

## 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:

***By 2025, the first geological disposal facilities for spent fuel, high-level waste, and other long-lived radioactive waste will be operating safely 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 permanent working groups.

### 2 Objectives of the IGD-TP

In alignment with the 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 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 the geological disposal solutions; reduce overlapping work; produce savings in total costs of research and implementation; and to make better use of existing competence and research infrastructures.

### 3 Organisation of the IGD-TP

Participation in the IGD-TP is open for 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 show their willingness to contribute positively and constructively to the objectives and goals of the IGD-TP. Participants are invited to the regular Exchange Forum meeting, are invited to seminars where they can give early input to documents under development, are updated on news relevant to the community, and are consulted on important documents before finalisation.

The Executive Group (EG) constitutes the decision and management part of the IGD-TP. The members of the EG shall be organisations either being responsible for implementing a nuclear waste management programme or being formally responsible for a Research Development and Demonstration (RD&D) programme needed for implementation.

During the lifetime of the IGD-TP, the EG sets up 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 member organisations at one time, consisting 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 responsible for implementing a nuclear waste management programme or being formally responsible for a RD&D programme needed for implementation. In addition, the EG may selectively invite, research organisations who have significant autonomous budgets and/or available funding and are willing to contribute to the work of the IGD-TP to have an advisory role at EG meetings.

The membership in 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 work towards the IGD-TP vision;
- Able to contribute significant financial resources to the implementation of the IGD-TP Deployment Plan and to fund the Secretariat.

Membership of the EG requires:

- Attendance at IGD-TP Exchange Forum (EF) and EG meetings in order to ensure an efficient implementation of all decisions taken during an EG meeting. EG members who can't 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 Secretary General to fund the Secretariat.
- Financial contribution to the preparation of responses to European Commission (EC) framework project calls when the EG member is a partner or has a partner representing its interest in the project consortium. When participating in an answer to a call, each member shares the preparation costs either in cash or in kind, making an equal contribution in terms of effort and proposal leadership.
- 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 are 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. EC project officers can be invited as observers to the meetings.

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

### 4.2 EG Chairperson and Core Group

The EG shall select a Chairperson for a term to be decided by the EG (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 co-operation with the Secretariat. The Chairperson is also responsible for following up the actions from the previous EG meeting(s). To help the Chairperson there is a Core Group consisting of two people, one of whom is the preceding Chairperson of the EG.

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 the behalf of the full Executive Group. This excludes decisions of great importance or those involving financial commitments for the EG members. Such decisions must be taken by the EG in consensus.

The Chair shall also act as a spokesperson for the IGD-TP with other organisations and forums. The Chairperson can delegate this task to other member(s) of the EG by taking due account of the 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 for 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. A new Assistant Secretary is then appointed.

## 5 EG Responsibilities

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

The EG's main responsibilities and powers are to:

- Guide the regular development and update of the Strategic Research Agenda (SRA) and the Deployment Plan (DP).
- Approve the SRA, DP 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 Deployment Plan on RD&D topics jointly identified;
  - by setting up the funding rules and mechanisms for such Working Groups and Joint Activities, and agreeing lead organisations for Joint Activities;
  - reviewing the progress of Working Groups against defined targets and milestones; and
  - formally approve Working Group results.

- Liaise with EC Euratom Framework Programme RD&D calls and discuss Technical Projects involving EG members that conform to the IGD-TP vision, the SRA/DP and the needs of end users (EC observers present on the EG will not take part in these discussions).
- Appoint the Secretariat, decide on its funding and review its progress against defined targets and milestones.
- Approve or reject applications to participate in the IGD-TP.
- Decide 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 from the other EG members.
- Decide on the presence of observers and advisors at EG meetings.
- Develop the agenda and working principles of the Exchange Forum meetings.
- Decide 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 in the EG shall preferably be taken in consensus.

In the case that 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.
- Two thirds majority (based on 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 as the duty of an Executive Group member need to be made unanimously.
- Voting shall normally be performed openly but may be in a confidential (written) form if requested by one or more members.

## 7 Secretariat Responsibilities

The Secretariat's responsibilities are to: organise and co-ordinate the work of the IGD-TP; ensure that the IGD-TP is organised in an appropriate manner to achieve the committed vision according to the timeframes set in the Vision Document, in the SRA and in its DP; and 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 meetings and EF, 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 Activity;
- co-ordinating 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 liaises with other organisations to identify areas of joint interest and to avoid duplication of effort, and to establish better understanding between regulators, technical services organisations and implementers.

The Secretariat reports to the Executive Group.

## 8 Information and Intellectual Property Rights

Following general principles shall apply.

- All shared information in the framework of the EG remains the property of the EG member providing the information. Unless otherwise specified, the information shared under the framework of the EG is to be considered as open literature 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 under 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 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 right), the respective members may separately agree the terms and conditions to be applied.
- None of the members provides 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;
  - the responsibility of the original information remains within the member providing the information.
- 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 IGD-TP cannot be published without co-authorship of members involved or members of e.g. working groups.
- All publications of the IGD-TP that have received EC grant support are by default "open access" unless otherwise specified i.e. by including proprietary photos and other material subject to individual copyrights.
- Original authors always need to be respected by reference when using the open access or other materials of the IGD-TP.