



Terms of Reference (July 2021) ONR NGO Forum

1 Purpose

- 1.1 The ONR NGO Forum was established to promote debate and dialogue between ONR and Non-Governmental Organisations (NGOs) who have a specific interest in matters relating to nuclear safety, security, safeguards, and the environment (where matters fall within ONR's regulatory responsibilities).
- 1.2 This engagement is intended to support openness and transparency in relation to ONR's work to influence improvements to the UK and global nuclear safety, security and safeguards regime, and will allow engagement around the following topics:
- ONR's regulatory activities relating to safety, security and safeguards on nuclear and non-nuclear licensed sites, including current and future regulatory policy where it relates to ONR. This includes regulatory decisions that relate to the operation of the ageing fleet of nuclear reactors.
 - New build activities (Generic Design Assessment, licensing of new reactors, new reactor construction, Advanced Nuclear Technologies).
 - Transport of radioactive materials.
 - Regulatory activities that concern the management and storage of radioactive waste on nuclear licensed sites.
 - The rationale for ONR's regulatory decisions.
 - ONR's judgements on the nuclear industry's compliance with the standards of safety, security, safeguards and radioactive materials transport, required by UK law.
- 1.3 To ensure meetings remain focused on those issues which fall within ONR vires, issues/concerns that relate directly to government policy positions/decisions will not routinely be discussed at the Forum. However, if such policies are likely to have a direct or indirect impact upon nuclear safety, security and/or safeguards, **or** current or future regulation by ONR, they can be considered for discussion by the Forum, subject to the agreement of the co-chairs. Any issues/concerns relating directly to the activities of other bodies should be directed to the respective organisations concerned except where they interface or overlap.
- 1.4 The Forum seeks to engender open and constructive debate in a collaborative atmosphere which welcomes challenge in a manner which is respectful and courteous to all. 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 to support open and constructive engagement between ONR and NGO representatives.

2 Membership and attendance

- 2.1 Membership will comprise national and local NGOs as well as representatives of groups with demonstrable interest and expertise in ONR's activities.
- 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 Additional NGO members can be suggested/proposed and invitations to attend the Forum will originate from the ONR secretariat. Membership is entirely voluntary and there will be no restriction on length of membership.
- 2.4 While the ONR secretariat will try and ensure all those who register their interest to attend a face to face meeting are able to do so, it may be necessary subject to demand to limit the number of representatives attending from any particular organisation to a maximum of two to allow other groups to be represented. If more than two representatives from any one particular group wish to attend a face to face meeting, the secretariat will seek approval from the co-chairs. To allow all NGO representatives present at a meeting to engage in constructive debate and dialogue, the numbers attending a face to face meeting would usually not exceed a maximum of 25.
- 2.5 There are no restrictions on the number of NGO representatives from a particular group attending 'virtual' meetings. However, if the co-chairs consider the number of representatives of a particular group to be disproportionate to others, they reserve the right to restrict numbers to ensure the attendance list is balanced and is representative of the interests of all.
- 2.6 The meetings will be attended by members of the ONR Senior Leadership Team and other staff as necessary to inform and support discussion. Noting, the presence of existing bilateral or multilateral fora which facilitate dialogue between site licensees, government, public bodies and their stakeholders, these organisations will not routinely attend. Due to the close working relationship ONR has with the Environment Agency (EA), an invitation to attend the meeting will be routinely issued to the EA.

3 Frequency of the Forum

- 3.1 As a minimum, ONR will hold at least two meetings of the Forum per year which subject to the agreement of the co-chairs, may take the form of face to face or virtual meetings or a combination of both. Recognising the cost of attending face to face meetings, ONR will reimburse reasonable travel costs to attend meetings. The frequency and location of the meetings will be regularly reviewed by the co-chairs.

3.2 Should NGOs wish to discuss a particular item of concern/interest outside of the Forum, they should contact the co-chairs who will consider the request.

4 Governance

4.1 The Forum will be chaired jointly by the ONR Policy and Communications Director and an NGO representative appointed by the wider NGO group.

4.2 The NGO co-chair will be elected by the NGO membership to serve an initial term of 12 months. This will then be reviewed by the NGO membership prior to a two-year extension being confirmed. At the same time, NGOs should also appoint a vice-chair who can deputise for the NGO chair when required. After the existing period has elapsed, NGOs will nominate a new chair and vice-chair or re-elect the existing chair and vice-chair for a further term. While ONR will have no input into this process, the ONR secretariat will help facilitate the process should they be requested to do so by the NGO community. There will be no restrictions on the length of time that an individual can serve in the position of chair or vice-chair.

4.3 In the event that the ONR co-chair is unable to attend a meeting of the Forum, responsibility will be delegated to an appropriately qualified senior ONR member of staff. In the event that the NGO co-chair is unable to attend, the NGO representative will be the nominated vice-chair.

4.4 In recognition of the work required by the NGO co-chair in preparing and collating information in advance and following meetings, ONR will provide payment for two days work per meeting. The fee is to be agreed with the ONR Director of Policy and Communications upon appointment to the role. The NGO co-chair should keep a note of their hours and submit timely invoices to the ONR procurement team following each meeting to ensure prompt payment.

4.5 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 aims and objectives of the ONR NGO meeting. 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.
- Arrive at decisions in a timely and democratic manner.
- Agree minutes and actions post event.
- Agree topics for inclusion on the Forum forward look.

- Act as ambassadors for the Forum and seek opportunities to bring the Forum to the attention of new NGO groups who may wish to get involved and participate in meetings.

5 Discussion topics

- 5.1 Each Forum will consist of detailed discussions of pre-specified themes and issues to ensure attention is given to generation of a shared understanding through in-depth analyses, seeking constructive outcomes in development of ONR's regulatory activities. Agenda items will be agreed and identified between the co-chairs at least two weeks in advance of the meeting. The NGO 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. There may be occasions when a topic needs addressing at short notice and this will be considered by the co-chairs and agreed for inclusion on the agenda, if appropriate.
- 5.2 NGO members who wish to propose a discussion topic should share this information with the nominated NGO co-chair who will liaise with the ONR co-chair and if both agree, will arrange for the ONR secretariat to add the item/issue to the Forum forward look.

6 Agenda and Briefing papers

- 6.1 The ONR secretariat will share the finalised agenda five days before each Forum with all NGO representatives who have confirmed their attendance.
- 6.2 Briefing papers and presentation slides that will support discussion will be distributed by the ONR secretariat at least two working days before each Forum. NGO's who wish to circulate a paper to attendees should ensure it is received by the ONR secretariat at least seven days before the Forum.

7 Administration Arrangements

- 7.1 Minutes of the Forum will be taken by the ONR secretariat 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.
- 7.2 Draft minutes of the Forum will be circulated to the co-chairs within six weeks of the Forum taking place. The co-chairs will jointly agree the minutes within two weeks of receiving them. Once the minutes have been agreed they will be distributed by the ONR secretariat to all those who attended the Forum for comment. Any comments should be returned to the ONR secretariat within seven days. 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. In the interests of openness and transparency, the final version of the minutes will be published on the ONR website along with the meeting agenda, presentation slides and any pre-event briefing papers.

Annex A – Ground rules for the ONR NGO Forum

<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 faculties 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.

	<ul style="list-style-type: none">⤴ Use language everyone understands rather than jargon.⤴ 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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Using the ground rules:

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.

Reference:

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