



**Terms of Reference
ONR-NGO Forum
October 2018**

1. Purpose

- 1.1 The ONR-NGO Forum has been established to promote debate, and dialogue between ONR and Non-Governmental Organisations who have a specific interest in nuclear/environmental matters (referred to hereafter as NGOs).
- 1.2 This engagement is intended to support openness and transparency in relation to ONR's work to influence improvement to the UK and global nuclear safety and security regime and ensure its implementation. Committees exist as a forum of communication between operators and local communities. Any site specific issues should normally be raised and addressed at those meetings, but where this is not satisfactory those issues can be raised with ONR through our general enquiries process. NGOs may also consider bringing the issue(s) to the attention of the co-chairs, who will then consider if it is appropriate to add to the priority topics list.
- 1.3 The ONR-NGO Forum will facilitate engagement around the following topics:
 - A. ONR's regulatory activities
 - B. ONR's judgements on the nuclear industry's compliance with the standards of safety, security and radioactive materials transport required by UK law.
 - C. Provide an opportunity to discuss/debate the issues identified and listed on the priority topics list¹
 - D. To raise issues of concern to the NGOs as they arise
 - E. The rationale and ethicality of ONR's regulatory decisions²
 - F. Identify opportunities within ONR's locus for improving stakeholder and public involvement in the regulation of the nuclear sector. Subject to the agreement of the ONR chair, ONR may also seek opportunities to influence improvements to stakeholder and public involvement outside of ONR's locus.
- 1.4 The Forum seeks to engender open and constructive debate in a collaborative atmosphere which welcomes challenge. The Forum will operate in accordance with the principles of openness and transparency, avoiding surprises and will seek to examine those aspects of ONR's activities which are germane to the interests of all participants. Annex A sets-out the ground rules agreed between ONR and NGO members to support open and constructive engagement. All attendees of the Forum meetings are expected

¹ The priority topics list is a document containing those topics identified by the NGO community that they wish to engage with ONR regarding. The list is held and managed by the ONR Communications Team.

² ONR's regulatory decisions are based on its requirements to enforce the law. Ethics are not currently considered as part of the regulatory decision making process.

to follow the ground rules and, if necessary, the co-chairs will remind people of the need to do so.

2. Membership

- 2.1 Membership of the Forum will comprise national and local NGOs.
- 2.2 Attendees are therefore acting as representatives of their groups and should undertake to report back to those groups following the meeting, supporting information flow.
- 2.3 Invitations to attend Forum meetings will originate from the ONR. New NGO groups with a demonstrable interest in nuclear/environmental matters who wish to become involved in the Forum should contact ONR who will add their details to the membership list and inform the co-chairs. The Forum will remain open to new groups. Membership is entirely voluntary and there will be no restriction on length of membership. The co-chairs may agree to invite new members / groups, where a particular interest or purpose means they could add value to discussions / engagement.
- 2.4 The number of representatives attending Forum meetings from each NGO group should not exceed more than two, without the agreement of the co-chairs where there are exceptional circumstances. ONR will field only those needed to run the meeting and this will be dependent upon the pre-agreed agenda items.
- 2.5 An invitation to attend each Forum meeting will be issued to the Environment Agency (EA) as a matter of routine. The role of the EA will be to support discussion and contribute in answering questions that fall within EA vires. The EA attendee is also responsible for de-briefing from the Forum back into their own organisation. With the agreement of both co-chairs other organisations may be invited to Forum meetings to support particular agenda items.

3. Frequency of the Forum

- 3.1 As a minimum, ONR will hold at least two Forum meetings per year. The frequency and location of the meetings will be regularly reviewed by the co-chairs. Should NGOs wish to discuss a particular item of concern/interest outside of the meetings, they should contact the co-chairs who will consider the request.

4. Governance

- 4.1 Forum meetings will be chaired jointly by the ONR Chief Executive and an NGO representative who will be appointed by the wider NGO group for a period of 12 months. After the 12 month period, NGOs will review the arrangement regarding the NGO co-chair. Secretariat to the Forum will be provided by ONR.
- 4.2 In the event that the ONR co-chair is unable to attend a Forum meeting, responsibility will be delegated to the ONR Director of Policy and Communications. In the event that the NGO co-chair is unable to attend, they should ensure they nominate a temporary replacement in advance of the

Forum meeting taking place and advise the ONR co-chair and secretariat as soon as possible.

- 4.3 In recognition of the work required by the NGO co-chair to engage between meetings, ONR will provide payment for four days work over the 12 month period. The fee is to be agreed with the ONR Chief Executive upon appointment to the role and made transparent to the Forum.

5. Agenda and Briefing papers

- 5.1 ONR will circulate the finalised agenda at least one week before each Forum meeting with all NGO representatives who have confirmed their attendance. Agendas will be agreed as per arrangements set out in Annex A on 'how we work together'.
- 5.2 Briefing papers on topics that will support discussion will be distributed by ONR at least one week before each Forum meeting. NGOs who wish to circulate a paper to attendees should ensure it is received by ONR ten days before the meeting.

6. Administration Arrangements

- 6.1 Minutes of the Forum meeting will be taken by ONR and will include all actions that participants have agreed to undertake. Any views expressed by NGO members will be attributed as the official position of their organisation.
- 6.2 Draft minutes from Forum meetings will be circulated to all attendees within 28 days of the Forum taking place. Attendees will be given 14 days to comment. Subject to agreement of the secretariat and the joint chairs' the minutes will then be amended and published on the ONR website as soon as possible after the 14 day period has elapsed. Should there be on-going disputes over the accuracy or content of the minutes, the final version will accommodate dissenting views at the appropriate places.
- 6.3 When possible any supporting papers and presentations produced in advance of Forum meetings will also be published onto the ONR website.

Annex A – How we work together

Agreeing topics for discussions:

1. Each Forum meeting will consist of discussions of pre-agreed topics. Agenda items will be agreed and identified between the co-chairs at least six weeks in advance of the meeting. The NGO co-chair will seek feedback from the wider group on the proposed agenda items and feedback to the ONR co-chair before they jointly agree and finalise the agenda.
2. NGO members who wish to propose a discussion topic should share this information with the nominated NGO co-chair. Both co-chairs will jointly agree the agenda based on feedback received from the NGO community and existing topics on the Priority Topics list.
3. The co-chairs should ensure that the Forum remains an effective channel of communication between ONR and NGO groups and are charged with facilitating an inclusive dialogue in accordance with Purpose set out in section 1 of the Terms of Reference. The co-chairs should:
 - Encourage all members to participate in discussion
 - Provide leadership in order to maintain a constructive, collaborative and mutually respectful atmosphere in meetings
 - Facilitate and steer debate within the agreed parameters
 - Agree minutes and actions post event and ensure that their respective colleagues discharge and complete agreed actions within specified timescales.

Behaviours

ONR and NGO colleagues have collectively agreed that the behaviours below will form our 'ground rules' in Forum meetings.

As individuals:

- ▲ Note consciously how you are acting within the group against the ground rules/four practices.
- ▲ When necessary, remind colleagues of the need to follow the ground rules.

As a group:

- ▲ Collectively review how we're doing in following the ground rules.
- ▲ Revisit the ground rules occasionally and if necessary add to them or amend them.

<p>Listening</p> <p>Listening is the act of making a place in our minds, without resistance, for what someone has to say</p>	<ul style="list-style-type: none"> ⤴ Listen to what others have to say rather than to the thoughts in our own head. ⤴ Listen actively when others are talking. ⤴ Listen without interruption.
<p>Respecting</p> <p>Respecting is recognising the dignity that others deserve and their right to hold views we may not agree with</p>	<ul style="list-style-type: none"> ⤴ Recognise that there is a diversity of experience, skills and views within the group. ⤴ Focus on what each party wants, rather than on what we don't want. ⤴ Offer thoughts in a non-threatening way which invites responses and reactions, and keep personal issues out of discussions. ⤴ Information from meetings is public and should be shared with others, but confidentiality should be respected when requested and asked for when important.
<p>Suspending</p> <p>Suspending means putting our temptation to critique, correct, or problem-solve on hold so that we can enquire openly into the matter under discussion</p>	<ul style="list-style-type: none"> ⤴ Turn off critical facilities and allow ourselves to listen and understand. ⤴ Be open to different perspectives and possibilities rather than allowing our convictions or assumptions to rule. ⤴ Enquire into the problem itself – for example, by asking yourself “How does this problem or situation work?” ⤴ Observe and acknowledge thoughts and feelings as they arise without thinking that we have to act on them. ⤴ Value creativity and off-the-wall ideas and strike a fair balance between creativity and focusing on a task.
<p>Voicing</p> <p>Voicing is speaking what we really think on the basis of our knowledge and experience</p>	<ul style="list-style-type: none"> ⤴ Speak openly and truthfully (remembering to temper honesty with tact). ⤴ Speak from our own experience instead of generalizing (“I” instead of “they”, “we,” and “you”). ⤴ Be precise in what we say. ⤴ Be willing to respectfully challenge one another by asking questions, remembering to focus on ideas and refrain from personal attacks. ⤴ Use language everyone understands rather than

	<p>jargon.</p> <ul style="list-style-type: none">▲ If necessary, signal that you would like to contribute, rather than interrupt.▲ Address the whole group rather than just one or two people.
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Reference:

William Isaacs 'Dialogue and the Art of Thinking Together' (Bantam Doubleday Dell, 1999)