergency situation. The objectives of CTG are:

- To enhance understanding on the importance and the concept of an effective communication and consultation with interested parties in ANSN member countries, consistent with the IAEA safety standards and associated technical documents;
- To clarify the standard role and responsibilities of each concerned organization when communicating on safety and security related matters;
- To serve as a forum for information exchange and to foster the sharing of knowledge and experience on communication and consultation with interested parties;
- To contribute promoting a strong safety culture within regulatory bodies and operating organizations through CTG activities;
- To promote development and implementation of strategy and plan for communication and consultation with interested parties for each concerned organization;
- To enhance co-operation and share regional and international good practices, lessons learnt and any relevant information in communication and consultation with interested parties among ANSN Member Countries;
- To provide assistance for continuous improvement and sustainability in communication and consultation with interested parties in ANSN member countries, through appropriate means, including meetings, training courses and expert missions;
- To coordinate communication and consultation issues with the other topical groups to avoid any duplication and to take advantage of relevant expertise; and
- To provide feedback on the experience in implementing CTG activity plans and the needs of additional activity plans with strong justification to the ANSN Project Management Officer (PMO) and the SACG Coordinator.

Structure

■ Coordinator

The Coordinator will:

- Be responsible for the chairmanship of CTG;
- Lead CTG meetings and discussion;
- Ensure that support activity plans of CTG are implemented as scheduled;
- Provide feedback about the experience in implementing CTG support activity plans and the needs of additional support activities with strong justification to the Project Management Officer (PMO) and the Self-Assessment Coordination Group (SACG) Coordinator;
- Participate in the meeting of SACG, as required, to develop and amend draft ANSN activity plan based on the results of self-assessment by ANSN member countries and feedbacks by CTG members;
- Support the SACG Coordinator to evaluate the efficiency of the working methods and the effectiveness of results, including capacity building achievements in CTG member countries, through implementation of CTG activities;
- Facilitate communication with the IAEA Technical Officer; and
- Represent CTG so that its activities can be coordinated, if necessary, with the activities of other topical groups, for capacity building in communication and consultation with interested parties.

When there are plural coordinators, the chief coordinator is to be selected among them to carry out the role and responsibilities of the coordinator described above.

■ National Representatives

The representatives at a national level should preferably be individuals from regulatory bodies responsible for communication and consultation with interested parties, authorized parties and other relevant governmental organizations. They will be expected to:

- Have good knowledge of nuclear safety, and communication and consultation with interested parties;
- Be able to provide broad views of their own organizational and national perspectives with respect to communication and consultation with interested parties;
- Inform the national relevant organizations and take actions based on CTG outcomes;
- Maintain continuous participation in CTG activities to ensure consistent contribution to fulfilling CTG objectives;
- Provide information of interest for CTG and updates on their national developments and issues with respect to communication and consultation with interested parties to CTG activities and, as necessary, through CTG network;
- Implement actions as agreed in the CTG biennial meetings; and
- Support any specific Task Force initiative as required.

■ IAEA Representatives

◆ Project Management Officer (PMO)

The IAEA PMO will:

- Develop and formulate draft activity plans of CTG in cooperation with the SACG, considering the feedbacks by CTG Coordinator and the IAEA Technical Officer; and

- Facilitate and monitor the preparation and implementation of CTG activities and take necessary actions, in cooperation with the IAEA Technical Officer and the Coordinator, as well as relevant ANSN members countries as appropriate, to ensure implementation of the planned activities in a timely manner.

◆ **Technical Officer (TO)**

The IAEA TO will:

- Provide the Coordinator with technical support to the formulation of feedbacks about the experience in implementing CTG activity plans and the needs of additional activity plans with strong justification;
- Develop the technical documents for preparation of CTG activities (i.e., prospectus, agenda, presentation materials);
- Select experts for the workshops, meetings and other relevant activities of CTG in coordination with the Coordinator, CTG members, and the PMO as necessary;
- Participate in CTG activities (i.e., workshops, meetings and other relevant activities) and provide information on newly developed IAEA initiatives related to CTG;
- Create an event record sheet in cooperation with participants of CTG activity and submit it to the PMO and the CTG Coordinator; and
- Participate in the meeting of SACG, as requested, to develop and amend draft ANSN activity plan based on the results of self-assessment by ANSN member countries and feedbacks by CTG members.

Working Mechanism

■ **Biennial meeting**

A group meeting will take place once every two years. The meeting will be organized in conjunction with a CTG activity (i.e., a regional workshop).

■ **Meeting output**

At each group biennial meeting, the following points will be discussed and formulated:

- A summary of the meeting for publication on the ANSN website;
- An event record sheet, based on the prescribed format and the guidelines, on CTG activities that will be submitted by the CTG Technical Officer to the PMO for compiling into an ANSN Progress Report;
- Actions (if any) and their deadlines;
- Feedbacks about the experience in implementing CTG activity plans and the needs (if any) of additional activity plans with strong justifications, which will be provided to the PMO and the SACG Coordinator.

If needed, a task force (TF) dealing with specific issues may be set up as a result of the group biennial meeting. The TF will have a leader who will report to the PMO and the Coordinator of CTG on the progress of its activities. Between the meetings, there will be communication and follow-up by e-mail and other applicable social media and information technology tools.

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