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| INFORMATION SYSTEM ON OCCUPATIONAL EXPOSURE  ISOE European technical center  **ISOE MEMBERSHIP TYPES AND ACCESS RULES TO ISOE INFORMATION**  Draft  OCTOBER 2019 |
| **NEA/ISOE(2019)\_\_\_** |

**ISOE MEMBERSHIP TYPES AND ACCESS RULES TO ISOE INFORMATION**

*This document has been issued following the ISOE Management Board decision of the November 2017 meeting.*

**1. ISOE Members**

Members are defined in the ISOE Terms and Conditions as the “Participating Nuclear Licensees”, “Participating Authorities”, ISOE Technical Centres and ISOE Joint Secretariat.

The list of participants is available in Annex I of the ISOE Terms and Conditions.

Members have signed the ISOE Acceptance forms and have a full access to the ISOE Database and to all ISOE Products (annual reports, information sheets, documents from RP Library, ISOE Forum). Some documents or forums are however restricted to ISOE Nuclear Licensees or ISOE Authorities. One forum is restricted to WGDECOM members only.

ISOE Participants financially contribute to their Technical Centres (except for the members linked to the IAEA Technical Centre).

**2. Non-ISOE Members**

There are 2 types of non-ISOE member participants: organisations under TCA and observers.

* **Organisation under TCA**

An organisation which is not an ISOE Member can be invited by the ISOE Management Board to sign a Technical Cooperation Agreement (TCA) with ISOE in order to participate to ISOE expert and/or working group activities to provide technical expertise. The ISOE Expert and/or Working Groups Nomination Procedures document applies to this situation.

The individual(s) of this organisation participating to ISOE expert and/or working groups through nomination under the TCA can only have access to the documents of the working/expert group he/she (they) belongs to, as well as to the dedicated forum (if relevant).

In specific cases, the Management Board can decide to give to this(these) individual(s) an access to other documents or to the ISOE database. Such access to and use of the documents and/or data would be constrained by the relevant portions of the TCA and the ISOE Terms and Conditions.

Current TCA (as of November 2018):

* TCA with ENRESA – Spain

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| Name | Member of: | ISOE website **ACCESS TO**: | ISOE website **NO ACCESS TO**: |
| José  Campos | WGDECOM | WGDECOM documents  WGDECOM forum | Other documents restricted to ISOE members  ISOE Database  Other ISOE Forum |

* TCA with NEI – USA

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| --- | --- | --- | --- |
| Name | Member of: | ISOE website **ACCESS TO**: | ISOE website **NO ACCESS TO**: |
| Ellen  Anderson | WGDECOM  WGDA | WGDECOM documents  WGDECOM forum  WGDA documents | Other documents restricted to ISOE members  ISOE Database  Other ISOE Forum |

* TCA with ORAU – USA

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| Name | Member of: | ISOE website **ACCESS TO**: | ISOE website **NO ACCESS TO**: |
| Sarah  Roberts | WGDECOM | WGDECOM documents  WGDECOM forum | Other documents restricted to ISOE members  ISOE Database  Other ISOE Forum |
| Derek  Hagemeyer | WGDA  (Vice-Chair) | WGDA documents  Exception:  - ISOE Database  (WGDA vice-chair) | Other documents restricted to ISOE members  ISOE Forum |

* TCA with SBPR – Brazil

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| --- | --- | --- | --- |
| Name | Member of: | ISOE website **ACCESS TO**: | ISOE website **NO ACCESS** **TO**: |
| Marcos  Do Amaral | WGDA  ISOE Chair  (2016-2018) | WGDA documents  Exception:  - ISOE Database  - All ISOE documents  - ISOE Forum  (ISOE Chair) | WGDECOM Forum |

* **Observers**

Some representatives of non ISOE members can be invited to participate to an expert/working group in order to provide their technical expertise. The ISOE Expert and/or Working Groups Nominations Procedures document applies to this situation.

This(these) individual(s) have only access to the documents of the expert/working groups to which they belong (through e-mail exchanges, no access to restricted part of the website).

Current Observers (as of November 2018):

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| Name | Member of: | ISOE website **ACCESS TO**: | ISOE website **NO ACCESS TO**: |
| Jörg  Kaulard  (Germany) | WGDECOM | Public part of the website  Note:  WGDECOM documents sent by NEA Secretariat by Email | Documents restricted to ISOE members  ISOE Forum – even WGDECOM Forum  ISOE Database  Note:  No password provided |
| Christopher  Messier  (USA) | WGDECOM |
| James  Tarzia  (USA) | WGDECOM |
| Donald E.  Williams  (USA) | WGDECOM |
| Jihtong  Lin  (NEA) | WGDECOM |

***Teresa Labarta’s comments:***

* *There is a misunderstanding with the nomenclature of “members” and “participants”. ISOE Members are not defined in ISOE T&C. Member is a term used in the T&C only to refer to “persons” participating in MB, no to refer to participants in ISOE: only licenses and authorities.*

*I consider that “ISOE participant” is not a synonym of “ISOE member”. There should be a difference due to what article 3 of T&C states: “TC shall be so organized as to ensure that all tasks as directed by the ISOE Management Board, or through the ISOE Bureau, can be undertaken in a satisfactory manner”, and considering that article 7 “they participate in the ISOE Management Board in an advisory capacity”. It happens the same with ISOE Joint Secretariat, “shall also be invited to be represented in an advisory capacity on the ISOE Management Board”.*

*Do T&C allow TC or Joint Secretary to make decisions? They can propose the participation of a non-ISOE member and the rules for the access to ISOE information? The acceptance of MB should be required.*

* *The way members under TCA agreements participate in working groups should be defined. Current T&C, with reference to MB, state that “representatives from other organizations to be invited to attend on an ad-hoc basis in an observer capacity”.*

*I understand that according to article 1. a) MB should decide if a similar statement should also apply for the participation of TCA’s members in specific WG’s.*

* *Who become an observer? Neither in the T&C nor in the WGDECOM or WGDA ToR is defined what an observer is and how he can participate in groups.*

***Bernard Ellaschuk’s comments:***

* *1. Generally, the document would benefit from having a unique Record/Reference number that can be quoted instead of a long-winded title. This can be added if the document is accepted by the MB.*
* *2. The document does not contain the actual process steps (e.g., those described in Agenda Item #9(a) in the 2017 Summary Record – assuming that the process outlined there is the ISOE MB accepted process).*

*It is suggested that the steps from Agenda Item #9(a), with amendments discussed below, should be included in this document – or an alternative, if the MB decides.*

* *3. NOTE: Regarding the process steps described in Agenda Item #9(a) of the 2017 Summary Record, Step 1 states “Candidature is received by TC or Secretariat”. CNSC does not agree that a TC is sufficient to receive a candidate’s nomination, rather it should be limited to the Secretariat per ISOE Terms and Conditions (T&C) Article 14(a).*
* *4. NOTE: Regarding the process steps described in Agenda Item #9(a) of the 2017 Summary Record, Step 3 states “...approve it by the written procedure”. The document should specify what written procedure.*
* *5. Line 3 of the document states “Each ISOE Member (Nuclear Licensee and Authority) may nominate...”. For the WGDECOM, the NATC, which is not an ISOE Member, nominated several individuals. While it may be obvious from the current text that this will not be accepted in the future, it would remove potential misinterpretation if the text stated “Only ISOE Members (Nuclear Licensee and Authority) may nominate...” . And, if an additional statement were included then it could be even further clarified – e.g.: “Technical Centres and non-ISOE Members, like TCA Members and Observers, may not nominate individuals to an EG/WG”.*

*(Also, see for example, the 2nd sentence, of the 2nd paragraph under the heading ‘Chair and Vice-Chair of an expert and/or working group’ written in room document 13.)*

* *6. Line 3 of the document states: “The nominations are centralized...”. Does the ISOE Secretariat maintain a record of these nominations?*

*It is proposed that nominations be posted on the ISOE website, for all MB members to see?*

*NOTE: For a short period of time, a non-ISOE MB Member/non-TCA Member/non-Observer was an active participant to the WGDECOM and it was not evident to the ISOE MB members how the individual became part of the WG. Posting the nominations on the ISOE website would resolve this.*

* *7. The document does not resolve the issue raised in Agenda Item #9(a) of the ISOE MB’s 2017 Summary Record, regarding the ‘Ground Rules’ and the participation in MB meetings (and any associated constraints). It seems this is a revolving issue, however, this could be resolved if appropriate text were added. Areas to consider include:*

1. *“Nomination of non-ISOE member” – regarding non-ISOE members, para 1 states “An ISOE member can propose the participation of a non-ISOE member to an expert/working group.” Now is the time to clarify:*

*i. Is the MB considered to be an EG/WG?*

*Advise if otherwise, but it is thought the answer is ‘no’.*

*ii. Subsequent to the previous question, can a TCA member fill the ISOE MB Chair (or Vice Chair) position? (Notwithstanding that Mr Marcos do Amaral has done it)*

*Advise if otherwise, but recognizing that TCAs (according to the current TCA Template) only apply to EG/WG, it is thought that the answer is ‘no’, and should be ‘no’. If the MB agrees that the answer is to be ‘yes’, then the TCA needs to be written.*

*It is proposed that, in future, if an ISOE Chair Elect (or Vice Chair Elect) retires (or departs an ISOE MB eligible organization) before assuming their position, then the current Chair (Vice Chair, as applicable) will remain in the position until such time as the MB can nominate and vote on a replacement. Perhaps this text can be added to a future update of the ISOE T&C, pending completion of the planned, future ISOE Upgrade.*

*iii. Can an Observer Chair the MB?*

*It is thought that the answer is ‘no’, and should be ‘no’.*

1. *If the MB creates an EG/WG:*

*i. Can a TCA member from a different EG/WG volunteer to participate in the new EG/WG (i.e., can they nominate themselves)?*

*It is thought that the answer is ‘no’, and should be ‘no’.*

*While TCA Members may have much to offer an EG/ WG, they serve the ISOE at the needs of the ISOE and not at the TCA Member’s desire to be involved. Composition of an EG/WG rests solely with the ISOE Members.*

*ii. OR must the TCA be nominated by an ISOE Member (Nuclear Licensee or Authority)?*

*It is thought that the answer is ‘yes’, and should be ‘yes’. A TCA Member interested in participating in an EG/WG, may inform a MB member of their interest , and request that the MB member nominate them for consideration by the EG/WG Chair. Effective participation of the TCA member then rests with the EG/WG Chair.*

*iii. Can a TC or Joint Secretariat nominate a TCA to an EG/WG?*

*It is thought that the answer is ‘no’, and should be ‘no’.*

1. *If a TCA member attends an EG/WG meeting that aligns with a MB meeting, can the TCA member attend the MB meeting?*

*It is thought that as per ISOE T&C Article 7(b) the answer is ‘yes’, provided that a MB Member specifically invites them (it is also thought that the MB member providing the invitation may or may not be in attendance at the MB meeting). To ensure MB Meeting participants are aware of the invitation, the Chair or ISOE Secretary should announce to the audience the TCA member’s attendance along with which MB Member made the invitation. This invitation should be recorded in the meeting’s Summary Record.*

1. *If, as per ISOE T&C Article 7(b), a TCA member or a representative from an other organization is invited to attend a MB Meeting in an observer capacity, are they at liberty to freely partake of the MB Meeting discussions or are they restricted to a simply observing the discussions?*

*Provided that the TCA member(s)/other organization representative(s) was invited to the MB meeting, then it is thought that the invitation was offered because the MB Member believed the individual(s) would bring benefit to the discussions and as such the individual(s) should be free to participate at their own initiative in those issues for which they were specifically invited. If other issues are discussed that the individual(s) is also qualified to speak on, then they should also be free to speak at their own will.*