Terms of Reference

TRANSPORT SAFETY STANDARDS COMMITTEE

The Transport Safety Standards Committee (TRANSSC) is a standing body of senior experts in transport safety, established by the Deputy Director General, Head of the Department of Nuclear Safety and Security. TRANSSC advises the Deputy Director General on the transport safety programme for the development, review and revision of standards relating to transport safety and the programme for their application. A key objective of TRANSSC is to provide feedback and recommendations to the Agency on the transport safety programme and areas for improvement, and to achieve consensus, quality, coherence and consistency in the development of IAEA safety standards.

Functions

The functions of TRANSSC are:

- To advise on the transport safety programme for the development of the transport safety standards issued in the Agency’s Safety Standards Series, covering Safety Fundamentals, Safety Requirements and Safety Guides, both thematic and facility specific, and to advise on priorities.
- To recommend activities and areas for improvement to enhance the overall programme and particularly to advise on the programme for the application of the safety standards.
- To review reports on feedback from the Secretariat and TRANSSC members on the application and use of transport safety standards and to advise on enhancing their usefulness to achieve high levels of safety, as well as on the timely review of and the need for revision of published transport safety standards.
- To review proposals for the development of relevant new standards and to approve the document preparation profiles (DPPs) prior to their submission to the Commission on Safety Standards.
- To review draft transport safety standards, considering the value of each draft standard and the needs of users of the standards.
- To approve the text of relevant draft safety standards prior to their submission to Member States for comment and prior to their submission to the Commission for endorsement.
- To advise on transport safety standards, relevant regulatory issues and activities for supporting the use and application of the Agency’s safety standards, and, upon request, on related issues.
- To review upon request draft publications in the Nuclear Security Series, in the Nuclear Energy Series and in other IAEA series where there is an interface with transport safety standards.

The functions of TRANSSC members are (in accordance with the established strategies and processes):
• To prepare for and attend the meetings of TRANSSC and to contribute actively to the work of TRANSSC.

• To disseminate the draft transport safety standards in their respective States, to seek comments from their national stakeholders and to present a national position on each draft safety standard, which should be based on appropriate consultation at the national level and coordination of the input of national stakeholders.

• To promote awareness of the safety standards in their respective States.

• To compile feedback from the users of transport safety standards, including feedback on how transport safety standards are being used and on any identified shortcomings or gaps, and to report on it to TRANSSC.

Membership

• Membership is open to all IAEA Member States

• Member States will be requested to nominate a senior expert in transport safety to represent their views. Typically the Member State nominee is a senior regulator. The Deputy Director General, Head of the Department of Nuclear Safety and Security, will appoint the members for a term of three years.

• Invitations to attend TRANSSC meetings as observers by candidate international organizations and non-governmental bodies may be considered on a case by case basis in accordance with established strategies and processes.

• The Director of the Division of Radiation, Transport and Waste Safety or his appointee will participate in all TRANSSC meetings.

• The Director of the Division of Radiation, Transport and Waste Safety will designate a scientific secretary for TRANSSC.

Working methods

• The Deputy Director General will appoint a chairperson from among the members for TRANSSC’s three-year term. Should the chairperson be unavailable for any meeting, a deputy should be appointed from the members in consultation between the chairperson and the Director of the Division of Radiation, Transport and Waste Safety.

• The chairperson, in conjunction with the scientific secretary, will prepare a report of the proceedings of each TRANSSC meeting and a report at the end of each three year period on the progress made.

• The chairperson will participate in periodic meetings of the chairs of TRANSSC to collaborate on review processes for safety standards, to coordinate on issues and other documents of mutual interest to the Committees, and to discuss other topics as may be necessary.

• The chairperson will represent the views of TRANSSC at the meetings of the Commission and will ensure that TRANSSC members are kept informed of any decisions taken. In particular, the chairperson will seek the views of the Commission on any unresolved issues.
• Ordinarily, TRANSSC will meet twice a year with each meeting lasting up to five working days. Extraordinary meetings may be called when required.

• A Member State may decide to send a delegation of representatives to the meeting of TRANSSC, with the expertise needed for the items at the agenda of the meetings. The delegation may include other national government representatives, national industry representatives or other stakeholders. However, each Member State is expected to present a “national” position on the Committees agenda items with the Member State appointed representative providing the national position. If the appointed Member State representative cannot attend a Committee meeting, the representative should advise the IAEA of his/her unavailability and designate an alternate to represent the Member State at the Committee meeting.

• The Director of the Division of Radiation, Transport and Waste Safety, in consultation with TRANSSC, may establish working groups of experts to deal with specific tasks for the purpose of assisting TRANSSC in its work.

• Meetings will be conducted in English.

• TRANSSC will report to the Deputy Director General, Head of the Department of Nuclear Safety and Security.

Resources

• The Secretariat will provide the resources necessary for ensuring the efficient working of TRANSSC. The Secretariat will provide copies (typically electronic copies) of relevant documents and background materials necessary to support the efficient function of the Committee and the Committee members. In addition to copies of draft safety standards, copies of other IAEA documents including relevant Safety Reports and TECDOCs will be provided as appropriate.

• All costs involved in the participation of each TRANSSC member, including travel and per diem expenses, will be borne by the Member State that nominated the member.