

CONVENTION ON NUCLEAR SAFETY
Organizational Meeting of Contracting Parties
28–30 September 2004

REPORT OF
THE CHAIR OF
THE ORGANIZATIONAL MEETING

1. The Organizational Meeting pursuant to Rule 11 of the Rules of Procedure and Financial Rules of the Convention (INFCIRC/573/Rev.1), was held at the Headquarters of the International Atomic Energy Agency (IAEA) in Vienna, 28-30 September 2004. 44 out of 55 Contracting Parties participated, namely: Argentina; Australia; Austria; Belarus, Belgium; Brazil; Bulgaria; Canada; China; Croatia; Czech Republic; EURATOM, Finland; France; Germany; Hungary; Indonesia; Ireland; Italy; Japan; Korea, Republic of; Latvia; Lebanon; Lithuania; Luxembourg; Mexico, the Netherlands; Norway; Pakistan; Peru; Poland; Romania; Russian Federation; Singapore; Slovakia; Slovenia; South Africa; Spain; Sweden; Switzerland; Turkey; Ukraine; United Kingdom and United States of America. A list of participants is attached as Annex I.
2. Ms. Linda J. Keen, President of the Canadian Nuclear Safety Commission, Canada, was elected Chair of the Organizational Meeting.
3. The Meeting adopted the proposed agenda as shown in Annex II.
4. Pursuant to Rule 5 of the Rules of Procedure and Financial Rules the Chair appointed Mr. T. Taniguchi, Deputy Director General, Head of the Department of Nuclear Safety and Security, as Secretary to the Meeting, to direct the work of the Secretariat.
5. The Meeting, noting that no requests had been submitted by intergovernmental organizations to take part as observers to the Organizational Meeting, decided therefore not to invite any.
6. The Secretary examined the credentials of participating delegations as communicated by Contracting Parties. Under Rule 8 of the Rules of Procedure and Financial Rules, the Meeting approved all the communications listing delegates as presented by the Contracting Parties participating in the Organizational Meeting on the understanding that some delegations would provide the Secretariat with formal credentials as soon as possible. In this context the Chair noted the importance of a timely submission of proper credentials in accordance with Rule 8 of the Rules of Procedure and Financial Rules to the Secretary of the Meeting.

7. The Meeting decided to use the list of Contracting Parties and their Nuclear Installations, as amended in the meeting and attached as Annex III, as a basis for establishing Country Groups. The Meeting then decided to establish six (6) Country Groups for the Third Review Meeting. Pursuant to Rule 17 of the Rules of Procedure and Financial Rules, the Meeting allocated Contracting Parties to country groups based on a ranking of the number of nuclear installations, using a tennis-seeding method. Contracting Parties without nuclear installations were added to country groups, starting where assignment of State Parties with nuclear installations ended. The first such Contracting Party was Uruguay (the initial letter of whose name was randomly selected by a drawing), with the others added in alphabetical order. This procedure resulted in the composition of the Country Groups listed in Annex IV, which was agreed by the Meeting.
8. The Meeting discussed the Roles & Responsibilities of the Officers of the Review Meeting as outlined in a document provided for information from the Chair. This document is included as Annex V to this report and will be submitted to the Review Meeting for discussion.
9. The Meeting elected Ms. Linda J. Keen of Canada as President of the 3rd Review Meeting and Mr. Young-Soo Eun of Korea (Republic of) and Mr. Ole Harbitz of Norway as Vice-Presidents. The CV's of the President and Vice-Presidents will be circulated to Contracting Parties.
10. The Country Groups, thus established according to paragraph 7 above, then met separately and, pursuant to Rule 11 of the Rules of Procedure and Financial Rules, discussed nominations for Country Group Coordinators and Officers of the 3rd Review Meeting.
11. Based on the discussions in the Country Groups, and pursuant to Rule 11 of the Rules of Procedure and Financial Rules, the Meeting:
 - a. elected Country Group Coordinators as follows:

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|---------|--------------------------------------|
| Group 1 | Mr. GUO Lingquan, China ¹ |
| Group 2 | Mr. Jean Gauvain, France |
| Group 3 | Mr. K. Akutagawa, Japan |
| Group 4 | Mr. Bill West, UK |
| Group 5 | Mr. Hartmut Klonk, Germany |
| Group 6 | Ms. Ildiko Vigh, Hungary |

it being understood that, if for some reason, the individual elected is unavailable, the Contracting Party concerned would nominate a replacement and notify the Secretary accordingly.

¹ As per e-mail dated 2004.11.01 from Mr. Guo, Ms. Cheng has been assigned the role of Group Coordinator.

- b. selected Chairpersons, Vice-Chairpersons and Rapporteurs from each Country Group as follows:

| | Chairperson | Vice-Chairperson | Rapporteur |
|---------|--|---|-------------------------------------|
| Group 1 | Mr. William Borchardt, USA | Mr. LI Ganjie, China | Mr. John Tappert, USA ² |
| Group 2 | Ms. Marta Ziakova, Slovakia | Mr. M. Jurkowski, Poland | Mr. Jean Pierre Clausner, France |
| Group 3 | Mr. Tsutomu Yokoyama, Japan ³ | Mr. Gledachev, Bulgaria | Mr. Zia Ul Hasan Siddiqui, Pakistan |
| Group 4 | Mr. Mike Weightman, UK | Mr. Petr Krs, Czech Republic | Mr. Johann Klaus Hohenberg, Austria |
| Group 5 | Mr. Don MacNab, Australia | Mr. Sergei Adamchik, Russian Federation | Mr. David Tredinnick, Australia |
| Group 6 | Mr. Jukka Laaksonen, Finland | Mr. Roberto Ranieri, Italy | Mr. Ken Talbot, Canada |

- c. To ensure that in accordance with Rule 11 (c) of the Rules of Procedure and Financial Rules no Rapporteur or Chairperson is assigned to the country group of which he/she is a member, the Meeting drew numbers to advance Chairpersons and Rapporteurs respectively to the corresponding groups. The number drawn for Chairpersons was five so that the designated Chairpersons would advance by five country groups. The number for Rapporteurs was three, so that Rapporteurs would advance by three Country Groups.

As a result, the final assignment of Officers to the Country Groups was as follows:

| Group | Chairperson | Vice-Chairperson | Rapporteur | Coordinator |
|-------|--|---|-------------------------------------|---------------------------------------|
| 1 | Ms. Marta Ziakova, Slovakia | Mr. LI Ganjie, China | Mr. Johann Klaus Hohenberg, Austria | Ms. CHENG Jianxiu, China ⁴ |
| 2 | Mr. Tsutomu Yokoyama, Japan ² | Mr. M. Jurkowski, Poland | Mr. David Tredinnick, Australia | Mr. Jean Gauvain, France |
| 3 | Mr. Mike Weightman, UK | Mr. Gledachev, Bulgaria | Mr. Ken Talbot, Canada | Mr. K. Akutagawa, Japan |
| 4 | Mr. Don MacNab, Australia | Mr. Petr Krs, Czech Republic | Mr. John Tappert, USA ¹ | Mr. Bill West, UK |
| 5 | Mr Jukka Laaksonen, Finland | Mr. Sergei Adamchik, Russian Federation | Mr. Jean Pierre Clausner, France | Mr. Hartmut Klonk, Germany |
| 6 | Mr. William Borchardt, USA | Mr. Roberto Ranieri, Italy | Mr. Zia Ul Hasan Siddiqui, Pakistan | Ms. Ildiko Vigh, Hungary |

² As per e-mail dated 2004.10.18 from Mr. Burrows, CP of USA

³ As per e-mail dated 2004.10.20 from Mr. Hashimoto, CP of Japan

⁴ As per e-mail dated 2004.11.01 from Mr. Guo, Ms. Cheng has been the assigned the role of Group Coordinator.

12. The Meeting decided that interpretation will be provided during all plenary sessions of the 3rd Review Meeting in Chinese, English, French, Russian and Spanish. The Meeting noted that no Contracting Party requested interpretation in Arabic. Therefore, the Meeting decided that Arabic interpretation will not be provided. Pursuant to Rule 11 of the Rules of Procedure and Financial Rules, the Meeting decided to recommend a budget for the Third Review Meeting as contained in Annex VI, noting that such a budget would make it possible to accommodate requests for interpretations filed pursuant to Rule 41.5(a) (Argentina; Belarus; China; France; Lebanon; Luxembourg; Mexico; Peru; Russian Federation; Spain; Ukraine) and Rule 41.5 (b) (Russian Federation; Ukraine) of the Rules of Procedure and Financial Rules.
13. The Meeting also decided that:
 - a. Rapporteurs and Coordinators would meet during the week of either March 7, 2005 or March 14, 2005 in Vienna to consider questions received and to review the overall approach in respect to Country Group discussions. Chairs and Vice-Chairs would also be invited to the meeting, which would be chaired by the President of the Review Meeting. Participants would be notified of the exact dates before the end of October, 2004.
 - b. The General Committee of the Review Meeting, consisting of the President, the Vice-Presidents and the Country Group Chairs, will meet on the Sunday preceding the Review Meeting. This will be followed by a meeting of all Officers for the Review Meeting, including Country Group Coordinators, to finalize a consistent approach to the detailed review process, taking into account any trends in the questions and comments of the Contracting Parties on national reports already received and to agree upon the approach to reporting the groups' findings at the main plenary session. The Secretariat would be invited to assist officers in developing such a consistent approach.
 - c. There was a demonstration of the CNS website by the Secretariat. The Organizational Meeting agreed that the format of the Q&A for the 3rd Review Meeting will be the CNS Website. This would be evaluated at the Review Meeting.
 - d. National contact points for submitting questions and comments on the national reports, including an e-mail address, should be communicated to the Secretary not later than Friday, October 15, 2004. At the same time, contact points should request a user name and password from the Secretariat for access to the CNS website.
 - e. National reports received by the Secretariat should be distributed to Contracting Parties, through their Missions in Vienna not later than Monday, October 4, 2004 . Contracting Parties are encouraged to make their national reports publicly available on the Internet and inform the Secretariat preferably before October 22, 2004, of their relevant public Website addresses. Similarly, the Secretariat will provide links on the IAEA public Website to the national reports mentioned above.

- f. Questions and comments communicated during the review of national reports would be treated as confidential, although some Contracting Parties indicated that they would, as they did in the second review process, make available answers to questions received on their own national report to the public, without indicating the Contracting Party posing the questions.
 - g. The President, with the assistance of the Secretariat, will develop and implement a Public Information Plan for the Review Meeting in April 2005.
 - h. If Contracting Parties have not already done so, they should submit their national reports to the Secretariat. The Secretariat will send letters of reminder to all Contracting Parties who have not filed their reports by October 15, 2004.
14. As in the 2nd Review Meeting, the Meeting discussed how to enhance further the review process. In this context, the Lessons Learned document included as Annex VII to this report, was discussed. Annex VII also indicates the opinion of the Organizational Meeting for each suggestion. This includes the establishment of an Open Ended Working Group (OEWG) for elaboration. The Chair will issue a proposal for the terms of reference and other details of the OEWG by the end of October, 2004.
 15. The Meeting decided on the Agenda for the 3rd Review Meeting as contained in Annex VIII. A provisional timetable for the Third Review Meeting is included in Annex VIII. The final timetable will be issued by the Secretariat by the end of October, 2004.
 16. The Meeting requested the Secretary to transmit the Report of the Chair of the Organizational Meeting and its Annexes to the Director General of the IAEA, thereby informing him of the decisions taken at the Meeting for consideration in the IAEA budgetary process, as foreseen in Article 28 of the Convention.
 17. The Chair will issue guidelines regarding the format of country presentations by the end of December 2004.
 18. Some Contracting Parties expressed concern that the number of countries offering candidates for officers to the Convention had reduced, putting a burden on a few Contracting Parties. This was seen as having a potentially adverse effect on the review process. The Chair urged Contracting Parties to support the Convention through active participation.
 19. The Meeting expressed its sincere gratitude to the Secretariat for the excellent services provided in support of the Meeting.

20. Finally, the Meeting agreed on this Report by the Chair of the Organizational Meeting, and requested the Secretary to transmit the report, and its Annexes, to the Contracting Parties and the Signatory States, noting that the Secretariat could make this report and a list of the Annexes publicly available.

(SIGNED)
Linda J. Keen
Chair

LIST OF ANNEXES

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| Annex I | Meeting Participants for Organizational Meeting of Contracting Parties to the Nuclear Safety Convention |
| Annex II | Agenda for the Organizational Meeting |
| Annex III | List of Contracting Parties and Their Nuclear Installations |
| Annex IV | Composition of Country Groups for the Meeting of Contracting Parties of the Convention on Nuclear Safety |
| Annex V | Information Document regarding Roles and Responsibilities of Review Meeting Officers |
| Annex VI | Budget Estimate for the 3 rd Review Meeting |
| Annex VII | Collated Lessons Learned from 2 nd Review Meeting of the Convention on Nuclear Safety held in April 2002. |
| Annex VIII | Provisional Agenda and Timetable for the 3 rd Review Meeting |