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SecIGD2





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The ToR has been reviewed by the SecIGD2 consortium members and the IGD-TP's Executive Group in February 2013.

Approved by

IGD-TP's Executive Group on [February 19, 2013]



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TERMS OF REFERENCE (ToR)

**IMPLEMENTING GEOLOGICAL DISPOSAL OF
RADIOACTIVE WASTE TECHNOLOGY PLATFORM
(IGD-TP)**



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 would ensure the 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:

- to build confidence in the safety of geological disposal solutions among European citizens and decision makers.
- to 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.
- to 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 IGD-TP's vision report was published and the IGD-TP was launched in November 2009, in Brussels.

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 AND SCOPE 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 the Member States.

The platform intends 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

The overall organisation of the IGD-TP is shown in Figure 1.

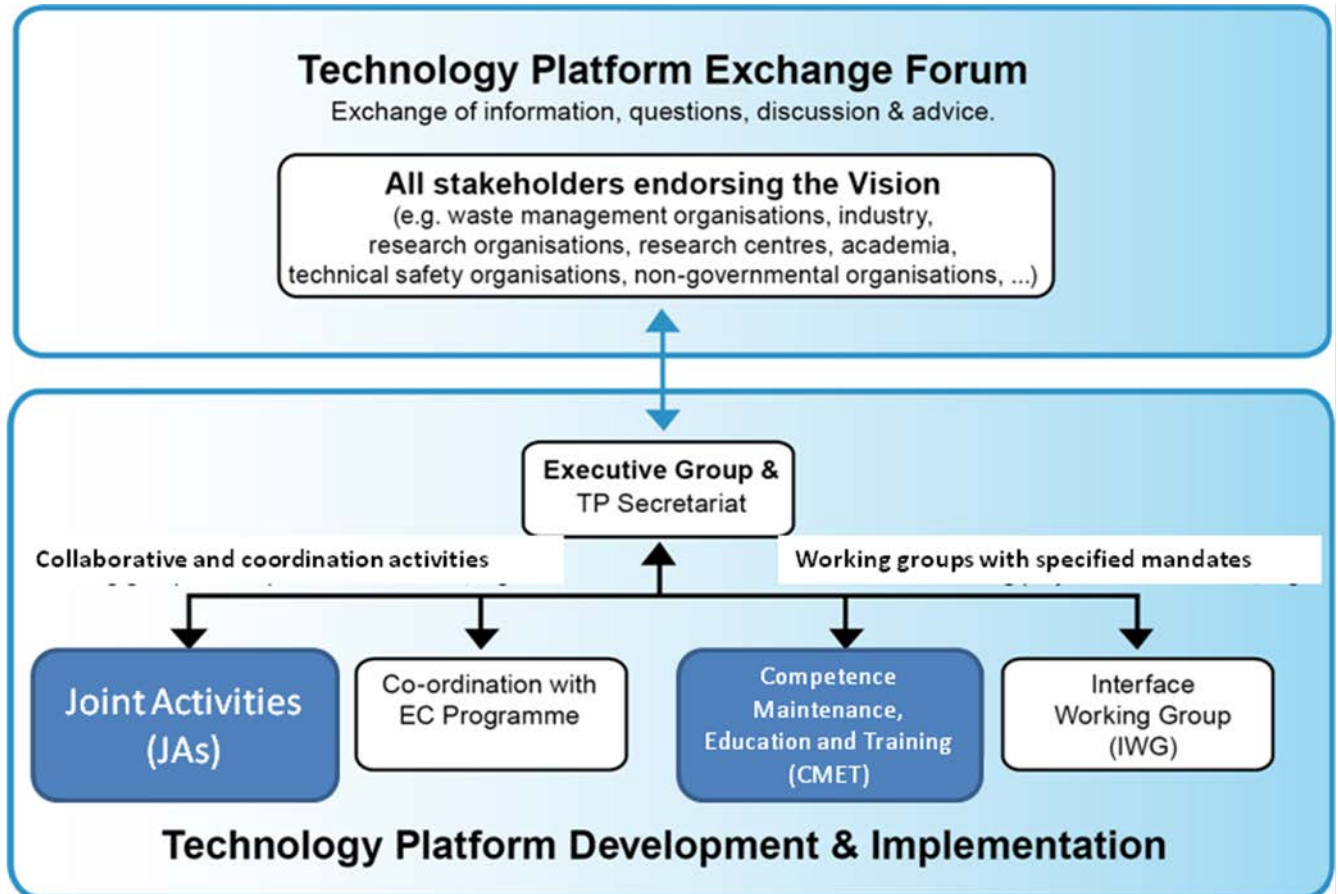


Figure 1. The organisation of the Implementation of Geological Disposal of Radioactive Waste Technology Platform (IGD-TP). The IGD-TP has a set of permanent Working Groups, which are activated when needed. Such permanent working groups are the Strategic Research Agenda (SRA) and the Deployment Plan, Interfaces and the Competence Maintenance, Education and Training (CMET) Working Groups. The current active permanent working groups are the IWG and the CMET. Resulting from the Deployment Plan IGD-TP has also initiated a number of other Joint Activities and these are detailed in the Master Deployment Plan.

Participation in the IGD-TP **Exchange Forum** 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 endorsing the vision and



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thereby showing their willingness to contribute positively and constructively to the objectives and goals of the platform shall be invited to an annual Exchange Forum meeting, have access to a restricted extranet for information and discussion, shall be invited to seminars where they can give early input to documents under development and shall be consulted to comment on important documents before finalisation. Other entities not endorsing the vision shall be invited to the annual Exchange Forum meeting if they so desire.

Interfacing with the Regulators and Technical Safety Organisations (TSOs) includes mirror group activities with the Regulators and TSOs current groups and projects. The links with the FP7 SITEX project have been formed for this purpose and the project members are invited to provide contributions to the technology platform's Exchange Forum and other Joint Activities as decided by them.

The **Executive Group** (EG) constitutes the decision and management part of the platform and the Terms of Reference for the Executive Group are given in Appendix 1.

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 Terms of Reference for the working groups including the EG guidelines are described and updated on a regular basis as Appendices to the ToR. The Strategic Research Agenda and the Deployment Plan Working groups have currently concluded their work. Their updated Terms of Reference will be included into the IGD-TP's ToR when their work is again needed.

The ToR for the currently active working groups the CMET can be seen in Appendix 3.

The IGD-TP's work is supported by a Secretariat run by two Executive member organisations at one time. In its initial stage in 2010 -2011 the IGD-TP Secretariat was supported by an EC grant under the FP7-Fission-2009 project SecIGD, in 2012 the Secretariat was fully financed by the Executive Group members.

The IGD-TP secretariat is supported in 2013-2015 by an EC grant under the FP7-Fission FP7/2007-2013: grant agreement n°323260, project SecIGD2 and by co-funding provided by the Executive Group Members under a separate



financial agreement. The Terms of Reference for the IGD-TP Secretariat are given in Appendix 2.

4 IGD-TP WORK PLAN TO REACH THE VISION

The IGD-TP work and achievements are described in three main documents:

- The Vision Report - available since November 2009 i.e. "Vision 2025"
- The Strategic Research Agenda 2011 (SRA) –available since July 2011
- The Deployment Plan 2011-2016 (DP), available since July 2012

The SRA was published in July 2011 and it defines and prioritises IGD-TP's strategic Key Topics for which Joint Activities are foreseen to facilitate the stepwise implementation of safe, geological disposal of spent fuel, high-level waste, and other long-lived radioactive waste. This work started with an initial phase among the waste management organisations identifying Key Topics to be addressed in the SRA based on the IGD-TP vision. Public consultations then were held amongst IGD-TP participants and other interested stakeholders before the SRA document was finalised.

The DP was discussed at the Exchange Forum N°2 on November 29th 2011, submitted for public consultation in spring 2012 and published in July 2012.

At the Exchange Forum all interested stakeholders in the IGD-TP's work (e.g. waste management organisations, industry, research organisations, research centres, academia, technical safety organisations, non-governmental organisations) had the opportunity to express their views and thereby influence the work through the implementation of future versions the Deployment Plan.

The Master Deployment Plan and the associated Joint Activity outlines will be updated on a yearly basis to follow the progress of the individual Joint Activities, initiate new ones and to move the activities to the next deployment phase e.g. from a working group into a Technical Project that may also be coordinated together with the Euratom framework programmes

The next SRA update is foreseen to take place in 2015.



Terms of reference

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APPENDIX 1

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EXECUTIVE GROUP (EG)

of the

IMPLEMENTING GEOLOGICAL DISPOSAL OF

RADIOACTIVE WASTE TECHNOLOGY PLATFORM

(IGD-TP)

SecIGD2

8

(D-N°:1.3) – Terms of Reference for IGD-TP and the Secretariat

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1 RESPONSIBILITIES AND POWERS

The Executive Group (EG) is the decision making and management part of the IGD-TP.

The EG's main responsibilities and powers are to:

- Guide the development and updating of the Strategic Research Agenda (SRA) and the Deployment Plan (DP).
- Approve the SRA, DP and the Master Deployment Plan and the IGD-TP's Terms of Reference (ToR)
- Decide on the implementation of 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.
- Appoint the Secretariat and decide on its Terms of Reference and guidelines for the daily activities
- Decide on the funding of the Secretariat.
- Approve new participants to the IGD-TP.
- Decide on new Executive Group members.
- Decide on the presence of observers and advisors at EG meetings.
- Develop the agenda and working principles of the Exchange Forum annual meetings.
- Decide on any further activities needed to fulfil the IGD-TP's vision.

2 MEMBERSHIP IN THE EXECUTIVE GROUP

The prerequisite for European Technology platforms is that they are industry-lead to ensure the implementation of the RD&D results. 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. This ensures that the technology platform has the power and capacity needed for carrying out the mission outlined in the Vision Report. 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 technology platform 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:

- Active 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 of 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 has to 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 meetings and EF Meeting.
- Financial contributions for the financing of the Secretariat for the part not covered by any external funding source like an European Commission Grant.
- Financial contribution to the preparation of responses to European Commission framework project calls when the EG member is a partner or has a partner representing its interest in the project consortium: When participating to an answer to the call, each member shares the preparation costs either in cash or in in-kind work making up equal amount of contributions in terms of effort and proposal leadership. No EC grant funding attribute to the Secretariat activities is allowed to be used in such a joint preparatory work.
- Financing all other requirements/activities or in-kind contribution approved in EG meetings (see Section 3.3).

Current members of the EG (on January, 2013) were:

- The Belgian Agency for Radioactive Waste and Enriched Fissile Materials (ONDRAF), Belgium;
- Radioactive Waste Repository Authority (RAWRA), Czech Republic;
- Agence Nationale pour la gestion des déchets radioactifs (Andra), France;
- Bundesministerium für Wirtschaft und Technologie (BMWi), Germany;
- Public Agency for Radioactive Waste Management (PURAM), Hungary;
- Posiva Oy, Finland;
- Nationale Genossenschaft für die Lagerung radioaktiver Abfälle (Nagra), Switzerland;
- Empresa Nacional de Residuos Radiactivos S. A. (ENRESA), Spain;
- Svensk Kärnbränslehantering AB (SKB), Sweden;
- Centrale Organisatie Voor Radioactief Afval (COVRA), The Netherlands;
- Nuclear Decommissioning Authority (NDA), United Kingdom.



Representatives from the European Commission (DG RTD and DG ENER) and the SecIGD2 project coordinator when not the Secretary General (for the duration of the project) are invited as observers to the EG meetings. The EG is assisted by the IGD-TP Secretary General and the Assistant Secretary.

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.

The members of the EG shall be listed on the public website www.igdtp.eu.

3 ROLES IN THE EXECUTIVE GROUP AND ITS TASKS

3.1 EG CHAIRPERSON AND CORE GROUP

The EG shall select a Chairperson for a fixed term of two 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 platform 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 Chair person there is a Core Group consisting of two people, one of whom being 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 platform 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 spokesman 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.

3.2 EG MEETINGS

The EG meetings shall be held regularly three times per year.



3.3 DECISIONS OF THE EG GROUP

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 2/3 of the EG members is 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 what has been defined in Article 2 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.

3.4 WORK RESPONSIBILITIES

3.4.1 ESTABLISH, PROVIDE GUIDANCE AND REVIEW THE OUTPUT OF WORKING GROUPS

The EG shall establish Working Groups within the IGD-TP based on requirements identified in the EG and existing Working Groups. It shall formulate specific Terms of Reference for the work of each Working Group that are included into the ToR of the IGD-TP. The EG shall review the progress of the working groups against targets and milestones specified in the guidelines to ensure that the work is being run as specified. When necessary, the Terms of Reference are reviewed and revised by the EG. The EG also formally approves the working group results.

The Terms of Reference for CMET Working Groups are given in Appendix 3.

3.4.2 APPOINT THE SECRETARIAT AND DECISIONS ON ITS RULES AND PRINCIPLES

The Secretary General and the Assistant Secretary are appointed by and report to the EG at EG meetings on their activities.

The EG shall (when required) formulate specific guidelines for the work of the Secretariat. The EG shall review the progress of the work against targets and milestones specified in the ToR and in the guidelines given at EG meetings to ensure that the work is being run in line as specified. The ToR and the guidelines are reviewed and revised by the EG when necessary.



The Terms of Reference for the Secretariat are given in Appendix 2.

3.4.3 FUNDING OF THE SECRETARIAT FOR THE PERIOD 2013-2015

During 2013-2015 the IGD-TP Secretariat is supported by funding from the European Union's European Atomic Energy Community's (Euratom) Seventh Framework programme FP7/2007-2013 under grant agreement n°323260, the SecIGD2 project

The commitment of the Parties (Beneficiaries and Third Parties) is to fund the difference between the total costs of SecIGD2 and the amount funded by the European Commission.

The funding will be done on an equal share basis. The secretariat will call annually for a contribution which will be received by the coordinator of the project.

Each EG Member has to sign a specific financial agreement for the secretariat of the IGD-TP, with the coordinator of the SecIGD2 project.

3.4.4 DECISIONS ON PARTICIPANTS IN THE IGD-TP AND ON EG MEMBERSHIP

New applications to participate in the platform shall be approved or rejected by the EG. The EG can invite the new participant to the EG, provided that the conditions outlined in Chapter 2 of this Appendix are met.

If an IGD-TP EG member organisation does not meet the conditions in Chapter 2 it can be removed from the EG after a minimum 2/3 majority vote from the other EG members.

3.4.5 INITIATE, MONITOR, AND EVALUATE JOINT ACTIVITIES TO DEPLOY THE STRATEGIC RESEARCH AGENDA (SRA) AND A DEPLOYMENT PLAN (DP)

The EG shall develop and issue directives and update with the Secretariat's assistance the management guidelines for the IGD-TP's Joint Activities. The EG monitors the progress of the Joint Activities initiated with the help of the updates to the Master Deployment Plan and initiates new Joint Activities including proposals for EC calls by agreeing on lead organisations for the Joint Activities.. See also Section 3.4.1 and Appendix 2.



3.4.6 APPROVE THE SRA AND THE DP

The EG shall formally approve the SRA and DP documents and prioritise Joint Activities of different types and different participation levels and also set up their importance and urgency.

3.4.7 TO SET UP FUNDING RULES FOR JOINT ACTIVITIES AND WORKING GROUPS

The EG shall in principle follow the funding rules for Joint Activities as defined in Article 2. When needed and decided jointly upon also other funding rules for implementing can be agreed.

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, in the latter case justifying their costs with respect to the project to the EC.

3.4.8 ENCOURAGE INFORMATION EXCHANGE WITH “MIRROR GROUPS” INCLUDING REGULATORS

The EG shall invite regulators and Technical Safety Organisations to form mirror group(s). The SITEX project is the first of such mirror groups. When such a group(s) is established the EG shall ensure that an appropriate interface for coordination with, and IGD-TP representation in, the mirror group is set up. The EG shall also set goals and targets, propose actions and provide opinion and feedback on strategies, activities and results generated through mirror group operations.

3.4.9 DEVELOP REPORTS AND INFORMATION TO THE EXCHANGE AND OTHER STAKEHOLDER FORUMS

The EG shall certify that reports intended for publication on the IGD-TP's website are relevant to realising the goals and deliverables of the technology platform and provide the Exchange Forum with information on scoping activities and target setting.



3.4.10 INITIATE UPDATING OF THE SRA AND DP WHEN NEEDED

The EG shall initiate regular SRA updates to incorporate the developments from IGD-TP activities and the progress of the member waste management programmes. The EG may request a working group to be set up to update the SRA as required. The Master Deployment Plan of the Deployment Plan 2011-2016 is followed up annually by the Secretariat and presented to the EG. A new DP working group is set up to deploy the updated new SRA when needed.

3.4.11 ENSURE LIAISON WITH EC RD&D CALLS

The IGD-TP SRA and DP together constitute a roadmap for a strategic RD&D programme between IGD-TP members and participants. At the same time, the Euratom Framework Programmes (FPs) are instruments, which traditionally support the RTD programmes in Member States. Therefore, depending on the precise content and scope of future FPs, a significant part of future FP calls for proposals can be based on the priorities and planning of the IGD-TP SRA and DP. As part of the overall prioritisation of RD&D carried out collectively within the IGD-TP, the EG shall be prepared, if requested, to assist the EC in identifying relevant topics for possible inclusion into the future FP calls.

The EG shall discuss Technical Projects, to be jointly submitted as proposals in response to FP calls, that conform to the IGD-TP vision, the SRA/DP and the needs of end users. The EC observers on the EG will not take part in these discussions.

The EG may also endorse proposal to the EC calls coming from outside the EG and complying with the IGD-TP's vision. Such other applicants, who are not EG members, wishing to submit proposals in response to FP calls may request from IGD-TP a check of the conformity of their projects with the SRA and DP. The EG in response may issue an "approval" or "label" indicating that the project in question addresses the IGD-TP vision and conforms with the SRA/DP and the needs of end users.

This "approval" is not mandatory, though may be taken into consideration by the EC's independent experts during the evaluation process. If a "labelled" project is funded, the EG shall appoint a representative who has to report on the progress of the project to the EG. Final reports from such projects shall be assessed by the EG to review the results, and if necessary to initiate an update of the SRA/DP.



3.4.12 ENSURE LIAISON WITH OTHER INTERNATIONAL FORUMS

For Topics in the IGD-TP where there is a risk of duplication of other work by other international groups, the EG shall liaise with those international groups to discuss mitigation of the risk of duplication.

4 INFORMATION EXCHANGE AND INTELLECTUAL PROPERTY RIGHTS

Following general principles shall apply.

1. All shared information in the framework of the TP/EG remains the property of the EG member providing the information. Unless otherwise specified, the information shared under the framework of the TP/EG is to be considered as open literature for internal use by the EG members.
2. 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.
3. The EG members shall respect any confidentiality, proprietary or commercial-in-confidence restrictions applying to any information shared under the framework of the TP/EG, provided that these restrictions have been explicitly notified to the EG members by the EG member sharing the information on disclosure.
4. 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 subjected to pre-authorisation by the IGD-TP/EG in accordance with the confidential, proprietary or commercial-in-confidence agreements.
5. 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.
6. 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.
7. No member is liable for the use by other members of the information it has provided.
 8. 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.
 9. 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.
 10. Original authors always need to be respected by reference when using the open access or other materials of the IGD-TP.

5 LIMITATIONS

The DP will identify and prioritise Joint Activities. Each Joint Activity will be implemented and managed by a designated group, involving both EG member organisations and participants in the IGD-TP. During the DP implementation phase, depending on the degree of involvement in these projects, the financial commitments may not be the same for all EG member organisations. Reporting of progress shall be made to the EG and will allow subsequent updating of the DP. Any updating of the SRA and DP will also take into consideration any strategic and ad hoc needs.

English shall be used in all documents and information delivered, notices given and meetings held.



Terms of reference

IGD-TP

APPENDIX 2

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TERMS OF REFERENCE (ToR)

SECRETARIAT of the IMPLEMENTING GEOLOGICAL DISPOSAL OF RADIOACTIVE WASTE TECHNOLOGY PLATFORM (IGD-TP)



1 OBJECTIVES

The IGD-TP Secretariat shall assist the IGD-TP to achieve its goals and shall promote 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 shall support the IGD-TP's Executive Group (EG) and the IGD-TP Working Groups. One of its core objectives shall be to effectively communicate and disseminate the results from the activities of the IGD-TP to all interested stakeholders.

2 THE SECIGD2 PROJECT 2013-2015

During 2013-2015 the IGD-TP Secretariat is supported by funding from the European Union's European Atomic Energy Community's (Euratom) Seventh Framework programme FP7/2007-2013 under grant agreement n°323260, the SecIGD2 project including a co-funding from the EG members.

The SecIGD2 work programme is aimed at supporting the IGD-TP mission in its practical administrative and operational tasks and management. These include: the organisation of the meetings for the IGD-TP functions and meeting of the Exchange Forums; acting as an information centre, carrying out dissemination activities, publishing and providing for open access of the documents produced, and maintaining and updating the public website. The Secretariat also engaged in further development of the methods for ensuring efficient resourcing of the RD&D carried out in the management of radioactive waste and deep geological disposal in Europe. The duration of the Secretariat (SecIGD2) project is 36 months.

3 RESPONSIBILITIES

The Executive Group agrees on the organisations running the Secretariat and appoints the Secretary General and the Assistant Secretary, whose responsibilities are to further develop ways of working together on the Topics identified in the SRA and to support the updating and the publication of the IGD-TP's reports and the deployment of the Joint Activities and work of the Working Groups. 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 the committed vision according to the timeframes set in the Vision Document, in the SRA and in its DP; act as an information and



communication centre for the activities of the IGD-TP and for developments in the waste management community.

The Secretariat maintains a public website www.igdtp.eu where information and documents about progress, future and past events are published. It supports the exchange of information amongst IGD-TP members and participants, and fosters consultation and cooperation on the implementation of IGD-TP's Joint Activities

The Secretariat reports to the Executive Group.

The role of the Secretariat is clear regarding the Joint Activities like the Technical Projects (TEP). Prior to a Technical Project a Working Group can be set up in order to provide the guidance of a potential answer.

As soon as the EC call is announced, the Secretariat detaches from the project proposal for a Technical Project but maintains a link with the coordinator of the project to organise and disseminate results from the Technical Project and cooperate on dissemination activities related to the TEP, through IGD-TP.

4 THE IGD-TP SECRETARIAT'S TASKS

In addition to supporting the IGD-TP vision and its deployment activities, the Secretariat carries out the following tasks:

1) Running the Secretariat

- Further development and maintenance of the website www.igdtp.eu including announcements of opportunities for the IGD-TP participants to join Joint Activities.
- Creation and maintenance of extranet(s) for Executive Group, Secretariat, Working Groups and Joint Activities' co-operation.
- Organising of Executive Group meetings and producing minutes of Executive Group meetings.
- Bringing forward suggestions for regular updates of Terms of Reference for IGD-TP, the Executive Group, the Secretariat and its Working Groups.
- Develop methods and models (i.e. the management guidelines for Joint Activities) for working together.
- Update the Terms of Reference (ToR) for the Secretariat and to perform Secretariat duties as defined in these ToR.

2) Acting as an information and dissemination centre

**Terms of reference****IGD-TP****APPENDIX 2**

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- Organising of Exchange Forum's annual meetings including records of the meetings.
- The Secretariat oversees together with the EG the strategic changes in the on-going RD&D and acts as a catalyst to initiate any necessary revision of the SRA 2011 based on the developments from the FP7 projects ending during the SecIGD2 project and from the deployment of the Joint Activities. The IGD-TP's EG then nominates an SRA working group to update the SRA and the Secretariat supports this work and the public consultation and the publication of this document.
- Steering and publishing the annual updates of the Master Deployment Plan on the IGD-TP's extranet for consultation and informing of opportunities to participate. Continuously summarising the Master Deployment Plan's Joint Activities status to report on their progress and to request advice from the EG. Publication of the annual Master Deployment Plan on the www.igdtp.eu.
- Compiles the activity outlines for each Joint Activity to be deployed. Such an activity outline should be produced by the interested members of the EG with the assistance of the Secretariat.
- Publication of public foreground from the Joint Activities in cooperation with the Joint Activity leader.
- Handling dissemination requests, suggesting dissemination items to the EG and coordinating them. This would include contribution to forums (e.g. ENEF); conferences (e.g. ICEM, Waste Management Symposium) and workshops.

3) **Deploying the Joint Activities and updating the Master Deployment Plan**

- For each Joint Activity to be deployed the Secretariat is responsible for including all progress on the activity into the Master Deployment Plan.
- The Secretariat also assists the individual Joint Activities by providing the governance and project management models (in cooperation with work package WP2 of SecIGD2). It develops this guidance through the experience gained through the interaction with Joint Activities'. Each Joint Activity prepares their own risk management plan as a part of their activity or project plan.
- Secretariat checks for possible funding of the high priority activities identified in the DP through future Euratom calls. It facilitates and initiates preparation of the proposals to be submitted to such calls.
- Supports the Working Groups and summarises their outputs for dissemination to serve as a basis for the development of Joint Activities, especially Technical Projects (TEPs).
- Recommend updates of the Master Deployment Plan to the EG including yearly progress and modifications due to unforeseen delays in the plan.



4) Strengthening interaction with EC and other organisations outside the IGD-TP

- Follow-up interactions between IGD-TP and the EC.
- Forge stronger links with the Sustainable Nuclear Energy Technology Platform (SNETP), its Secretariat and the Nugenia association to identify areas of joint interest and to avoid duplication of effort in areas of common interest. Similar links to be forged with the Multidisciplinary European Low Dose Initiative (MELODI association).
- Foster dialogue with the European Nuclear Safety Regulators Group (ENSREG) and technical support organisations (TSO's).
- Liaise with the EC FP7 SITEX project in order to reach a better understanding between regulators, TSO's and implementers regarding relevant safety issues and ensure complementary RD&D in relation to geological disposal.
- Liaise with other FP7 projects in the field of geological disposal.

5 ORGANISATION

The Secretariat is composed of a Secretary General and an Assistant Secretary appointed on a rotating basis. In order to ensure the continuity of the work, the Assistant Secretary will take over the responsibility of Secretary General after every two years. Thus, a new Assistant Secretary will be appointed.

The Secretary General for 2013 and 2014 will be provided by Andra. Since 2012, Andra has acted as the Assistant Secretary for the IGD-TP outside the framework of the SecIGD2 project. The role of Assistant Secretary for 2013 and 2014 will be taken over by NDA. In 2015 NDA will take over the charge of Secretary General for two years with Posiva as Assistant Secretary.

In order to ensure the continuity of the SecIGD2 project, Andra will remain SecIGD2 project coordinator for the duration of the project (2013-2015).

In terms of the respective role of the Secretary General and the Assistant Secretary, some specific tasks of the Secretary General are:

- Setting up the agenda of the EG and EF meetings in conjunction with the Chairman who calls for the meeting.
- Administrate the public website.
- Administrate the collaborative extranet.
- Send out all official documents to EG members or EF participants (acceptance for participation in the EF).
- Officially represent the platform at conferences and other forums, if requested by the EG members.
- Link with external entities on behalf of the Chairman.



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• Support the setting up of WG in the framework of Joint Activities (JA). During the first two years of the SecIGD2 project, the Secretariat General will be the coordinator of the project and will take over relations with the EC Project Officer and EC staff. In the third year, Andra will remain as coordinator of the project guarantee the continuity of the work and consistency of the planned actions.

The Assistant Secretary acts as a back-up for the Secretary General and may be involved with following tasks:

- Prepare the detailed Agenda of the minutes of the meetings.
- Prepare the EG and EF meetings.
- Prepare minutes of the meetings.
- Take over contacts on behalf of Chairman with members.
- Support the setting up of WG in the framework of JAs.

6 UPDATING THE SECRETARIAT'S TERMS OF REFERENCE

A regular revision of this ToR for the IGD-TP Secretariat will be carried out.



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TERMS OF REFERENCE (ToR)

COMPETENCE MAINTENANCE AND EDUCATION AND TRAINING WORKING GROUP (CMET) of the IMPLEMENTING GEOLOGICAL DISPOSAL OF RADIOACTIVE WASTE TECHNOLOGY PLATFORM (IGD-TP)



1 OBJECTIVES, RESPONSIBILITIES AND POWERS

Competence Maintenance, Education and Training group (CMET) is a working group kicked off by the Executive Group (EG) of the IGD-TP in June 2011. It was formed first to produce the Terms of Reference for CMET during the IGD-TP's second Exchange Forum in November 2011 and work to promote its goal.

The overall goal of CMET is to promote European cooperation in this cross-cutting area in support of the IGD-TP's commitment related to the "Vision 2025" to *"facilitate access to expertise and technology and maintain competences in the field of geological disposal for the benefit of Member States."*

The main four objectives of CMET are to promote in cooperation activities that

- Transfer the state of the art, produce information for the competence analysis and on the competence needs of geological disposal community for achieving the vision.
A specific aim is to identify the shortfalls and needs in knowledge, skills and competences to undertake the planned research, development and demonstration activities and programmes identified in SRA and its DP effectively. This requires also the definition of the border of knowledge (the state of the art) for each of the SRA Topics. Such analysis activities need to be carried out in cooperation with all of the relevant Joint Activities in order to identify them on the European level.
- Develop quality assurance of training aimed at new and experienced professionals in the field of nuclear waste management and especially geological disposal by developing quality assurance procedures and criteria for the voluntary accreditation of training (and education) in geological disposal.
- Develop the content of training i.e. a type of "curricula" for professionals in geological disposal for the development of joint training or alternatively engage educators and trainers into developing E&T to meet the expertise needed to carry out the IGD-TP's SRA and its RD&D activities as part of the deployment. The different training needs (different jobs) of the different target groups need to be addressed in the "curricula" development.
- Ensure indirectly that providers for CMET exist i.e. ensure the sustainability of providers and needed infrastructures/facilities for competence maintenance, and that new personnel will be available and developed for the future.

Competence covers a wide range of activities beyond Education and Training (E&T). However, in the formal competence development E&T activities play a



major role. It is also acknowledged that education in Europe is a matter of subsidiary of the Member States and it is decided on the national or regional level depending on each national legal framework. Its impact is that the initiatives proposed by CMET are voluntary actions of its members and recommendations to the IGD-TP only. In this spirit, the CMET aims for consensus in its decisions.

As follows from the above, CMET group is formed on a voluntary and in-kind basis for working together on activities that promote the objectives. The CMET informs the IGD-TP via the Secretariat of its activities and progress.

Each CMET member acts under the authorisation of its own organisation. In case CMET receives external support, the contractual requirements need to be taken into account in the CMET responsibilities and activities as stipulated in the contract(s).

A CMET working group can and should, however, cooperate with the existing and new E&T initiatives and provide for improved accreditation schemes and better consistency in learning outcomes within the geological disposal community, which already is very multidisciplinary and international in its requirements and activities.

The emphasis of CMET Working Group in accreditation is to focus on the acknowledgement of training activities and their quality assurance, which are not covered by existing European initiatives like the ENEN¹ association, EHRO-N² and/or EETI³. ENEN association already covers the voluntary accreditation and mutual recognition of the Master's level university education in nuclear field in Europe.

With the aim of achieving its objectives, CMET can also submit with the approval of the Executive Group proposals for funding of its activities or for joint activities with the EFTS's or other relevant groups for new developments in Competence Maintenance and E&T in alignment with the IGD-TP's vision and SRA or recommend in cooperation with the IGD-TP's Secretariat such proposal for the "labelling" of the IGD-TP Executive Group in the proposal phase.

¹ ENEN = European Nuclear Education Network association established in France

² EHRO-N = European Human Resources Observatory in the Nuclear Energy Sector, an initiative from ENEF run by the JRC's IET in Petten, the Netherlands

³ EETI = SET-Plan European Energy Education and Training Initiative



2 BACKGROUND AND GUIDELINES

Achieving the "Vision 2025" of the IGD-TP requires the development of knowledge, skills and competence in the field of geological disposal. This includes meeting the regulatory qualification and competence requirements during the different stages of the repository development. Specific competences are needed to carry out the deployment of the Strategic Research Agenda (SRA 2011) and to implement the Joint Activities described in the Deployment Plan (DP). Thus IGD-TP's three founding documents and the further guidelines of the IGD-TP Executive Group direct the CMET's work. In addition, the interests of the CMET members and their in-kind contributions to the work set boundary conditions to the scope of CMET's activities.

The Cross-Cutting activity (CC2) of the SRA and DP of Competence Maintenance, Education and Training (CMET) needs and benefits from the maintenance and cooperative development of resources in this field by working jointly on the:

- Maintenance and development of expertise over the long lifetime of the waste management programmes at different stages of the repository development.
- In ensuring that capabilities, infrastructures, research and educational facilities are available for the RD&D for implementation of deep geological disposal and waste management programmes.
- Development of new knowledge, skills and competence in the field of geological disposal as the waste management programmes shift their activity from RD&D to operating repositories and disposal facilities as defined in the SRA.
- Pooling of expert resources and increasing the mobility of experts in Europe to assist in achieving the vision and implementing the SRA and to maintain critical human resources needed for these tasks.
- Promoting quality of education and training by educating new experts and new educators and trainers to work in geological disposal e.g. by developing common basis for accreditation and recognition of knowledge, skills and competence.
- Support to the availability of education and training in geological disposal despite the changing circumstances and changing level of activities in different waste management programmes.



3 ROLES IN THE CMET AND ITS TASKS

3.1 CMET ORGANISATION

The CMET consists of representatives of the IGD-TP participant organisations and other stakeholders, who have expressed or express their interest for the CMET. These representatives are willing to commit their time and expertise in the form of in-kind contribution to achieve the CMET objectives by working in the group. The IGD-TP Secretariat acts together with CMET.

The initial members of the CMET, who have expressed interest in participating in the working group at the time of the formulation of the Terms of Reference in March 2012, are:

Posiva (FI)	Marjatta Palmu
NDA (UK)	Helena Harding
RAWRA (CZ)	Jiri Slovak ⁴
ENMS Nancy (FR)	Behrooz Bazargan-Sabet
CTU (CZ)	Jaroslav Packovsky
UPM (ES)	Javier Francisco Elorza Teneiro
BGR (DE)	Michel Mente
Stockholm University (SE)	Antonio Pereira
TUC (DE)	Klaus Röhlig
Aalto (FI)	Jussi Leveinen
University of Milan (IT)	Marie Claire Cantone
Slovak Technical Univ. (SK) ⁵	Vladimir Slugen

Further interested organisations are encouraged to join the group by informing the IGD-TP Secretariat. CMET encourages the participation of a wide range of organisations to its work keeping in mind that the focus of the CMET is to work on the demand and need side of the human resources and its competence in waste management.

The organisations are solely responsible for the use of the results of the work and for providing resources for participating in the CMET work. Secretarial work is provided as part of the IGD-TP's Secretariat's work.

⁴ First three are EG member organisations

⁵ not a participant in IGD-TP



3.2 DRIVERS OF CMET'S WORK

The mission of the CMET Working Group is to analyse competence and E&T needs related to the IGD-TP's SRA together with the IGD-TP's Joint Activities to support the deployment of the SRA with E&T related activities and to accredit and quality assure the E&T programmes and related studies in geological disposal in Europe.

Based on these tasks, the CMET Working Group can either recommend actions for the IGD-TP's Executive Group to be carried out or engage itself into needed actions after the approval of the CMET members and/or the Executive Group and its own organisation's authorisation.

Further CMET mission is to indirectly ensure that the needed facilities and providers for Competence Maintenance, Education and Training exist and new personnel will be available for future needs.

3.3 CMET CHAIR AND SECRETARY OF MEETINGS

CMET selects a chairperson either for a fixed term or the chair can rotate between the members and between meetings according to the decisions of CMET meetings. The first chair selected by the IGD-TP's EG to initiate the CMET Organisational Working group is Ms. Marjatta Palmu (Posiva). It is favoured that the chair is selected from one of the EG member organisations in the CMET.

The chairperson is responsible for the planning of the next meeting with support from the IGD-TP's Secretariat. The acting chair is also responsible for the follow up of decided actions from the previous CMET meeting.

The CMET group selects a secretary for its semi-annual meetings from the group for record keeping if the IGD-TP Secretariat is not available for the task.

3.4 CMET MEETINGS

The CMET meets regularly semi-annually in connection with the IGD-TP's Exchange Forum and in connection with meetings of related other European initiatives that include several CMET members as participants. The CMET meetings not connected to the EF are generally held in a country of one of the CMET members.

3.5 CMET WORKING MODES AND TASKS

The first action of the CMET is to produce an action plan for its future work to meet its objectives, but most urgently to meet the objective related to the quality assurance of training and to the training related accreditation (development of accreditation criteria). The action plan's content follows to the extent applicable the management guidelines of the IGD-TP for Joint Activities.

In setting up the written action plan as a part of the first CMET task, the working group meets either in person or virtually as an ad hoc task force until the first action plan and the first set of defined objectives including the accreditation criteria are achieved.

The working group's modes of working can consist of setting up different task forces for the WG's future dissemination activities like for the organisation of CMET exchange forums or workshops in line with the IGD-TP's "Vision 2025", SRA, DP and the objectives of the CMET working group. This can take place together with other European initiatives (as defined earlier) in the field of Competence Maintenance, Education and Training.

The list of tasks that can be included into the CMET action plan(s) include the

- promotion to sustain a sufficient critical mass in CMET in geological disposal in Europe to meet the needs of the IGD-TP's vision and for all stages of the repository development.
- identification of CMET needs and activities for competence development needed to deploy the IGD-TP's Joint Activities and maintain and update such an analysis of needs.
- development and maintenance of quality guidelines and criteria for the accreditation of CMET activities, especially training and training programmes in geological disposal in Europe.
- initiation of the development of joint CMET activities among the IGD-TP participants or with other stakeholder groups to meet the identified needs including proposals for funding of these activities.
- strengthening of existing E&T activities and initiatives by providing input and information on future needs and trends in education and training in the field of geological disposal; exchange related experiences and provide for participants from the member organisations to these activities.
- assistance in finding industry/end-user representatives to the national "ECVET"⁶ assessment boards in geological disposal if such are

⁶ European Credit Transfer System for Vocational Education and Training



established. Further this can include evaluation and issuing accreditation supplements to individuals, who have completed studies, learning outcomes or educational programmes that meet the quality criteria set for them by the IGD-TP (CMET Working group).

- disseminating information about accreditation and other recognition tools and to assist in the acknowledgement of the Euro Pass in their relevant organisations together with other European initiatives.
- initiating the organisation of venues or organise exchange forums, workshops or like events at least once a year to assist in achieving the objectives and for disseminating information about CMET related to the IGD-TP.

The working group contributes, in addition, to the IGD-TP's extranet to the IGD-TP website information about on-going matters (incl. action plans and other documentation intended for wider audience) related to the working group's objectives and activities.

4 DOCUMENT MANAGEMENT AND APPROVAL OF CMET SPECIFIC DOCUMENTS AND RESULTS

The CMET meetings are recorded in minutes that are sent for comments and approval of the working group members. The CMET group selects a secretary for the meetings for itself for record keeping if the IGD-TP Secretariat is not available for the task.

English shall be used in all documents and information delivered, notices given and meetings held.

CMET group documents and stores the outcomes of its work and its work-in-progress to the IGD-TP extranet's CMET workspace. Access to the IGD-TP's extranet is provided only to CMET representatives of the official IGD-TP participant organisations.

In addition an e-mailing list will be used for notifying the CMET members of meetings and other activities.

Any publications planned to be published on the IGD-TP's public website need to be approved by the EG in advance. Approved outcomes of the work not containing confidential information will be published with the help of the Secretariat.



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An annual assessment in a written format of the CMET progress is prepared and submitted to the IGD-TP's Executive Group for information and for guidelines.

5 UPDATING OF THE CMET ACTION PLAN

After the completion of the first CMET activities or in case of major changes in the CMET objectives, its action plan will be updated to keep pace with the developments of and the progress in the CMET needs of waste management programmes.

6 TERM OF CMET

CMET is a group intended to meet over a longer period of time. In March 2012, a Secretariat proposal for support was submitted to the FP7 - 2012 call and a request for some support also for CMET activity was made until end of 2015.