Procedures for the Development and Approval of Safety Standards (SPESS B)
Contents

• Step-by-step process
  – Current process for both IAEA Safety Standards and IAEA Nuclear Security Series publications
  – From the point of view of the Review Committees
  – From identification of need to issue of publication
  – Key points and tips

• Where to get more information
Step-by-step process

• Manual for the review process for draft Nuclear Security Series Publications and for the Application of SPESS A for the IAEA Safety Standards (SPESS B)
• Last updated in March 2018
• 14 steps
• Each actor and their function
• Knowledge management, value added, minimum time for each step
• Current revision is 51 pages long, and has 35 footnotes and 4 annexes
Process flow

Planning Steps 1-4
- Outline and work plan (DPP)
  - CC, Committee and CSS approval of DPP

Drafting Steps 5-8
- Drafting or revising
  - CC and Committee approval of draft
  - Review and comment by Member States
  - Revision of draft to address MS comments
  - CC and Committee approval of final draft

Refining Steps 9-11
- Editing and CSS endorsement
  - Approval by DDG-NS and editing

Finishing Steps 12-14
- Establishment by DG or BoG
  - Endorsement by DG or BoG

Publication

June 2018
Review Committees: the basic process

1. DPPs/drafts submitted **>2 months in advance** of the first Review Committee that will review the DPP/draft

2. Posted on website for comments (“Drafts for Comment”)

3. **Comments from Committee members to be posted on website 3 weeks before meetings**

4. Comment resolution posted **1 week before the first meeting**

5. DPP/draft and comment resolution presented by Technical Officer **at the meetings**

6. Technical Officer incorporates any further issues from the meetings in the DPP/draft

7. Any conflicting comments between Committees are addressed by Chairs after the meetings
Planning: Steps 1 - 4

**Step 1**
- Preparing the DPP

**Step 2**
- Review of the DPP by the Coordination Committee
- Verification by the Interface Group

**Step 3**
- Review of the DPP by the Review Committees

**Step 4**
- Review of the DPP by the Commission on Safety Standards
Step 3: review of the DPP

• Purpose of Step 3 review is to consider:
  – What is the (tentative) title?
  – Which is the lead Review Committee and what other Committees should be involved?
  – Who are potential cosponsors?
  – Why do we need to address this specific topic?
  – Why do we need this specific publication?
  – How does this publication fit in with the other publications in the series?
  – What is the scope?
  – Who is the target audience?
  – What will this publication achieve?

• Problems left unaddressed at the DPP stage are much more difficult to resolve later
Drafting and Revising

- **Step 5**
  - Preparing the draft

- **Step 6**
  - Review of draft by Coordination Committee

- **Step 7**
  - First review of draft by Review Committees

- **Step 8**
  - Soliciting MS comments on draft [120 days]
Step 7: First review by Review Committees

- Purpose of Step 7 review is:
  - To verify consistency of the draft with the DPP (particularly the scope and objective – both stated and actual)
  - To consider whether the text is adequate to be sent to Member States for comment: technical accuracy, comprehensiveness, level of detail
- Usually the last opportunity for any major changes (e.g. restructuring the text)
- For interface documents:
  - Verify that the security measures proposed in draft nuclear security series publications don’t compromise safety
  - Verify that the appropriate cross-references between the two series are mentioned
- This is the step at which comments should be provided by observer organizations

June 2018
Refining: Steps 9 – 11

Step 9
• Addressing Member State comments

Step 10
• Review by Coordination Committee
• Technical editorial review by Standards Specialist

Step 11
• Second review of draft by Review Committees
Step 10: Technical editorial review

- **Purpose is to check:**
  - Consistency
    - Within the publication
    - With other publications
    - With rules for the Series and SPESS
  - Clarity – for the intended audience, not the drafters
  - Terminology – consistency with the Glossary
  - Adherence to Agency’s corporate style
Step 11: Second review by Review Committees (1)

• Purpose of Step 11 review is:
  – To verify that Member State comments have been adequately addressed
  – To make sure there is consensus
  – To provide a final check on quality
  – Not to introduce new issues or change direction

• For drafts submitted to the Committees for Step 11 you will see:
  – An approved draft, incorporating MS comments, which has been reviewed by a Standards Specialist*
  – A comment resolution table of all MS comments

*In some cases, the draft reviewed by the Standards Specialist will be uploaded a bit later
Step 11: Second review by Review Committees (2)

- SPESS B does not require the final* draft to be uploaded in advance of meetings, but in practice that is often done.
- Technical Officers will aim to tailor presentations to the interests of each Committee.
- Please avoid drafting new text in Committees.
- Some Committees have recently been reviewing some drafts for ‘technical approval’ before ‘final approval’. Feedback?

*Note: never call anything final
Finishing: Steps 12 - 14

- Approval by the Publications Committee and editing
- Endorsement by the CSS

Step 13
- Approval by the Board of Governors [Requirements/Fundamentals only]

Step 14
- Publication

NEW ORDER! June 2018
Steps 12-14: Editing, Endorsement by the CSS and Publishing

• Standards are fully edited before the CSS
  - Publications Committee ensures that the text adheres to the principles of the one-house policy
  - Editors provide an independent set of eyes to catch errors and to polish the text

• Handling of comments from the CSS:
  - As a principle, comments that do not come from a CSS member are not accepted
  - Conceptual changes are avoided (though sometimes technical comments are provided)
  - Committee Chair is kept informed

• Standards are issued about 3 months after the CSS/Board of Governors
Where to get more information

- IAEA.org (currently migrating all information from https://www-ns.iaea.org/standards/ to https://www.iaea.org/resources/safety-standards)
  - Access to NSS-OUI
  - Status document
  - Superseded safety standards
  - Safety Glossary (2007 and 2016)
  - SPESS A (includes Terms of Reference of the Committees)
  - The ‘wheel’
- Committee web pages
  - Drafts and DPPs
  - Agendas, documents, presentations and reports
  - SPESS B, C, D, E, F
Thank you!