PROVISIONAL TERMS OF REFERENCE
for TRANSSC Technical Expert Groups (TTEG)
A. Background:

The retirement of long serving members of TRANSSC during the last 4 year term of TRANSSC, the development of the Technical Basis Document and the need to demonstrably justify the technical basis of the SSR-6 requirements led to the need and creation of TRANSSC Technical Expert Groups (TTEGs).

The existing biennial review process for SSR-6 was intended to evidence the ongoing review of technical requirements of SSR-6 which enables the on-going adoption of technical and operational experience. However, the creation of TRANSSC Working Groups has demonstrated there are technical areas that require investigation timeframes that exceed the time available in any given review process. Furthermore, the subject areas that create these working groups arise from TRANSSC plenary discussion and the SSR-6 review processes and consequently the subject areas are not identified within a holistic approach which ensures all requirements are systematically assessed over time.

The technical knowledge and experience of those attending TRANSSC is supported by technical subject experts in their countries, as demonstrated by the involvement of technical experts in the various TRANSSC Working Groups. It is therefore intended to use and capture the technical capabilities of existing members of TRANSSC, and subject experts from their countries, in the various technical areas of the SSR-6 transport regulations, in a systematic and programmed structure. This approach has two distinct advantages:

1. It will provide a mechanism to demonstrate that the technical requirements of SSR-6 are subjected to a programme of periodic review with the work allowed to take the necessary time to ensure technical rigour has been applied which in some instances would be longer than the biennial review process for SSR-6.

2. It will provide a mechanism to maintain the technical competence of subject experts in the various technical areas of SSR-6 enabling the sharing of current technical experience and assessment techniques between technical experts in Member States.

The outcomes of some of the work may result in proposals for change during the biennial review cycles of SSR-6 or its associated safety guidance documents.

A TTEG will be assigned to each of the following thematic area as agreed by TRANSSC 35, in which working groups will be formed on particular subject areas:

- TTEG Radiation Protection
- TTEG Package performance and assessment
TRANSSC TECHNICAL EXPERT GROUPS (TTEG)
Terms of Reference
(March 2018)

• TTEG Transport operational matters
• TTEG Criticality

The balance between Regulators and industry representation in each working group formed by a TTEG shall be observed.

The Technical Basis Document (TBD) will be the subject of a work programme in the Secretariat and each TTEG will be invited to contribute to its future development. Access to the existing TBD will be given to each TTEG.

A SharePoint site will be created for each TTEG which should be used by the group to manage its work.

B. Work to be done

April 2018

1. The Secretariat will e-mail each person in the list for each TTEG created in TRANSSC 35 and new TRANSSC Members nominated for the next term of TRANSSC to request:
   a. confirm intentions to join one or more TTEGs and the contact details and expertise of their technical advisors / experts to be involved;
   b. nominations, which may include self-nomination, for the Chair of each TTEG;
   c. Responses (a) and (b) should be addressed to Transport-Safety.Contact-Point@iaea.org (e-mail subject: TTEG[xxxxxxx] nomination to join and for TTEG Chair). It is proposed that TTEG Chairs should be TRANSSC Members
   d. The deadline for nominations is 13 April 2018
   e. TTEG members should also begin to consider what topics should be included in the TTEG work plan and where possible, exchange views and provide indications to the TTEG Chairs, when appointed, to enable reporting to TRANSSC 36

2. The Secretariat will inform members of each TTEG of the nominations for Chair by 18 April and request each TTEG member to cast a single vote for a Chair

3. Each TTEG member is requested to submit by e-mail to the Secretariat (Transport-Safety.Contact-Point@iaea.org) their vote for the Chair of the TTEG of which they are members (e-mail subject: TTEG [xxxxxxx] vote for Chair)

4. The deadline for voting is 27 April 2018
5. The Secretariat will inform each TTEG of the results.

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6. The TTEG SharePoint sites will be made available by the Secretariat

7. Each TTEG Chair will request proposals for technical studies within the thematic areas of responsibility of their TTEG and begin preliminary discussions / correspondence for any clarifications necessary.

8. Each TTEG Chair will present to TRANSSC36 plenary for discussion and agreement their proposed work programme for 2018 onwards and a list of TTEG members.

C. Expected Output of TTEG and their working groups

Each TTEG Chair will prepare an initial work programme that reflects the outcome of TRANSSC 36 discussions for the proposed technical studies. The work programme will be updated by the TTEG Chair.

Each TTEG is required to:

C1 Maintain a list of TTEG members and members of the working groups formed

C2 Maintain a list of technical work to be addressed in the form of a proposed work programme for each TTEG, for reporting at each TRANSSC meeting

C3 Maintain a register of reports, meeting reports, notes for the record and presentations relating to its work in the TTEG SharePoint site.

C4 Prepare a terms of reference for each study undertaken

C5 Provide updates of the work of each working group to each TRANSSC meetings and include scope of work, findings thus far, progress and work to complete study

C6 Prepare an annual report detailing the TTEG work completed in the previous year, identify the work programme for the following year and provide a copy of the ongoing work programme to indicate progress