

Constitution for the Radioactive Waste Adviser Approval Board

Environment Agency

Northern Ireland Environment Agency

Scottish Environment Protection Agency

Natural Resources Wales

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1. Title

- 1.1. The Board shall be known as the Radioactive Waste Adviser Approval Board, hereafter known as the Approval Board.

2. Purpose

- 2.1 The purpose of the Approval Board is:

- To oversee the operation of the scheme for the recognition of Radioactive Waste Advisers;
- To review and maintain the Environment Agencies' Statement on Radioactive Waste Advisers; and
- Decide if applicant Assessing Bodies are suitable for assessing the competence of individuals wanting to act as Radioactive Waste Advisers or for Corporate Arrangements to approve their own Corporate Radioactive Waste Adviser and to cancel this approval if Assessing Bodies or Corporate Arrangements are not meeting the specified criteria.

3. Functions

- 3.1 The Approval Board will develop and publish procedures and information for applicant Assessing Bodies and Corporate Arrangements that will include:

- What is expected of an Assessing Body or Corporate Arrangements;
- What information needs to be submitted as part of the application for approval;
- How the approval process works; and
- How appeals can be made.

- 3.2 The Approval Board will maintain a publicly available list of all organisations it recognises as Assessing Bodies together with contact details for the Assessing Bodies.

4. Membership

4.1 The Approval Board shall be composed of senior officers, or their nominated representatives, nominated by each member agency. Members representing individual agencies must have sufficient delegated authority to effectively represent their agency and to make decisions on their agency's behalf.

4.2 The following agencies will ensure appropriate membership:

- Scottish Environment Protection Agency (SEPA)
- Environment Agency (EA)
- Northern Ireland Environment Agency (NIEA)
- Natural Resources Wales (NRW)

4.3 The following will be members in an advisory capacity:

- Nuclear industry
- Non-nuclear industry

The Approval Board will invite members from the nuclear industry through the Nuclear Industry Liaison Group (NILG) and will invite members from the non-nuclear industry through the Scottish Non-Nuclear Industry Liaison Group (SNNILG) and the Small Users Liaison Group (SULG). The appointment of these members will normally be for a period of three years.

4.4 There will be no liability on members of the Approval Board who are acting in an advisory capacity.

4.5 The Approval Board may invite additional members to the Approval Board if required e.g. to provide advice on specific topics.

5. Chair and Secretariat

- 5.1 The chair of the Approval Board will be rotated between the environment agencies with each chair holding office for a period of one year.
- 5.2 The environment agencies will provide a secretariat function to support the Approval Board.

6. Arrangements

- 6.1 The Approval Board will convene when necessary to assess any applications that are received from potential Assessing Bodies and Corporate Arrangements and on a periodic basis to review the operation of the Radioactive Waste Adviser scheme.
- 6.2 Work will be carried out by telephone and electronic communication whenever possible.

7. Quoracy

- 7.1 A quorum of the Approval Board will be three members representing the four separate agencies, always including the chair. If there is not a quorum present, the meeting will not proceed.

8. Representation

- 8.1 Approval Board members will be senior managers or their nominated representatives from the environment agencies and representatives of industries that are required to consult Radioactive Waste Advisers who:
- have knowledge and experience of the requirements of a Radioactive Waste Adviser and the type of work they might be involved in; and
 - knowledge of quality management and/or auditing.
- 8.2 Approval Board members must comply with the confidentiality brief given in section 11 of this Constitution.

9. Appeals

- 9.1 Any appeals on decisions made by the Approval Board will be made in the first instance to the Approval Board Secretariat in writing.
- 9.2 If the applicant is not satisfied after the Secretariat's review, the appeal will be taken to the Approval Board.

10. Review of constitution

- 10.1 The Approval Board constitution will be reviewed annually by the Approval Board.

11. Confidentiality brief for Approval Board members

- 11.1 The business of the RWA Approval Board will include sharing information about individual RWAs and Corporate RWAs.
- 11.2 The business of the Approval Board is to enable good environmental radiation protection advice through competent and recognised RWAs, with good working relationships with other relevant bodies (sites, Assessing Bodies etc).
- 11.3 For this reason, it is appropriate for all members of the Approval Board and all members of the RWA Secretariat to acknowledge their joint commitment to confidentiality.
- 11.4 All persons present are asked to:
- Maintain confidentiality of information relating to individuals or specific sites.
 - Only share non-sensitive information with persons other than Board or Secretariat members.
 - Commit to declaring any conflict of interest or other issue that makes confidentiality impossible to sustain.

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- Accept that where a difficulty arises, any person with a conflict of interest or other issue may be asked to step out of the meeting for the duration of any sensitive discussions by other members.
- Observe the “Chatham House Rule” – participants may otherwise use the information shared at the RWA Approval Board, but neither the affiliation nor the identity of the speaker(s), nor that of any other participant may be revealed.