



CNSC/Industrial Radiography Working Group

TERMS OF REFERENCE

Version 2 – October 2011

Background

At the December 11, 2008 meeting of the Commission, a proposal from CNSC staff to establish an industry working group was endorsed for the purposes of advancing the regulatory strategy for radiography. During the first meeting of the working group held in May 2009, the following mission statement was developed and supported unanimously.

“The mission of the radiography working group is to collaborate on implementing solutions in order to promote a strong radiation safety culture in the industrial radiography Community while respecting and understanding the interest and expectation of stakeholders.”

Guiding Principles

1) Scope of the Working Group

The following objectives provide the overall guidance for the group to fulfill its mandate which is:

1. To improve the radiation safety culture
2. To improve Industry-CNSC communication on key issues and deficiencies
3. To provide leadership by example-setting precedence
4. To initiate change
5. To maintain open communication
6. To demonstrate cooperation
7. To resolve issues and provide output to stakeholders
8. To contribute to a safer work environment
9. To provide smart input into writing license application guide for industrial radiography and regulatory practices in general-Form of pre-consultation (doing our homework first)

Membership

The radiography working group is comprised of representatives from the Canadian Nuclear Safety Commission (CNSC) and representatives from Industry. CNSC representatives include the Director General of the Directorate of Nuclear Substance Regulation (DNSR) and representative(s) from the Operations Inspection Division, Nuclear Substances and Radiation Devices Division, and Transport Licensing and Strategic Support Division.

Representatives from the Radiography Industry are limited to a maximum of seven persons. The objective is to have persons on the working group from both western and eastern Canada, a representative from the manufacturing sector, and a representative from the operators of radiography devices (CEDO). Substitution of members is not permitted, except for the CEDO representative.

Selection of an Industry Representative is for a term of three years with the possibility of a renewal. Nominations for membership to the radiography working group can be submitted at any time and selection will be made by the committee on an as needed basis.

After missing two consecutive meetings, the co-chair will discuss whether the member remains committed to the working group. The co-chair can recommend that membership be revoked. Decisions regarding membership and revocation must be endorsed by the Director General of the Nuclear Substance Regulation Directorate.

Chairperson and Co-Chair

A chairperson is selected from the CNSC representatives. The role of the chairperson is to prepare the agenda for working group meetings, chair meetings of the working group and to take responsibility for all organizational and communication issues.

A co-chair is selected by the Industry representatives to serve as the primary contact for organization issues and communication purposes. The chairperson can delegate his duties to the co-chair at any time.

The chairperson and co-chair are responsible for inviting any person(s) to participate or observe at meetings of the working group.

Secretary

A representative of the CNSC serves as secretary for the working group. The secretary is responsible for the recording and distribution of the minutes of all meetings, distribution of all documents related to working group meetings, and any communication required to be performed in support of the working group.

Procedures

A quorum of the working group for decision making purposes is defined as three representatives from the CNSC and three representatives from Industry plus one. The committee can hold a meeting even though quorum is not achieved.

Meetings

The working group shall meet a minimum of two times per year. Additional meeting(s) can be held based on consensus of the working group. The preferred method for meetings of the group is face to face but video or teleconferencing is an option to be considered.

Since quorum is necessary for the committee to make decisions, attendance is critical. Baring any unforeseen circumstances, committee members who are unable to attend are to contact the chair or the co-chair, a minimum of three working days before the meeting. Video or teleconferencing is an option for members to participate.

The chairperson is responsible for identifying the time and place of the meetings. All members of the working group are responsible for their personal costs to attend.

The CNSC is responsible for the costs associated with the meeting such as the room rental and any associated hospitality. The cost for lunches or dinners is the responsibility of working group members. Sponsorship of a meeting by Industry representative(s) is at the discretion of the chairperson.

Logistics

The objective is to send the agenda to committee members two weeks before every meeting. With respect to any documents, distribution shall take place at the latest five days before the meeting. The secretary of the working group shall distribute a draft set of minutes no later than two weeks after each meeting. Members have 15 working days to provide comments to the secretary so that the minutes can be prepared for approval at the next meeting. Upon approval, the minutes shall be translated and published by the CNSC and posted on the CIRSA website.

To speak during a meeting, the participant must raise their hand and be acknowledged by the chairman prior to addressing the working group. All members agree to respect the right of all members to address the working group and abide by this principle.

Decisions of the Working Group

All decisions made by the group require consensus. The “fist of five principle” is to be used to reach consensus. Consensus is reached if all members can raise three fingers regarding any decision before the working group.

Review of the Terms of Reference

A minimum of once per year, the committee should review the terms of reference to confirm or make any necessary changes. The “fist of five principle” applies to any changes suggested during the review.

Working Group Expectations

- To agree on having discussions that will result in a win-win situation for both the Industry and the CNSC
- That CNSC becomes more accessible by looking at issues of reducing paperwork without compromising on safety
- That goals and expectations are developed and met
- To identify common goals by the end of the meeting
- Identify priority topics for all involved
- To identify a clear and direct path forward, goals, clear results and identification of action items completed at each of these meetings
- To agree to bring others to meetings to present or explain why something is how it is;
- Identify issues that the working group must address, and schedule those issues. Also, determine when to report conclusions
- To establish a good road map; to improve communication; to acquire better tools for Industry – incident awareness, equipment problems and dose statistics
- A positive outcome leading to further collaboration
- CNSC staff and Industry need to clarify what can and cannot be done with respect to policy and regulation changes
- Open lines of communication
- Establish some realistic ground rules to stick to
- Work together, have fun, and develop trust
- Sharing of ideas; compromises
- Open and honest communication
- Set realistic expectations for meeting planning – availability of the group- team consideration
- Identify roadblocks so that we can know what is allowed or not allowed up-front-save time from being wasted
- Establish meeting process that includes minutes/record/process and scope
- Receive the agenda 2 weeks prior to every meeting and meeting proceedings