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 ongoing 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 that facilitates the on-going adoption of technical and operational experience. However, in recent SSR-6 review processes some proposals for change led to the creation of TRANSSC Working Groups to provide a means to further assess and develop proposals. The TRANSSC Working Groups 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 prioritized either thematically or individually and 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:

- TTEG Radiation Protection
- TTEG Package performance and assessment
- TTEG Transport operational matters
- TTEG Criticality

Each TTEG will create its own work programme and the work will be undertaken by a working group formed on each work topic in the programme, each working group having a chair who will liaise with the TTEG Chair to ensure the balance between Regulators and industry representation in each working group formed by a TTEG is 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. TRANSSC will approve revision to the TBD content arising from the work programmes of the TTEGs.

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

B. Work to be done

B1. The Secretariat will upload to the SharePoint site of each TTEG the following:
   a. The TRANSSC Members and Observers List
   b. The list of members for each TTEG which will become the responsibility of the TTEG Chair to maintain; members of a TTEG / TTEG Working Groups is open to nominees from TRANSSC Members and TRANSSC Observer organisations
   c. Copies of IAEA Safety Standards relating to Transport and others as requested

B2. 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.

B3. Each TTEG Chair will present to TRANSSC 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 discussion between the TTEG membership; the TTEG work programme will be agreed with the TTEG membership. 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 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

D. Relationships between TRANSSC, TTEGs and Working Groups

The creation of the TTEGs and working groups is NOT intended to replace technical discussion within TRANSSC plenary but to increase the effectiveness of plenary discussion. The theatre seating arrangement for TRANSSC meetings, the time constraints in the TRANSSC plenary and the limited ability to involve wider TRANSSC participation in the technical debates, does not provide the necessary environment to explore the technical considerations of the topic of discussion to take place enabling a satisfactory consensus to be reached. Each TTEG, through its working group discussions and e-mail exchanges, will enable a topic to be discussed fully with conclusions and recommendations developed and documented accordingly. This provides opportunity for wider informed discussion and debate in TRANSSC plenary.

It will be a decision for the TTEG how the working groups will be formed but it is anticipated that this may be by the TTEG, having created its work programme, would appoint a chair for the topic / work to be investigated and the working group chair would call for volunteers and establish the working group accordingly.

Each working group would be responsible for its own work and provide periodic updates to the TTEG members and the TTEG Chair and an update would be provided at every TRANSSC by the TTEG Chair and / or by the chair or other member of the working group as agreed in the TTEG

E. Duties of TTEG Chair

All Member State TRANSSC members are eligible for election as a TTEG chair and elections will take place every 3 years.
The main duty of the TTEG Chair is to oversee the development of the TTEG and to encourage the participation of all TTEG members in the overall work programme of the group.

Liaison between the TTEG Chairs is encouraged to ensure the work programme of each TTEG is coordinated as necessary.

The TTEG Chair will present a summary of the work of the TTEG to TRANSSC plenary calling on working groups chairs or members who attend TRANSSC to provide further details if requested.