

# **Terms of Reference of the Safety Standards Committees**

## **EMERGENCY PREPAREDNESS / NUCLEAR SAFETY / RADIATION SAFETY / TRANSPORT SAFETY / WASTE SAFETY STANDARDS COMMITTEE**

The five Safety Standards Committees — the Emergency Preparedness and Response Standards Committee (EPreSC), the Nuclear Safety Standards Committee (NUSSC), the Radiation Safety Standards Committee (RASSC), the Transport Safety Standards Committee (TRANSSC) and the Waste Safety Standards Committee (WASSC) — are standing bodies of senior representatives in the areas of emergency preparedness and response (EPR)/nuclear/radiation/transport/waste safety, open to all International Atomic Energy Agency (IAEA) Member States and established by the Deputy Director General, Head of the Department of Nuclear Safety and Security (hereafter referred to as “the Deputy Director General”) to make recommendations on the IAEA’s programme for the development, review and revision of EPR/nuclear/radiation/transport/waste safety standards and on activities to support the use and application of these standards. The five Committees provide feedback and recommendations to the IAEA on its EPR/nuclear/radiation/transport/waste safety programmes and on areas for improvement, with a view to achieving greater transparency, consensus, quality, coherence and consistency in the development of IAEA safety standards.

### **Functions**

The functions of EPreSC/NUSSC/RASSC/TRANSSC/WASSC are:

- To periodically review and provide advice and guidance on the strategy, priorities and programme for the development of the EPR/nuclear/radiation/transport/waste safety standards issued in the IAEA Safety Standards Series.
- To review reports on feedback received from the Secretariat and from members of the Safety Standards Committees as well as of the Nuclear Security Guidance Committee (NSGC), if any, regarding the application and use of EPR/nuclear/radiation/transport/waste safety standards and to provide advice on enhancing their usefulness to achieve high levels of safety, as well as on the timely review and the need for revision of published EPR/nuclear/radiation/transport/waste safety standards.
- To review and approve proposals for the development of documents to be published in the IAEA Safety Standards Series, i.e. draft document preparation profiles (DPPs).
- To review and clear DPPs for the development of documents to be published as part of the IAEA Nuclear Security Series.
- To review and approve the text of draft EPR/nuclear/radiation/transport/waste safety standards before their submission to Member States for comment.

- To review and approve the text of draft EPR/nuclear/radiation/transport/waste safety standards before their final endorsement for publication.
- To review and clear draft nuclear security guidance documents for which there are safety–security interfaces before their submission to Member States for comment.
- To review and clear draft nuclear security guidance documents for which there are safety–security interfaces before their final endorsement for publication.
- To provide recommendations, upon request from the Deputy Director General, regarding the development and approval process for publications in the IAEA Safety Standards Series.
- To ensure, in full cooperation with the Commission on Safety Standards (CSS) and the other Safety Standards Committees as well as the NSGC, that safety–security interface issues are properly addressed and reviewed in both safety and security publications.
- To review, upon request by the Deputy Director General, draft documents intended for publication in the IAEA Nuclear Energy Series and in other IAEA publication series where there is an interface with EPR/nuclear/radiation/transport/waste safety standards.

## **Membership**

At the beginning of each new term, Member States will be invited to nominate five senior representatives and, if desired, alternates, each as a candidate for membership of one of the Safety Standards Committees. Member States may also determine instead to nominate only a ‘corresponding member’ who may not generally attend meetings of the relevant Committee but would have the same function and therefore would in all cases receive correspondence and documents like all other members and, as requested, would submit written comments on such documents. The Deputy Director General will then appoint the nominated members for the new term. Member States may opt to have the member or alternate accompanied at meetings of the Committees by other experts.

The Committee members are expected to prepare for and attend the meetings of their Committee and are encouraged to contribute actively to its work, to report on feedback from users of publications in the IAEA Safety Standards Series in the respective Member States and, based on appropriate consultation at the national level and coordination of the input of national stakeholders, to present a national view on the issues under discussion.

The invitation of candidate international organizations and non-governmental bodies to attend the Committees’ meetings as observers, either permanently or for specific meetings, may be considered on a case-by-case basis in accordance with established strategies and processes.

The Head of the Incident and Emergency Centre or his/her appointee will participate in all EPRESC meetings; the Director of the Division of Nuclear Installation Safety or his/her appointee will participate in all NUSSC meetings; and the Director of the Division of Radiation, Transport and Waste Safety or his/her appointee will participate in all RASSC, TRANSSC and WASSC meetings.

The Head of the Incident and Emergency Centre will designate a Scientific Secretary for EPreSC; the Director of the Division of Nuclear Installation Safety will designate a Scientific Secretary for NUSSC; and the Director of the Division of Radiation, Transport and Waste Safety will designate a Scientific Secretary for RASSC, for TRANSSC, and for WASSC.

### **Working methods**

The Deputy Director General will appoint a Chairperson for the term of each Committee from among the Committee members. If the Chairperson is unavailable for a meeting, the Deputy Director General, in consultation with the Chairperson, will appoint an acting Chairperson for that meeting from among the Committee members.

Each Committee will report to the Deputy Director General.

Each Committee will normally meet twice a year (with each meeting lasting up to five working days) to perform the above functions. Extraordinary meetings or meetings of an ad-hoc working group of Committee members may be called when required. Electronic or other means of communication may be used for follow-up on the Committees' activities.

The Chairperson, in conjunction with the Scientific Secretary, will prepare a report on each meeting and a report at the end of each term on the progress made so far.

The Chairperson, or his/her appointee, should attend meetings of the Committee chairs and meetings of the CSS, or such meetings as the Deputy Director General may convene in order to ensure that safety and security issues are coordinated in an appropriate manner.

Each Committee will liaise with the other Safety Standards Committees as well as the NSGC and the CSS in order to ensure that safety and security publications issued by the IAEA are consistent and mutually supporting. The mechanism for determining the draft documents for which there are such safety–security interfaces is the Interface Group, a body with separate Terms of Reference whose members are appointed by the Deputy Director General from among the members of the Safety Standards Committees and the NSGC in order to ensure a balanced representation of safety and security expertise.

The Committee meetings will be conducted in English.

### **Resources**

The Secretariat will provide the resources necessary for ensuring the efficient working of the Committees. The Secretariat will provide copies (normally in electronic format only) of relevant documents and background materials sufficiently in advance of meetings to support the efficient functioning of the Committees and the Committee members.

All costs relating to the participation at the Committees' meetings are normally to be borne by the nominating Member State or observer organization, but there is the provision for exceptions to be made at the discretion of the Deputy Director General.