



INTERNATIONAL ATOMIC ENERGY AGENCY

TERMS OF REFERENCE OF THE STEERING COMMITTEE ON COMPETENCE OF HUMAN RESOURCES FOR REGULATORY BODIES

Vienna, Austria

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I. Introduction

A number of regulators face problems in the recruitment of new staff and in defining training programmes to provide and maintain the necessary competence to perform their regulatory functions. These problems have now been accentuated by the nuclear renaissance.

The Convention on Nuclear Safety requires in Article 8 that each Contracting Party “establish or designate a regulatory body entrusted with the implementation of the legislative and regulatory framework referred to in Article 7, and provided with adequate authority, competence and financial and human resources to fulfil its assigned responsibilities.”

The International Atomic Energy Agency (IAEA) has issued a number of publications to assist Member States in devising training programmes for staff involved in nuclear activities, including for staff in regulatory bodies. These publications include:

GSR Part 1	<i>Governmental, Legal and Regulatory Framework for Safety</i>
GS-R-3	<i>The Management System for Facilities and Activities</i>
GS-G-3.1	<i>Application of the Management System for Facilities and Activities</i>
GS-G-1.1	<i>Organization and Staffing of the Regulatory Body for Nuclear Facilities</i>
TECDOC-1254	<i>Training the staff of the regulatory body for nuclear facilities: A competency framework</i>

In December 2007, a Technical Meeting was convened in Vienna, Austria, to discuss how the IAEA could best assist Member States in meeting their training needs and complying with the above-mentioned publications. Some 17 Member States were represented, with a very broad geographical spread, and a wide variety of nuclear power plant (NPP) designs.

In December 2008, a second Technical Meeting was held. The meeting reached a broad consensus on setting up a Steering Committee on Competence of Human Resources for Regulatory Bodies, as well as a smaller Bureau to help plan and steer the work between future meetings of the Steering Committee.

II. Terms of Reference

1. Vision

The vision of the Steering Committee on Competence of Human Resources for Regulatory Bodies (hereinafter referred to as the “Committee”) is that “adequate policies and strategies for providing sufficient and competent human resources are in place in Member States to ensure effective nuclear safety regulation* at NPPs consistent with the IAEA safety standards.”

* “Safety regulation” covers both regulatory body and technical support organization (TSO) activities.

2. Mission

To advise the IAEA on how it could best assist Member States to develop suitable competence management systems for their regulatory bodies.

3. Aims

- To make available adequate tools for helping national regulatory bodies to establish and implement an adequate competence management system.
- To set up a system for sharing knowledge on best practices, training materials and exchanging information on training events.
- To incorporate the outcomes of the Committee's work into the development of IAEA safety standards that deal with the competencies of regulatory bodies.

4. Structure and Functions

4.1. Committee

4.1.1. Composition

The Committee shall be composed of representatives who have — or are seeking to gain — experience of work in regulatory bodies, and who come from Member States with an established nuclear power programme or an interest in embarking on such a programme.

4.1.2. Meetings and Working Methods

A three-day plenary meeting will be held once a year. The venue and date will be decided by the Committee.

During the plenary meetings, members are expected to provide information of interest to the Committee, including updates on domestic regulatory training issues and to report on any other development related to the implementation of work programmes or tasks agreed to at prior meetings.

4.1.3. Output

At the end of each plenary meeting the following will be produced:

- Conclusions of the meeting
- Proposals for specific training projects, if appropriate
- Actions and deadlines
- Strategic work programme for the following year including a follow-up of implementation of actions agreed to at prior meetings
- If necessary, and upon recommendation by the plenary meeting, task forces dealing with specific issues may be set up. The task forces will have a leader who will report to the Bureau on the progress of the work.

4.2. Chairperson

The Committee shall elect a Chairperson.

The Chairperson will be responsible for:

- Leading the plenary meetings of the Committee;
- Preparing the work programme and planning of the meetings;
- Ensuring the implementation of actions between meetings; and
- Assessing the effectiveness and efficiency of the working methods and results.

The Chairperson will be assisted by the Bureau and the IAEA Secretariat.

4.3. Bureau

The Bureau will consist of a limited group of representatives (approximately five) agreed to in the Committee, including the Chairperson and the IAEA Scientific Secretary. The Bureau will meet at least once between plenary meetings in order to follow up on the implementation of actions under the work programme, to assess the working methods and results, and to define the lines of action to take for the next plenary meeting.

In order to accomplish the objectives of the Committee, an evaluation of the effectiveness and efficiency of the working methods will be conducted periodically under the responsibility of the Bureau, which may submit for the Committee's consideration proposals for changes to the working methods as a result of such evaluations. The Bureau will also conduct an evaluation of the implementation of the work programme and report thereon to the Committee.

4.4. IAEA Secretariat

- The Division of Nuclear Installation Safety (NSNI) will provide a technical officer who will serve as Scientific Secretary for the meetings of the Bureau, as well as for the plenary meetings.
- The Scientific Secretary will report on any IAEA development of interest for the group, including events, conclusions from Technical Meetings and new material useful for training. The Scientific Secretary will coordinate activities internally with other IAEA Divisions/Departments.
- The Scientific Secretary will also support the Chairperson and the Bureau in the elaboration of the work programme and the planning of meetings, as well as in following up on the implementation of actions and assessing the working methods and results.