



IAEA
International Atomic Energy Agency

INTERNATIONAL ATOMIC ENERGY AGENCY

**TERMS OF REFERENCE
OF THE**

**STEERING COMMITTEE
ON REGULATORY CAPACITY BUILDING
AND KNOWLEDGE MANAGEMENT**



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I. Introduction

The Convention on Nuclear Safety requires in Article 8 that each Contracting Party should “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 IAEA safety standards refer to competence, training, human resources and knowledge management, both in IAEA Safety Requirements and in IAEA Safety Guides [1], [2], [3], [4]. The Agency has increased its efforts, guidance and courses in support of the IAEA safety standards, especially in processes relating to training, management of regulatory competence and development of human resources. However, an increasing number of regulatory bodies and Technical Support Organisations (TSOs) are facing challenges for establishing adequate knowledge management programmes and to provide and maintain sufficient and competent human resources to perform their regulatory functions

In 2009 a Steering Committee on Competence of Human Resources for Regulatory Bodies was established in order to share knowledge, experience and to advise the IAEA on Member States’ needs and best ways to support their training programmes. In 2013, the SC conducted an analysis of achievements and advised the IAEA to enlarge the scope of work and membership by producing new Terms of Reference and a revised work program. Building on the 5 years of fruitful experience and the results accomplished by the SC, it was decided to rename SC into “Steering Committee on Capacity Building and Knowledge Management for Regulators and Technical Support Organisations”. Section II of this document gives a historical background and achievements of the former Steering Committee on Competence of Human Resources for Regulatory Bodies. This section also describes major relevant elements of the international safety framework after the TEPCO Fukushima accident and gives the context for introducing the new Terms of Reference of the Steering Committee on Regulatory Capacity Building and Knowledge Management, described in full detail in Section III.

II. Background

The Steering Committee on Competence of Human Resources for Regulatory Bodies was established formally in 2009 with the objective to facilitate exchange of knowledge amongst regulatory bodies of countries with NPPs. In 2010, a limited number of Member States considering embarking on a Nuclear Power Programme joined the Steering Committee. In 2012 and 2013 the Steering Committee

has held annual meetings with more than 20 member states, implemented and revised its strategic action plan.

Amongst the achievements of the Steering Committee, the following work can be noted:

- Advice the IAEA in the development and implementation of the Strategic Approach on Education and Training in Nuclear Safety 2013-2020
- Development, revision and update of the Guidelines on Systematic Assessment of Competence Needs (SARCoN), and its associated questionnaires and software based assessment tool
- Research on best systems to ensure and manage regulatory competence. The results are published in Safety Reports Series No. 79 entitled “Managing Regulatory Body Competence”.
- Sharing training courses and documentation amongst its members and creating a compilation of websites and internet resources useful for training of regulatory bodies available from the Member States and the IAEA.
- Promoting and giving advice on the IAEA safety standards related to developing, ensuring and managing regulatory competence

In 2013, the 5th plenary meeting agreed to review and revise the Terms of Reference of the Steering Committee to expand and re-define the scope of activities, specifically to include lessons learned from the Fukushima nuclear accident, as well as new developments in the field of capacity building with a focus to knowledge management for regulatory bodies.

Nuclear Safety Action Plan and Integrated Concept of Capacity Building

In 2011, following the TEPCO Fukushima Daiichi nuclear power plant accident, the Agency developed the Action Plan on Nuclear Safety (hereinafter the ‘Action Plan’), which was endorsed by the General Conference at its 55th session. Capacity building in Member States is the subject of one of the 12 actions of the Action Plan. The Agency in conjunction with Member States developed an integrated concept for capacity building encompassing its four main pillars: education and training, human resource development, knowledge management and knowledge networks. These four pillars are considered at a governmental level as well as for each of the ‘stakeholder’ organizations, such as the regulatory body, operating organization, educational institutions and technical support organizations.¹

¹ [2013/Note 9, Note by the Secretariat, Strategic Approach to Education and Training in Nuclear Safety 2013-2020](#)

A national education and training programme and an adequate management system are essential for sustainable development of sufficient and competent human resources in order to ensure safety in a nuclear power programme.

Knowledge management is another key area of capacity building. For countries embarking on a nuclear power programme, if a significant proportion of education and training activities are outsourced or are sourced from external assistance, it should be ensured that adequate knowledge transfer and ownership are achieved. In Member States with a mature nuclear power programme facing the challenges of an ageing workforce, preservation of knowledge on nuclear safety must be part of both the national and the organizations' strategy for capacity building.

Knowledge networks permit a continuous improvement in safety related knowledge. They strongly support education and training and human resource development, and they give access to lessons learned from experience and facilitate benchmarking activities. Regional projects on education and training, under the umbrella of technical cooperation and extra-budgetary programmes, as well as knowledge networks and regional networks, are essential component

Strategic Approach to Education and Training in Nuclear Safety 2013-2020

In 2012, the Secretariat together with the Steering Committee conducted a review of achievements and events for education and training in nuclear safety over the period 2001–2012 and developed a “Strategic Approach to Education and Training in Nuclear Safety, 2013–2020” (hereinafter the ‘Strategic Approach’).

This Strategic Approach is in line with the Action Plan and complements the “Strategic Approach to Education and Training in the area of Radiation, Transport and Waste Safety, 2010–2020”. It also supports the implementation of the IAEA Medium Term Strategy 2012–2017.

Global Nuclear Safety and Security Network (GNSSN)

The Global Nuclear Safety and Security Network (GNSSN) is one of the elements of the Global Nuclear Safety and Security Framework (GNSSF), related to the sharing of information and knowledge among the global expert community. The GNSSN was set up with the aim of ensuring that critical knowledge, experience, and lessons learned about nuclear safety and security are exchanged as broadly as they need to be. Within the GNSSN the International Regulatory Network (RegNet) enables cooperation and the sharing of information among regulatory bodies. The Steering Committee has been an important part of and support to these safety networks.

III. Terms of Reference

1. Vision

The vision of the Committee is that “adequate policies and strategies for providing organizational capacity and adequate knowledge management are in place in Member States to ensure and enhance safety and safety culture through adequate competence and effectiveness of nuclear regulatory bodies and technical support organisations, consistent with the IAEA Safety Standards.”

2. Mission

1. To advise the IAEA on how it could best assist Member States to develop, implement, maintain and strengthen capacity building and knowledge management for regulatory bodies and TSOs.
2. To act as a forum for exchanging information and experience on capacity building and knowledge management.
3. To advise and to promote the implementation of the Strategic Approach to Education and Training in Nuclear Safety 2013-2020.

3. Scope and Activities

1. To support the development and implementation of capacity building, specifically covering:
 - a. Education and Training
 - b. Human Resources Development
 - c. Knowledge Management
 - d. Knowledge Networks
2. To provide the Global Nuclear Safety and Security Network (GNSSN) with recommendations in the area of capacity building and knowledge management.
3. To develop guidance and share good practices in knowledge management, similarly to what was done for competence management.
4. To continue to advise on competence management systems for regulatory bodies and TSOs in line with Safety Reports Series No. 79 on Managing Regulatory Body Competence and to promote the use of the SARCoN methodology and tool.

5. To maintain the dedicated web space of the SC for sharing and exchanging information on resources and events relevant to its work program.
6. To promote exchange of experience amongst regional regulatory networks in respect of capacity building and knowledge management.
7. To incorporate the outcomes of the Committee's work into the development of IAEA Safety Standards.

4. Structure and Functions

4.1. Committee

4.1.1. Composition

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

The Steering Committee encourages representation from regional networks of regulators and TSOs.

The Steering Committee recognises the valuable contribution made by relevant education and training organisations. Their representatives are welcome to attend SC events as observers, and also to present relevant information of interest to the SC.

In a similar manner, representatives from international and regional organisations such as the European Commission and Nuclear Energy Agency who have an interest in the work of the Steering Committee are invited to attend SC events as observers, and to make presentations.

4.1.2. Meetings and Working Methods

A plenary meeting will be held once a year, over the course of one week. The venue and date will be decided by the Steering Committee.

During the plenary meetings, members are expected to provide information of interest to the Committee, including updates on activities relevant to the scope and activities of the Steering Committee and to report on the implementation of the Strategic Approach to Education and Training in Nuclear Safety 2013-2020 as appropriate.

4.1.3. Output

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

- Conclusions of the meeting and meeting report
- Work program 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. Each task force will have a leader who will report to the Bureau on the progress of its work

4.2. Chairmanship

The Steering Committee shall have a Chairperson and a Co-chair.

The Chairperson is responsible for leading the plenary meetings of the Committee.

The Co-chair is responsible for co-chairing and deputising for the Chairperson as appropriate.

4.3. Bureau

The Bureau will consist of a limited group of Steering Committee members (approximately five), including the Chairperson and/or the Co-chair, who have agreed to contribute to the work of the SC on a free and voluntary basis.

The Bureau, together with the IAEA Secretariat, is responsible for:

- Preparing the work program and planning of the meetings
- Ensuring the implementation of actions between meetings
- Assessing the effectiveness and efficiency of the working methods and results.

The Bureau will meet at least once between plenary meetings in order to progress the implementation of actions under the work program, to assess the working methods and results, and to prepare the agenda 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 program and report thereon to the Committee.

4.4. IAEA Secretariat

The Department of Nuclear Safety and Security 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 Chairmanship and the Bureau in the elaboration of the work program and the planning of meetings, as well as in following up on the implementation of actions and assessing the working methods and results.

Bibliography

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