

## IGD-TP Terms of Reference (ToR)

### 1 Background

The Implementing Geological Disposal of Radioactive Waste Technology Platform (IGD-TP) is a scientific and technical forum, whose mission is to promote activities that ensure realisation of the IGD-TP's vision:

***2040 - Towards industrialisation of radioactive waste disposal in Europe.***

Our commitment is to:

- build confidence in the safety of geological disposal solutions among European citizens and decision-makers;
- encourage the establishment of waste management programmes that integrate geological disposal as the accepted option for the safe long-term management of long-lived and/or high-level waste; and
- facilitate access to expertise and technology as well as to maintain competences in the field of geological disposal for the benefit of the member states.

The purpose of this document is to define the working rules and principles for the IGD-TP, its Executive Group, Secretariat and its Working Groups.

### 2 Objectives of the IGD-TP

In line with its vision, the main objectives of the IGD-TP are to initiate and carry out European strategic initiatives to facilitate the stepwise implementation of safe deep geological disposal of spent fuel, high-level waste and other long-lived radioactive waste by solving the associated scientific, technological and social challenges, and to support the waste management programmes in member states.

The IGD-TP aims to develop ways to build confidence in geological disposal solutions, reduce overlapping and duplication of work, create savings in total costs of research and implementation, and to make better use of existing competences and research infrastructure.

### 3 Organisation of the IGD-TP

Participation in the IGD-TP is open to all interested stakeholders (e.g. waste management organisations, industry, research organisations, research centres, academia, technical safety organisations, non-governmental organisations). IGD-TP participants endorse the IGD-TP vision and thereby indicate their willingness to contribute positively and constructively to the objectives and goals of the IGD-TP. Participants are invited to Exchange Forum meetings and to seminars where they can provide early input to documents under development, are updated on news relevant to the community.

The Executive Group (EG) constitutes the decision-making and management body of the IGD TP. During the lifetime of the IGD-TP, the EG establishes Working Groups as required.

The IGD-TP's work is supported by a Secretariat that reports to the EG. The Secretariat is run by two Executive Group member organisations and consists of the Secretary General and Assistant Secretary appointed on a rotating basis.

Since 1 January 2016, the IGD-TP Secretariat is funded directly by the organisations that constitute the Executive Group.

## 4 EG Membership and Roles

### 4.1 EG Members

The members of the EG shall be organisations either with responsibility for implementing a nuclear waste management programme or with formal responsibility for a Research, Development and Demonstration (RD&D) programme required for implementation. In case multiple organisations fulfil these requirements in a member country and are represented in the EG, during decision-making each country only has one vote. In addition, the EG may selectively invite research organisations with significant autonomous budgets and/or available funding and who are willing to contribute to the work of the IGD-TP, with an advisory role at EG meetings.

The membership of the EG is restricted to representatives from waste management organisations of different countries or organisations responsible for radioactive waste management research programmes who fulfil one or both of the criteria in the Vision Report:

- Actively working towards the IGD-TP vision;
- Able to contribute financial resources to the implementation of the IGD-TP Strategic Research Agenda (SRA) and to fund the Secretariat.

Membership of the EG requires:

- Attendance at IGD-TP Exchange Forum (EF) and EG meetings in order to ensure efficient implementation of all decisions taken during an EG meeting. EG members who cannot attend a meeting must be represented by a member of their organisation and inform the Secretariat or another EG member of their views.
- In-kind contribution/self-funding for attending EG and EF meetings.
- Annual financial contributions, on an equal share basis, to finance the Secretariat. Each EG member must sign a specific financial agreement with the waste management organisation holding the IGD-TP Secretariat to fund the Secretariat.
- Financing all other requirements/activities or in-kind contribution approved in EG meetings.

A basic principle shall be that each EG member organisation freely chooses which Joint Activities and Working Groups to participate in and is responsible for obtaining individual funding for their own parts, from either their own organisation or their national or European funding schemes.

The EG decides on new Executive Group members according to the principles stated above. In addition, the EG can invite experts, advisers and observers to its meetings depending on the areas being covered in the meeting. European Commission (EC) project officers can be invited as observers to the meetings, as can representatives of other multi-national organisations such as the IAEA and OECD/NEA.

The members of the EG are listed on the public website [www.igdtb.eu](http://www.igdtb.eu).

### 4.2 EG Chairperson and Core Group

The EG shall select a Chairperson for a term to be decided by the EG (typically two or three years).

The Chairperson is responsible for the overall development of the IGD-TP work. The Chairperson conducts the EG meetings and is responsible for the planning and supervision of the IGD-TP

activities in cooperation with the Secretariat. The Chairperson is also responsible for following up the actions from the previous EG meeting(s).

The Chairperson shall work closely with the Secretary General and the Assistant Secretary to steer the activities of the Secretariat.

In order to facilitate the smooth implementation of the IGD-TP decisions between EG meetings, including the progress of actions from previous meetings, the Chairperson, together with the Core Group, has the power to take executive decisions on behalf of the full Executive Group. This excludes decisions of great importance or those involving financial commitments (> 10'000 EUR) for the EG members; such decisions must be taken by the full EG in consensus.

The Chairperson shall also act as a spokesperson for the IGD-TP with respect to other organisations and forums. The Chairperson can delegate this task to other member(s) of the EG, taking due account of geographical / time availabilities.

### 4.3 IGD-TP Secretariat

The Secretariat assists the IGD-TP to achieve its goals and promotes the scientific and technical quality of the Research, Development and Demonstration (RD&D) work of IGD-TP towards the implementation of deep geological disposal.

The Secretariat supports the IGD-TP's EG and Working Groups. One of its core objectives is to effectively communicate and disseminate the results from the activities of the IGD-TP to all interested stakeholders.

To ensure continuity, the Assistant Secretary takes on the role of the Secretary General after two years unless agreed otherwise. A new Assistant Secretary is then appointed.

For the period 2015 - 2020, the organisations that have been, are or will be in charge of the Secretariat and Assistant Secretary activities are:

	2015	2016	2017	2018	2019	2020
Secretary General	Andra	Andra	RWM	RWM	Nagra	Nagra
Assistant Secretary	RWM	RWM	Posiva	Posiva	SURAO	SURAO

## 5 EG Responsibilities

The EG is the decision-making and management body of the IGD-TP. EG meetings shall be held regularly three times per year.

The EG's main responsibilities and powers are to:

- Guide the regular development and revision of the Strategic Research Agenda (SRA).
- Approve the SRA and the IGD-TP's Terms of Reference (ToR).
- Implement the SRA (i.e. the Joint Activities):
  - By establishing permanent Working Groups and Joint Activities according to the RD&D topics jointly identified;
  - By setting up the funding rules and mechanisms for such Working Groups and Joint Activities, and agreeing on lead organisations for Joint Activities;
  - By reviewing the progress of Working Groups against defined targets and milestones; and
  - By formally approving Working Group results.

- By liaising with EC Euratom Framework Programme RD&D calls and discussing Technical Projects involving EG members that conform to the IGD-TP vision, the SRA and the needs of end users (EC observers present on the EG will not take part in these discussions).
- By appointing the Secretariat, deciding on its funding and reviewing its progress against defined targets and milestones.
- By approving or rejecting applications to participate in the IGD-TP.
- By deciding on new Executive Group members. If an EG member does not meet the conditions in Section 4.1, it can be removed from the EG after a minimum of a two-thirds majority vote by the other EG members.
- By deciding on the presence of observers and advisors at EG meetings.
- By developing the agenda and working principles of the Exchange Forum meetings.
- By deciding on any further activities needed to fulfil the IGD-TP's Vision, including information exchange and joint projects, as appropriate, with other international forums, regulators, technical service organisations and other stakeholders.

## 6 EG Decision-making

Decisions of the EG shall preferably be taken with the consensus of all the members.

In cases where an issue has to be decided by vote, the following applies:

- Only one vote is allowed per member country represented in the EG.
- The EG is in quorum when at least two-thirds of the EG members are represented.
- A two-thirds majority (based on the total number of valid votes at a meeting in quorum) is required for a valid decision.
- Decisions with financial implications beyond those defined in Section 4.1 and Article 2 of the Financial Agreement as the duty of an Executive Group member require to be made unanimously.
- Voting shall normally be conducted openly but may be in confidential (written) form if requested by one or more members.

## 7 Secretariat Responsibilities

The Secretariat's responsibilities are to organise and coordinate the work of the IGD-TP, ensure that the IGD-TP is organised in an appropriate manner to achieve its agreed vision according to the timeframes set out in the Vision Document, in the SRA and to act as an information and communication centre for the activities of the IGD-TP and for developments in the waste management community. This includes:

- development and maintenance of the public website [www.igdtp.eu](http://www.igdtp.eu);
- creation and maintenance of extranet(s) for the EG, Secretariat, Working Groups and Joint Activities;
- supporting the exchange of information amongst IGD-TP members and participants;
- organising EG and Exchange Forum meetings, including producing meeting minutes and records;

- steering and publishing updates of IGD-TP documents at the request of the EG;
- compiling activity outlines and updates for each Working Group and Joint Activities;
- coordinating dissemination and speaker requests, including officially representing the IGD-TP at conferences and other fora;
- checking for possible funding opportunities for the identified high priority activities;
- annually calling for financial contributions from EG members, which will be received by the Secretary General; and
- forging links and liaisons with other organisations to identify areas of joint interest and to avoid duplication of effort, and to establish better understanding between regulators, technical support organisations and implementers.

The Secretariat reports to the Executive Group.

## 8 Information and Intellectual Property Rights

The following general principles shall apply.

- All shared information within the framework of the EG remains the property of the EG member providing the information. Unless otherwise specified, the information shared within the framework of the EG is to be considered as open information for internal use by the EG members.
- All information provided as input to IGD-TP reports and/or work in progress is, by default, considered as confidential until its publication is approved.
- The EG members shall respect any confidentiality, proprietary or commercial-in-confidence restrictions applying to any information shared within the framework of the EG, provided that these restrictions have been explicitly notified to the EG members by the EG member sharing the information on disclosure.
- Confidential, proprietary or commercial-in-confidence information received via the IGD-TP/EG may be disseminated by the other members within their own organisations. Further dissemination (e.g. to partners or contractors) shall be subject to pre-authorisation by the IGD-TP/EG in accordance with the applicable confidential, proprietary or commercial-in-confidence agreements.
- In cases where information requested by one member is not freely available and is of commercial value (e.g. information with patent, trademark, copyright or design rights), the respective members may separately agree the terms and conditions to be applied.
- None of the members provide warranty of accuracy, completeness or fitness for use of any information submitted to the other members. However, the members will make their best efforts to achieve this accuracy, completeness and fitness for use;
- No member is liable for the use by other members of the information it has provided.
- Publications that result from collaboration under the auspices of the IGD-TP cannot be published without co-authorship of the members involved or members of, for example, Working Groups.
- All publications of the IGD-TP that have received EC grant support are, by default, "open access" unless otherwise specified (e.g. by including proprietary photos and other material subject to individual copyrights).

- Original authors always need to be respected by reference when using open access or other materials of the IGD-TP.