



**Joint Convention on the Safety of Spent Fuel Management  
and on the Safety of Radioactive Waste Management**

**Seventh Review Meeting of the Contracting Parties**

**27 June to 8 July 2022, Vienna, Austria**

**SUMMARY REPORT**

Mr. Hans Wanner, President  
Ms. Mina Golshan, Vice-President  
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Vienna, July 2022

## A Introduction

1. The international community increasingly recognized the importance of safely managing spent fuel and radioactive waste in the 1990s and agreed upon the benefits of adopting a convention with the objective of achieving and maintaining a high level of safety worldwide in their management. This was the origin of the Joint Convention on the Safety of Spent Fuel Management and on the Safety of Radioactive Waste Management, the “Joint Convention” which was adopted on 5 September 1997 and entered into force on 18 June 2001.
2. The Convention was adopted bearing in mind the importance of ensuring sound practices for the safety of spent fuel and radioactive waste management and desiring to promote an effective nuclear safety culture worldwide. The importance of international co-operation in enhancing safety through bilateral and multilateral mechanisms through the convention was affirmed and the importance of informing the public on safety related issues regarding the safety of spent fuel and radioactive waste management was recognized. The importance of the safety principles underlying the international standards on radiation safety, waste management safety and transport safety was recognized. In developing the convention, the United Nations Conference on Environment and Development, which reaffirms the paramount importance of the safe and environmentally sound management of radioactive waste, was taken into consideration and the desirability of strengthening the international control system applying specifically to radioactive materials as referred to in the Basel Convention on the Control of Transboundary Movement of Hazardous Wastes and Their Disposal was recognized.
3. The stated objectives of the Joint Convention as per Article 1 are:
  - (i) To achieve and maintain a high level of safety worldwide in spent fuel and radioactive waste management, through the enhancement of national measures and international cooperation, including, where appropriate, safety-related technical cooperation;
  - (ii) To ensure that during all stages of spent fuel and radioactive waste management there are effective defenses against potential hazards so that individuals, society, and the environment are protected from the harmful effects of ionizing radiation now and in the future, in such a way that the needs and aspirations of the present generation are met without compromising the ability of future generations to meet their needs and aspirations; and
  - (iii) To prevent accidents with radiological consequences and to mitigate their consequences should they occur during any stage of spent fuel or radioactive waste management.
4. To achieve these objectives, the Joint Convention adopted a review process that requires each Contracting Party at intervals not exceeding three years to:

- (i) Submit in advance to all other Contracting Parties a National Report describing how it implements the obligations of the Joint Convention;
  - (ii) Seek clarification on the National Reports of other Contracting Parties through a system of written questions and answers; and
  - (iii) Present and discuss its National Report during a Review Meeting comprising Country Group sessions and Plenary Sessions.
5. Article 34 of the Joint Convention requires the Contracting Parties to adopt, by consensus, and make available to the public a document addressing issues discussed and conclusions reached during meetings of the Contracting Parties. The objective of this summary report is to summarize the outcomes of the Seventh Review Meeting of the Joint Convention in fulfillment of this obligation.
6. To date, there are 88 Contracting Parties to the Joint Convention. The Seventh Review Meeting of the Contracting Parties pursuant to Article 30 of the Joint Convention was held from 27 June to 08 July 2022 at the Headquarters of the International Atomic Energy Agency (IAEA) in Vienna, which is the depositary and Secretariat for the Joint Convention. Due to the global COVID-19 pandemic, the Seventh Review Meeting had to be postponed once. Previous Review Meetings have been held as follows:
- (i) First Review Meeting: 03 to 14 November 2003, Vienna,
  - (ii) Second Review Meeting: 15 to 24 May 2006, Vienna,
  - (iii) Third Review Meeting: 11 to 20 May 2009, Vienna,
  - (iv) Fourth Review Meeting: 14 to 23 May 2012, Vienna,
  - (v) Fifth Review Meeting: 11 to 22 May 2015, Vienna, and
  - (vi) Sixth Review Meeting: 21 May to 01 June 2018, Vienna.
7. The President of the Seventh Review Meeting was Mr Hans Wanner, former Director General, Swiss Federal Nuclear Safety Inspectorate (ENSI), Switzerland. The Vice-Presidents were Ms Mina Golshan, Safety, Security and Assurance Director, Sizewell C, United Kingdom and Mr Thiagan Pather, Programme Manager, Nuclear Technology and Waste Projects (NTWP), National Nuclear Regulator (NNR), South Africa.
8. The General Committee of the Review Meeting comprised the President, the two Vice-Presidents, and the eight Country Group Chairpersons, namely Mr Sven Keßen (Germany), Ms Sarah Brewer (Canada), Mr Bo Pham (United States of America), Ms Verena Ehold (Austria), Mr Kai Hämäläinen (Finland), Mr François Besnus (France), Mr Francisco Miguel Castejón Magaña (Spain), and Mr Bengt Hedberg (Sweden).
9. Seventy-six (76) of the 88 Contracting Parties attended the Review Meeting, namely: Argentina, Armenia, Australia, Austria, Belarus, Belgium, Bosnia and Herzegovina, Botswana, Brazil, Bulgaria, Canada, Chile, China, Croatia, Cuba, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Ghana, Greece, Hungary, Iceland, Indonesia, Ireland, Italy, Japan, Jordan, Kazakhstan, Korea (Republic of), Kyrgyzstan,

Latvia, Lesotho, Lithuania, Luxembourg, Malawi, Malta, Mexico, Montenegro, Morocco, Netherlands, Niger, Nigeria, North Macedonia, Norway, Oman, Peru, Poland, Portugal, Republic of Moldova, Romania, Russian Federation, Saudi Arabia, Serbia, Slovakia, Slovenia, South Africa, Spain, Sweden, Switzerland, Syrian Arab Republic, Tajikistan, Thailand, Ukraine, United Arab Emirates, United Kingdom, United States of America, Uruguay, Uzbekistan, Viet Nam, Zimbabwe, and EURATOM.

10. Twelve (12) Contracting Parties did not attend the Review Meeting, namely Albania, Benin, Bolivia, Congo, Eritrea, Gabon, Madagascar, Mauritania, Mauritius, Paraguay, Rwanda, Senegal.
11. There were no late ratifiers as defined in Rule 2 of the Rules of Procedure and Financial Rules (INFCIRC/602/Rev.5).
12. The Nuclear Energy Agency of the Organization for Economic Co-operation and Development was invited to plenary sessions as an observer, as agreed at the Organizational Meeting in September 2020.
13. National Reports were provided by 84 Contracting Parties. A total of 66 National Reports were posted by the required date and 18 were posted late. No National Reports were submitted by Benin, Congo, Gabon and Rwanda. Although the Convention entered into force for Malawi just a short time before the Review Meeting, a national report was submitted and discussed. However, no national presentation was held at the Review Meeting.
14. The Contracting Parties welcomed the following 10 new Contracting Parties; Benin, Bolivia, Congo, Eritrea, Malawi, Paraguay, Rwanda, Syrian Arab Republic, Thailand, and Zimbabwe that had joined since the Sixth Review Meeting. It was noted however that many more IAEA Member States that have radioactive waste and spent fuel and are not yet Contracting Parties to the Joint Convention. Contracting Parties agreed to promote and facilitate accession to the Joint Convention.
15. Several Contracting Parties have agreed to make their National Reports publicly available on the national websites. Others informed that they were planning to make their National Reports and questions and answers available at the Joint Convention public web page. All Contracting Parties were encouraged to take into account the voluntary practices for making documents public as described in the annex to the guidelines (INFCIRC/604/Rev.3). Documents voluntarily submitted to the Secretariat for the purpose of publication will be made available at the [Joint Convention public website](#) after the end of the Review Meeting.
16. A total of 4519 written questions / comments were submitted by 54 Contracting Parties on all of the national reports, and 4281 responses were provided. Eight Contracting Parties did not respond to any written questions, and two did not respond to all of the questions posed.

17. Presentations were not provided by 13 Contracting Parties, namely Albania, Benin, Bolivia, Congo, Eritrea, Gabon, Madagascar, Malawi, Mauritania, Mauritius, Paraguay, Rwanda and Senegal. Nevertheless, the National Reports of some of these Contracting Parties were discussed in Country Group sessions, subject to the consent of members of the Country Groups and the consent of those Contracting Parties. Rapporteurs' reports were produced for these Contracting Parties, with the aim of providing feedback to them.
18. The steady increase in the number of Contracting Parties is welcomed. This Review Meeting was attended by 76 of the Contracting Parties.
19. The Part on "General Observations" did not reach consensus in the final Plenary of the Seventh Review Meeting and was therefore not included in this report.

## **B Progress since the Sixth Review Meeting**

20. The Contracting Parties had previously agreed that National Reports to the Seventh Review Meeting would include the following issues:
  - (i) Implementation of national strategies for spent fuel and radioactive waste management
  - (ii) Safety implications of long-term management of spent fuel
  - (iii) Linking long term management and disposal of disused sealed radioactive sources
  - (iv) Remediation of legacy sites and facilities

### **B.1 Implementation of national strategies for spent fuel and radioactive waste management**

21. Most Contracting Parties have undertaken further development of national policies and strategies for the safe management of spent fuel, radioactive waste, and also disused sealed sources, in some policies recently approved by governments. New regulations and associated guidance have been developed by many Contracting Parties. In some Contracting Parties, there continues to be a major challenge due to budget and personnel constraints. Broadly the need for storage and disposal facilities are identified in national strategies.
22. Some Contracting Parties have sought international assistance in developing or reviewing their national strategies. The essential role of international peer review missions for the development of national radioactive waste management strategies has been highlighted again. In some Country Groups, the hosting of international peer review missions was recognized as Area of Good Performance.
23. Practical implementation of national policies, strategies and programmes for the safe management of spent fuel and safe management of radioactive waste has remained a challenge for some Contracting Parties. Some Contracting Parties recognized the value of defining realistic short- and medium-term milestones to demonstrate progress in the implementation of national policies, strategies and programmes. In some Contracting Parties the need for storage facilities in cases where spent fuel and radioactive waste disposal facilities are not made available in the expected timeframes was also identified.

24. Progress has been made in disposal plans for low and intermediate level waste in several Contracting Parties. However, disposal of spent fuel, high level waste as well as long lived intermediate level waste remains a challenge in some Contracting Parties.
25. All Contracting Parties that have spent fuel have identified the need for storage of spent fuel and have recognized this in their national strategies. Many Contracting Parties that have an ongoing nuclear programme need to proceed to the extension of spent fuel storage as current storage arrangements are reaching capacity limits.
26. Contracting Parties contemplating the application of some new technologies, that may result in novel waste streams, recognized the need to modify their existing policies and strategies to accommodate these novel waste streams.

## B.2 Safety implications of long-term management of spent fuel

27. Safety implications of long-term spent fuel storage are being considered in several Contracting Parties.
28. Whilst many Contracting Parties recognized the need for eventual deep geological disposal facilities, the practical arrangements within national programmes are dictated by the scale and maturity of the national programme, the contractual arrangements with respect to supply of nuclear fuel, public acceptance of disposal concepts and sites, as well as various socio-economic and political factors.
29. Some Contracting Parties presented their practices for reprocessing of spent fuel, including the establishment of new facilities as well as nuclear reactors in which the reprocessed fuel can be utilized.
30. Stakeholder and public engagement has been identified as a key factor in the success of the siting of geological disposal facilities.

## B.3 Linking long term management and disposal of disused sealed radioactive sources

31. Significant progress was observed with regard to the management of disused sealed sources. While some Contracting Parties have a well-established regulatory framework for disused sealed source management, others are still facing challenges in that regard.
32. Whilst the need for disposal of disused sources is recognized, many Contracting Parties still only have arrangements in place for storage, sometimes as a long term solution.
33. Most Contracting Parties have the strategy of returning disused sealed sources to the manufacturer and the country of origin, or are in the process of developing centralized facilities.
34. Some Contracting Parties implemented activities to improve the management of disused sealed sources, such as consolidated inventories and retrieval from legacy sites.

#### B.4 Remediation of legacy sites and facilities

35. Many Contracting Parties are dealing with legacy situations and reported on projects for remediation of legacy sites, such as closed uranium mines, former military sites, past accidents and the decommissioning of some nuclear facilities. Many Contracting Parties have shown significant progress in undertaking remediation activities of legacy sites and facilities, but challenges remain for some, such as funding, adequate regulatory framework, and definition of clean-up strategies.
36. Some Contracting Parties have identified international collaboration as an important tool to progress in terms of remediation of legacy sites and facilities.

### C Other Highlights of the Country Group Discussions

37. Various Contracting Parties hosted Integrated Regulatory Review Service (IRRS) or Integrated Review Service for Radioactive Waste and Spent Fuel Management, Decommissioning and Remediation (ARTEMIS) missions or follow up missions. It was evident during the Seventh Review Meeting that many recommendations from international peer review missions are being implemented and contributing to an improvement of safety.
38. It was also noted that several Contracting Parties that have hosted an international peer review missions have voluntarily made their reports publicly available. Contracting Parties that have not yet done so or are planning such missions are encouraged to do the same.
39. A further challenge that has been identified by Contracting Parties was the availability of funding for spent fuel and waste management programmes and for decommissioning. This challenge presents itself for both Contracting Parties with operating nuclear power programmes as well as in Contracting Parties where Nuclear Power Plants (NPPs) have been shut down.
40. A few Contracting Parties reported substantial progress in the development and licensing of geological disposal facilities. Other Contracting Parties reported on geological disposal projects, some with clearly defined time frames, others just starting the planning for such projects.

### D Measures to Improve Safety

41. Contracting Parties reported on specific plans to improve safety. They differ depending on the scope of the national programme. Some of the topics that were discussed are highlighted below.
42. Contracting Parties continue to focus on establishing disposal facilities, implementing solutions for the long term storage, and decommissioning of shut down nuclear facilities, including managing the anticipated large amounts of decommissioning waste.

43. Some Contracting Parties face the challenge of managing their small amounts of spent fuel and radioactive waste. For example, a disposal facility for small amounts of research reactor spent fuel and radioactive waste, in particular if waste is long lived, represents a significant challenge for a single Contracting Party. Consequently, some Contracting Parties are evaluating the feasibility of a regional or multinational disposal facility. Some Contracting Parties have reported on bilateral agreements to receive, treat and dispose of small amounts of radioactive waste from a neighboring non-nuclear country.
44. A large number of Contracting Parties are reviewing and updating their legal and regulatory frameworks. Issues addressed include the establishment and administration of decommissioning and waste management funds, the independence of the regulatory body, the provision for the application of new international standards, the release of facilities and sites from regulatory control and safety assessment.
45. Several Contracting Parties are establishing processes to reduce the volume of waste. These processes include: the development of specific clearance levels by regulation in special circumstances for the decommissioning of facilities and for Naturally Occurring Radioactive Material (NORM)<sup>1</sup>; the encouragement of reuse and recycling; Some Contracting Parties are establishing minimization goals and facility design, choice of nuclear technology applications, regulatory control, and volume reduction techniques.

## E Good Practices and Areas of Good Performance

46. According to the Joint Convention Guidelines (Annex 2 of INFCIRC 603/Rev.8), a Good Practice is defined as being *“a new or revised practice, policy or program that makes a significant contribution to the safety of radioactive waste and spent fuel management. A Good Practice is one that has been tried and proven by at least one Contracting Party but has not been widely implemented by other Contracting Parties; and is applicable to other Contracting Parties with similar programs.”*
47. A total number of 13 Good Practices were identified during the Country Group sessions.
- (i) Effective step-wise licensing process for the spent fuel disposal program;
  - (ii) Socio-economic study of the deep geological repository to assess its long-term added value for society;
  - (iii) Hybrid regulatory inspections (physical, remote) using advanced IT technology to involve all subject matter experts – potential to reduce dose to inspectors, optimization and use of specialized resources;
  - (iv) Mobilisation of all independent regulatory authorities across the nation (including Federal, State and Territory jurisdictions) to participate in a comprehensive review mission on radiation protection and nuclear safety in 2018 (IAEA IRRS mission);
  - (v) Entering a bilateral agreement (as a country with significant nuclear infrastructure) to receive, treat and dispose of small volumes of waste from a neighbouring non-nuclear country;
  - (vi) Significant progress towards a closed fuel cycle;

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<sup>1</sup> Reported by some Contracting Parties under Article 3.2 to be within the scope of this Convention.



- (vii) High ability to tackle very challenging issues submitting and obtaining a licence for a spent fuel disposal system (encapsulation plant and geological disposal);
- (viii) Applying a “decommissioning mindset” that is based on collaboration and cooperation across industry, regulators, shareholders and government that is accelerating the delivery of major decommissioning outcomes through fit for purpose solutions –made possible by appropriately funded decommissioning plan;
- (ix) Pro-active communication and international cooperation on orphan High Activity Sealed Sources (HASS), from detection to prevention;
- (x) Initiating steps on the route to multinational disposal in the case of countries with small inventories where this may support safe disposal;
- (xi) Extension of a HLW storage building and its combination of technology and art to communicate and engage with the public with regard to safety;
- (xii) Keeping up emergency preparedness and regulatory supervisory activities under exceptionally difficult circumstances.
- (xiii) *Participant Funding Program (PFP) enables indigenous people, and eligible recipients to access funding to bring added information to commission and policy makers for informed decision making. Decision on funding is made by independent committee.*

There was however, a general sense that the application of the concept of Good Practice was not uniform across the Country Groups.

48. Following a proposal from the Presidency during the Fourth Extraordinary Meeting held from 4 – 6 May 2022, the Contracting Parties agreed to continue to identify and acknowledge “Areas of Good Performance”, as defined in the Summary Report of the Sixth Review Meeting (para 61), on a trial basis. An area of good performance is defined as *“An Area of Good Performance is a new or enhanced practice, policy or program for a Contracting Party that is commendable and is being implemented. An Area of Good Performance is a significant accomplishment for that Contracting Party, although it may have been undertaken by other Contracting Parties”*.

49. The Review Meeting identified a total of 244 “Areas of Good Performance” in all areas of safety of spent fuel management and safety of radioactive waste management.

## F Overarching Issues

50. The President’s Report of the Sixth Review Meeting defines an overarching issue as being *“topics that pose challenges for multiple Contracting Parties, and may benefit from increased attention at future review meetings.”* At the Organizational Meeting for the Seventh Review Meeting in 2020, the Contracting Parties expressed a view that sufficient time must be allocated in the second week of the Seventh Review Meeting for discussion of overarching issues.

51. During the Seventh Review Meeting, the Contracting Parties identified several overarching issues throughout the Country Group discussions at the first week. Some of these issues had already been identified at the Sixth Review Meeting, and continue to be

overarching issues. These were presented at the final plenary by the Rapporteurs as part of their oral reports.

- (i) ***Competence and staffing linked to timetable for spent fuel management and radioactive waste management programmes.*** Effective and efficient implementation of policies and strategies for spent fuel and radioactive waste management depends on the availability of suitably qualified and experienced human resources across all organizations involved in the management of spent fuel and radioactive waste. The Contracting Parties discussed and emphasized the importance of the knowledge management while recognizing the extended timelines involved in safe storage of spent fuel and radioactive waste and development of disposal facilities.
- (ii) ***Inclusive public engagement on radioactive waste management and on spent fuel management programmes.*** The importance of inclusive, open and transparent engagement with the public as well as understanding the role of all organizations involved in the process was emphasized as key factors to enhance public trust. The Contracting Parties discussed and highlighted the value of undertaking an inclusive approach by not only focusing on disseminating information but in engaging and listening to the public and relevant stakeholders in the discussions.
- (iii) ***Funding of long-term projects:*** The discussions in several of the Country Groups highlighted challenges with respect to securing of funding for radioactive waste management and spent fuel management, noting the long timescales and the slow realization of disposal facilities. The Contracting Parties during the discussions recognized that the provision of funding is required under the Joint Convention, Article 22. Thus, there is already an obligation for Contracting Parties to report on this issue.
- (iv) ***Management of radioactive waste and spent fuel from new technology applications as well as planned new projects using existing technologies.*** Contracting Parties underlined the need for proactive work to conduct research and to develop strategies for the management of novel spent fuel and radioactive waste arising from new NPPs or new technologies. However, some Contracting Parties noted that this topic was not applicable to all Contracting Parties. It was suggested that this topic be considered for the Topical Session at the Eighth Review Meeting, subject to the agreement of Contracting Parties at the Organizational Meeting of the Eighth Review Meeting.
- (v) ***Legacy wastes linked to decommissioning and remediation projects.*** Several Contracting Parties reported progress in the decommissioning of legacy facilities and the remediation of legacy sites. Some Contracting Parties identified the need for the establishment of a national strategy for dealing with legacy sites including the need to build new facilities for the safe management of the waste arising. Some Contracting Parties have reported that the remediation of uranium mines has remained a major technical and financial challenge.

- (vi) ***Ageing management of packages and facilities for radioactive waste and spent fuel, considering extended storage periods.*** This issue was linked to the absence of the timely availability of disposal facilities as well as the fact that some Contracting Parties have national policies regarding spent fuel being considered as an asset, resulting in extended periods of storage. It was further noted that this topic is relevant to the intergenerational equity which is covered in the text of the Joint Convention.
- (vii) ***Response to natural or man-made events that could adversely affect the safety of spent fuel and radioactive waste.*** This topic was discussed in depth but no consensus could be found on how it could be taken forward.
- (viii) ***Realization of disposal facilities.*** The Contracting Parties considered this issue linked to the (vi) above. While near surface disposal facilities are in place in several Contracting Parties, only few geological disposal facilities are under consideration or implementation by some Contracting Parties. In this context, it was underlined that decisions and actions for the realization of disposal plans should be thoroughly considered and driven by safety objectives.
- (ix) ***Long term management of disused sealed sources, including sustainable options for regional as well as multinational solutions.*** The Contracting Parties considered that the management of orphan and disused sealed sources remains an overarching issue since the Fifth Review Meeting. The availability of disposal routes and uncertainties in availability of trans-border solutions for disused sources was highlighted in the Country Group discussions. It was noted that many Contracting Parties consider disused sealed sources as waste, while others recycle and reuse them. Nevertheless, the safety of long-term management of disused sealed sources was identified as a challenging issue, which would be worthy of increased attention at the Eighth Review Meeting.

52. The Contracting Parties agreed that National Reports for the Eighth Review Meeting should address, as appropriate, the actual measures that have been taken in implementing the following issues:

- (i) Competence and staffing linked to timetable for spent fuel and radioactive waste management programmes;
- (ii) Inclusive public engagement on radioactive waste management and on spent fuel management programmes;
- (iii) Ageing management of packages and facilities for radioactive waste and spent fuel, considering extended storage periods;
- (iv) Long term management of disused sealed sources, including sustainable options for regional as well as multinational solutions.

## G Outcome of the Open-Ended Working Group (OEWG)

53. Pursuant to the agreement at the Opening Plenary, an Open-Ended Working Group (OEWG) was established by the Contracting Parties to consider the six proposals that had been submitted to the Seventh Review Meeting.
54. The OEWG was chaired by Vice-President Mr. Thiagan Pather. OEWG sessions were held over three evenings from 28 to 30 June 2022, following the close of the daily Country Group sessions.
55. The Chairperson reported that discussions during the OEWG had been very constructive and the summary outcomes of the meetings of the OEWG session were provided to the Review Meeting as document JC/RM7/OEWG/01 and included as Annex 1 of this report.
56. The Contracting Parties considered the recommended amendments to the three INFCIRC Guidelines and agreed with some of the proposed changes. The adopted INFCIRC/602, INFCIRC/603 and INFCIRC/604 are included as Annex 2 to this report. The Secretariat will undertake an editorial and consistency check of the Information Circular Documents 602, 603 and 604 as adopted at the closing plenary session. The Contracting Parties were reminded that translation of the adopted INFCIRC Guidelines will be undertaken after the close of the Seventh Review Meeting.

## H Topical session

57. The holding of a half-day Topical Session on stakeholder engagement was agreed at the Organizational Meeting for the Seventh Review Cycle. The aim of the Topical Session was to share Contracting Parties' experiences and lessons learned on stakeholder engagement relating to the management of radioactive wastes from decommissioning and legacy facilities.
58. Ms Mina Golshan, Vice-President of the Seventh Review Meeting, served as Chairperson for the session.
59. During the session, eight countries gave presentations, which represented stakeholder engagement related to decommissioning and clean-up of the full range of the nuclear lifecycle from mining through to geological disposal. Key themes included;
  - (i) Clear understanding of stakeholders, openness, transparency and understanding the role of each player were key components of all of the presentation. A primary aspect of stakeholder engagement is listening and understanding often diverse views, working together to form trusting relationships and addressing concerns of the local community.
  - (ii) The importance of public engagement and creating a sense of ownership in transforming a remediated site, into a place for the community.
  - (iii) The importance of engaging with the local communities including the indigenous peoples not just to present but also to show that the remediated facility presents no danger to health following its clean up. The importance of the role of an

independent regulator in instilling confidence through provision of advice and authoritative and transparent information was emphasised.

- (iv) The extensive work undertaken to identify and characterise contaminated areas in urban setting was noted. The work with the community, in particular homeowners, to clean up contamination successfully while minimising disturbance to day-to-day lives was highlighted as key to success.
- (v) The value gained from a systematic approach to engagement underpinned by the legal framework to implement national policy was detailed with examples relating to decommissioning and national energy policy.
- (vi) The effective use of stakeholder mapping and undertaking surveys, recognising the specific needs of wide-ranging stakeholders was emphasised, noting tailored engagement and use of digital media to reach a broad spectrum of the community. Particular attention was given to those groups with neutral views on nuclear activities.
- (vii) Learning the lessons from less successful projects to ensure success in the future was a key aspect. This involved explaining the benefits of constructing a deep geological repository to the community including the creation of jobs and skills as well as provision of community support such as education, health services and infrastructure investment to maximise social value is key to all engagements.

60. All presentations emphasized the value of open and transparent engagement with the public and importance of understanding the role of all organizations involved in the process.

61. A summary of the Topical Session is provided as Annex 3 to this Summary Report.

## I Conclusions

62. The review process established by the Joint Convention is an essential tool to identify progress and remaining challenges. The Seventh Review Meeting showed that the international safety community is continuing to work towards improving safety in radioactive waste and spent fuel management.

63. A substantial number of Good Practices, Areas of Good Performances as well as Challenges and Suggestions were identified at the Seventh Review Meeting. With regard to the application of Good Practices, however, there was a general sense that this was not performed uniformly across the Country Groups. The Contracting Parties identified the need to undertake further discussions.

64. Since the last Review Meeting, in May 2018, the number of Contracting Parties to the Joint Convention had increased from 78 and with the recent addition of Malawi the number of Contracting Parties is now 88. It was noted that this was an encouraging step toward the universalization of the Joint Convention. However, a number of IAEA Member States are not yet Contracting Parties to the Joint Convention, among these are some Contracting Parties to the Convention on Nuclear Safety and several countries having issued expressions of support for the Code of Conduct on the Safety and Security of Radioactive Sources and its Guidances. The Review Meeting identified the need for Contracting Parties

and the Secretariat to increase efforts to encourage States who are not yet Contracting Parties to the Joint Convention to become a party to the Convention.

65. The Review Meeting identified that good progress is being made in many areas of safety of spent fuel management and safety of radioactive waste management. In implementing measures to increase safety, challenges are often identified and the Joint Convention is increasingly creating awareness of these challenges and providing a forum for exchange of knowledge and experience in overcoming them.
66. Constructive discussions and sharing of knowledge took place in a frank and open manner. Contracting Parties recognized the importance of the Joint Convention peer review process. Still, they noted that a robust peer review process requires full and active engagement by all Contracting Parties and that measures to increase further active participation should be discussed and encouraged.
67. The Seventh Review Meeting showed again that international peer review missions are being widely implemented and are regarded as an effective process to strengthen the national framework and infrastructure for nuclear and radiation safety. Contracting Parties acknowledged the importance of hosting such missions on a regular basis and were encouraged by some Contracting Parties to make the results of these missions publicly available.
68. Four Contracting Parties did not provide National Reports to the Joint Convention Review Meeting, did not participate in the questions and answers process, and did not attend the Review Meeting.
69. The Contracting Parties agreed that National Reports for the next Review Meeting should, as appropriate, address the following:
  - (i) Competence and staffing linked to timetable for spent fuel and radioactive waste management programmes;
  - (ii) Inclusive public engagement on radioactive waste management and on spent fuel management programmes;
  - (iii) Ageing management of packages and facilities for radioactive waste and spent fuel, considering extended storage periods;
  - (iv) Long term management of disused sealed sources, including sustainable options for regional as well as multinational solutions.
70. The Contracting Parties agreed to hold the Eighth Review Meeting of the Contracting Parties at the IAEA Headquarters in Vienna, Austria, on 17 to 28 March 2025.

## List of Annexes

- Annex 1 - Chairperson's Report on Outcomes of Open-Ended Working Group Discussion (JC/RM7/OEWG/01)
- Annex 2 - Information Circular Documents 602, 603 and 604 as adopted at the closing plenary session
- Annex 3 - Summary of Topical Session on Stakeholder engagement relating to management of radioactive wastes from decommissioning and legacy sites (JC/RM7/TS/01/Rev1)

# **Annex 1 of Summary Report of the Seventh Review Meeting**

JC/RM7/OEWG/01



## **JOINT CONVENTION ON THE SAFETY OF SPENT FUEL MANAGEMENT AND ON THE SAFETY OF RADIOACTIVE WASTE MANAGEMENT**

**Seventh Review Meeting of the Contracting Parties**

**27 June 2022 to 08 July 2022,  
Vienna, Austria**

### **CHAIRPERSON'S REPORT ON OUTCOMES OF OPEN-ENDED WORKING GROUP DISCUSSION 28-30 JUNE 2022**

Mr. Thiagan Pather  
Vienna, June 2022



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## **1. Introduction**

- (1) Pursuant to the provisions of Para 20. of INFCIRC/603/Rev.7, being the Joint Convention Guidelines Regarding the Review Process, the Contracting Parties consented to establish an Open-Ended Working Group (OEWG) to discuss proposals related procedural and other issues relevant to the functioning of the Convention prior to their consideration by a plenary session.
- (2) The Contracting Parties, at the Joint Convention Fourth Extraordinary Meeting, agreed that all proposals for consideration at the Joint Convention Seventh Review Meeting would be –
  - (a) submitted no later than six weeks before the start of the Seventh Review Meeting; and
  - (b) made available on the Joint Convention secure website in Arabic, Chinese, English, French, Russian and Spanish.
- (3) During the opening plenary of the Joint Convention Seventh Review Meeting, the Contracting Parties agreed –
  - (a) to establish an OEWG.
  - (b) that Vice President Thiagan Pather, from South Africa, would chair the OEWG sessions.
  - (c) the OEWG Group would consider the proposals that had been uploaded on the Joint Convention secure website. It was noted that six proposals had been received and were available (in Arabic, Chinese, English, French, Russian and Spanish) on the Joint Convention secure website.
  - (d) The OEWG session would be scheduled to commence at 17H30, after the conclusion of the daily Country Group sessions, on 28-30 June 2022, with provision for an additional session on 01 July 2022 if needed.

## **2. Purpose of this report**

- (4) This Chairperson's Report of the OEWG sessions summarises the deliberations and conclusions at the OEWG sessions, held during the Joint Convention Seventh Review Meeting of the Contracting Parties.

- (5) This report is intended to be presented for consideration by the Contracting Parties during the plenary of the Joint Convention Seventh Review Meeting, commencing at 14H00 on 05 July 2022.

### **3. OEWG Deliberation on 28 June 2022**

- (6) The OEWG session on 28 June 2022 was opened by the Chairperson, Thiagan Pather, Vice Present to the Joint Convention Seventh Review Meeting at 17H30 in Board Room A at the IAEA Headquarters in Vienna.
- (7) In his opening remarks the Chairperson reminded the Contracting Parties present in the session –
- (a) of the guidance as per para 20. of INFCIRC/603/Rev.7;
  - (b) that six proposals had been received by the deadline agreed to at the Fourth Extraordinary Meeting; and
  - (c) that the proposals received had been posted on the Joint Convention secure website in Arabic, Chinese, English, French, Russian and Spanish.
- (8) The following Contracting Parties were present during the session and contributed to the deliberations in the OEWG session –  
Austria; Australia; Brazil; Bosnia and Herzegovina; Canada; China; Cuba; France; Germany; Ghana; Italy; Japan; Korea, Republic of; Luxembourg; Mexico; Norway; Netherlands; Russian Federation; South Africa; Spain; Slovakia; Sweden; Switzerland; Thailand; United Kingdom; United States of America
- (9) The Chairperson requested approval of the Provisional Agenda that was submitted to all Contracting Parties as document JC/RM7/OEWG/02. The Contracting Parties present at the session consented to adopt the agenda without any changes.
- (10) The Chairperson proposed that a representative of the proponents of the individual proposals provide a brief introductory overview of the proposal, whereafter the floor would be opened for comments or questions on the

individual proposals. The Contracting Parties present in the session consented to the proposed working methods.

**(11) Consideration of Proposal JC/RM7/OEWG/P01**

- (a) A representative of the proponents for the proposal provided an overview of the proposal, related to allocation of Contracting Parties into country groups.
- (b) Several Contracting Parties posed questions for clarification on the proposal.
- (c) The Contracting Parties present in the session consented to the proposal and the proposed amendment to INFCIRC/603.
- (d) The relevant amendments introduced to INFCIRC/603/ are highlighted in **green shading** in INFCIRC/603 Rev.9 Draft (see Attachment 2).

**(12) Consideration of Proposal JC/RM7/OEWG/P02**

- (a) A representative of the proponents for the proposal provided an overview of the proposal, related to introduction of a proposed table or matrix summarising current activities/programme status of Contracting Parties.
- (b) Several Contracting Parties posed questions for clarification on the proposal.
- (c) The Chairperson proposed that the new matrix be referred to as a checklist to avoid confusion with the overview matrix currently required as per Para 11 of INFCIRC/604/Rev.3 and that the checklist be implemented voluntarily on a trial basis by Contracting Parties during the next review cycle.
- (d) While many of the Contracting Parties present in the session expressed support for the proposal, at least three Contracting Parties opposed the proposal.
- (e) The Chairperson proposed that the proponents of the proposal review the concerns raised and that the proposal would be reconsidered in a later session of the OEWG. The Contracting Parties present in the session consented to this.

**(13) Consideration of Proposal JC/RM7/OEWG/P03**

- (a) A representative of the proponents for the proposal provided an overview of the proposal related to consistency in the identification of the multiple rapporteur's reports referenced in the Joint Convention guideline documents.
- (b) Several Contracting Parties expressed support for the proposal.
- (c) The Contracting Parties present in the session consented to the proposal and the proposed amendments to INFCIRC/603.
- (d) The relevant amendments introduced to INFCIRC/603 are highlighted in **yellow shading** in INFCIRC/603/Rev.9 Draft (see Attachment 2).

**(14) Consideration of Proposal JC/RM7/OEWG/P04**

- (a) A representative of the proponents for the proposal provided an overview of the proposal related to incorporating the practice of determining "areas of good performance" during country group sessions.
- (b) Several Contracting Parties confirmed support for the proposal.
- (c) Some Contracting Parties expressed concern regarding the inclusion of the table included as Attachment 1 in the proposal.
- (d) The Contracting Parties present in the session agreed to delete the Attachment from the proposal on the basis that the Attachment was not needed.
- (e) One Contracting Party queried the use of the term "commendable" in the definition of "Area of Good Performance".
- (f) Following further discussion, the Contracting Parties present in the session consented that the definition be modified to read –  
"Area of Good Performance is a new or enhanced practice, policy or programme for a Contracting Party that **is recognised as an improvement of safety commendable** and is being implemented. An Area of Good Performance is a significant accomplishment for that Contracting Party, although it may have been undertaken by other Contracting Parties".
- (g) The Contracting Parties present in the session consented to the proposal and the proposed amendments to INFCIRC/603, subject to the modifications in (d) and (f) above.
- (h) The relevant amendments introduced to INFCIRC/603 are highlighted in **orange shading** in INFCIRC/603/Rev.9 Draft (see Attachment 2).

- (15) Recognising the good progress made in deliberation on the four proposals considered in the session, the Chairperson proposed that the session be adjourned at 18H45. This was consented to by the Contracting Parties present in the session.

#### **4. OEWG Deliberation on 29 June 2022**

- (16) The OEWG session on 29 June 2022 was opened by the Chairperson at 17H45 in Board Room A at the IAEA Headquarters in Vienna.
- (17) The Chairperson welcomed the delegates present and apologised for the slightly delayed start due to the deliberation in some Country Groups running longer than 17H00 on the day.
- (18) The following Contracting Parties were present during the session and contributed to the deliberations in the OEWG session –  
Argentina; Australia; Austria; Brazil; Bosnia and Herzegovina; Canada; China; France; Germany; Ghana; Italy; Japan; Korea, Republic of; Lithuania; Luxembourg; Mexico; Norway; Russian Federation; South Africa; Spain; Sweden; Switzerland; Syrian Arab Republic; Thailand; United Kingdom; United States of America.
- (19) **Consideration of Proposal JC/RM7/OEWG/P05**
- (a) A representative of the proponents for the proposal provided an overview of the proposal related to equitable allocation of workloads and teamwork amongst the country group officers to ensure the best use of resources.
  - (b) Several Contracting Parties expressed support for the proposal.
  - (c) Following further discussion of the proposal it was evident that consensus on the proposal would not be achieved based on the views of the Contracting Parties present in the session.
  - (d) Consequently, the Chairperson proposed that since consensus could not be reached, further discussion on the proposal be suspended. The Contracting Parties present in the session consented to this.

- (20) **Reconsideration of Proposal JC/RM7/OEWG/P02**
- (a) Recalling that there was no consensus reached on Proposal JC/RM7/OEWG/P02 in the previous session, the Chairperson asked if there was any further development on the proposal.
  - (b) A representative of the proponents for the proposal informed, the Contracting Parties present in the session, that the proposal would not be pursued further at this time. This was noted by the Contracting Parties present in the session.

- (21) **Deliberation on Proposal JC/RM7/OEWG/P06**
- (a) The Chairperson proposed that –
    - (i) the Contracting Parties present in the session review the proposed amendments to INFCIRC/602 and INFCIRC/604 and that the proposed amendments to INFCIRC/603 would be considered in the OEWG session on Thursday 30 June 2022.
    - (ii) The review would consider the proposed amendments, however changes related to capitalisation would not be discussed at this stage. Rather they would be considered collectively at the end.
  - (b) This method of working was consented to by the Contracting Parties present at the session.
  - (c) The Contracting Parties present in the session considered the text of INFCIRC/602 and INFCIRC/604 respectively and following deliberations consented to the amendments of text therein.
  - (d) The relevant amendments introduced to INFCIRC/602 and INFCIRC/604 are highlighted in blue shading in the proposed revision to INFCIRC/602/Rev.7 Draft (see Attachment 1) and INFCIRC/604/Rev.4 Draft (see Attachment 3).

## 5. OEWG Deliberation on 30 June 2022

- (22) The OEWG session on 30 June 2022 was opened by the Chairperson at 17H40 in Board Room A at the IAEA Headquarters in Vienna.
- (23) The Chairperson welcomed the delegates present and apologised for the slightly delayed start due to the deliberation in some Country Groups running longer than 17H00 on the day.

- (24) The following Contracting Parties were present during the session and contributed to the deliberations in the OEWG session –  
Argentina; Australia; Austria; Canada; China; Finland; France; Germany; Ghana; Italy; Japan; Lithuania; Luxembourg; Norway; Russian Federation; Slovenia; South Africa; Spain; Sweden; Thailand; United Kingdom; United States of America.
- (25) The Chairperson informed that following the agreement from the previous session, the discussion in this session would consider the proposed amendments to INFCIRC/603. The review would consider the proposed amendments, and that changes related to capitalisation would be discussed collectively at the end.
- (26) Continued Deliberation on Proposal JC/RM7/OEWG/P06**
- (a) The Contracting Parties present in the session considered the text of INFCIRC/603 and following deliberations consented to the amendments of text therein.
  - (b) The relevant amendments introduced to INFCIRC/603 are highlighted in **blue shading** in INFCIRC/603/Rev.9 Draft (see Attachment 2).
- (27) Deliberation on capitalisation in the INFCIRC documents (INFCIRC/602, INFCIRC/603, INFCIRC/604)**
- (a) Contracting Parties indicated dissatisfaction with the approach taken with respect capitalisation of terms in the INFCIRC documents.
  - (b) The Contracting Parties recognised the advice from the IAEA Technical Editors but were of the view that capitalisation of terms needed to be considered in context that they were used.
  - (c) The Contracting Parties in the session consented that capitalisation of terms as per the versions of the INFCIRC documents currently in effect should be retained.
  - (d) The chairperson and the Secretariat undertook to make the necessary amendments in line with this request.
  - (e) The proposed revisions of the INFCIRC documents reflecting this request are attached (see Attachment 1, Attachment 2 and Attachment 3)



## **6. Closure of OEWG**

- (28) The Chairperson thanked the Contracting Parties for their constructive deliberations and the successful outcome of the OEWG sessions.
- (29) It was confirmed that copies of the English version of the Chairperson's report would be made available to the Contracting Parties mid-morning on Sunday, 03 July 2022. Version in Arabic, Chinese, French, Russian and Spanish would be available mid-day on Monday 04 July 2022 and deliberations on the OEWG Report was scheduled for the plenary session of Tuesday afternoon, commencing at 14H00.
- (30) The Chairperson closed the session at 19H55.

## **Annex 2 of Summary Report of the Seventh Review Meeting**

Information Circular Documents 602, 603 and 604 as adopted at the closing plenary session

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## Joint Convention on the Safety of Spent Fuel Management and on the Safety of Radioactive Waste Management

### **Rules of Procedure and Financial Rules**

1. The “Rules of Procedure and Financial Rules “ adopted at the Preparatory Meeting of the Contracting Parties to the Joint Convention held from 10 to 12 December 2001 were modified at –
  - (i) The First Review Meeting of the Contracting Parties held from 3 to 14 November 2003,
  - (ii) the Extraordinary Meeting of the Contracting Parties held on 7 November 2005,
  - (iii) the Third Review Meeting of the Contracting Parties held from 11 to 20 May 2009,
  - (iv) the Fourth Review Meeting of the Contracting Parties held from 14 to 23 May 2012,
  - (v) the Second Extraordinary Meeting of the Contracting Parties held from 12 to 13 May 2014,
  - (vi) the Fourth Extraordinary Meeting of the Contracting Parties held from 4 to 6 May 2022,  
and
  - (vii) the Seventh Review Meeting of the Contracting Parties held from 27 June to 8 July 2022.
2. The modified “Rules of Procedure and Financial Rules” are set forth in the Attachment hereto.

# Joint Convention on the Safety of Spent Fuel Management and on the Safety of Radioactive Waste Management

## Rules of Procedure and Financial Rules

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## **A. General Provisions**

### **A.1. Scope**

#### **Rule 1 Scope**

These Rules of Procedure apply, *mutatis mutandis*, to any meetings of the Contracting Parties to the Convention.

### **A.2. Definitions**

#### **Rule 2 Definitions**

For the purposes of these Rules:

- A. "Convention" means the Joint Convention on the Safety of Spent Fuel Management and on the Safety of Radioactive Waste Management adopted at Vienna on 5 September 1997 and opened for signature at Vienna on 29 September 1997;
- B. "Co-ordinator" means a person referred to in Rule 11 (2)(C);
- C. "Country Group" means a group of the Contracting Parties established pursuant to Rule 17;
- D. "General Committee" means a committee established pursuant to Rule 16;
- E. "Late ratifier" means a State, or a regional organization of an integration or other nature, which deposits its instrument of ratification, acceptance, approval or accession later than 90 days before the date fixed for the opening of the meeting concerned;
- F. "Meeting" means a meeting of the Contracting Parties pursuant to Chapter 6 of the Convention;
- G. "Observer" means any intergovernmental organization invited by the Contracting Parties to attend any meeting pursuant to Article 33 (2) of the Convention;
- H. "Organizational Meeting" means a meeting established pursuant to Rule 11;
- I. "Rapporteur" means a person referred to in Rule 11(2)(C);
- J. "Rapporteur's Report" means an oral report prepared pursuant to Rule 17 (3);
- K. "Subsidiary Body" means any body set up in accordance with Section C.2. of the Rules; and
- L. "Joint Convention secure website" means the secure and restricted database hosted and maintained by the Secretariat accessible to nominated representatives of the Contracting Parties to the Joint Convention.
- M. "Secretary" means a senior official of the IAEA designated for each meeting of the Contracting Parties; and
- N. Other terms used in these Rules of Procedure shall have the same meaning that they have in the Convention.

### **A.3. Venue of the Meetings**

#### **Rule 3 Venue of Meetings**

Meetings of the Contracting Parties to the Convention shall take place at the seat of the Secretariat, unless the Contracting Parties decide otherwise.

### **A.4. Agendas**

#### **Rule 4 Agendas**

1. The Secretariat shall prepare, in consultation with the person elected pursuant to Rule 11(2)(a) by the Organizational Meeting as President, the provisional agendas for meetings of the Contracting Parties.
2. The provisional agenda shall be sent to Contracting Parties and Observers by the Secretariat as far in advance as possible, and in any case not later than 60 days before the meeting.

### **A.5. Secretariat**

#### **Rule 5 Secretariat of meetings of the Contracting Parties**

In accordance with the Convention, the IAEA shall serve as the Secretariat of the meetings of the Contracting Parties and meetings of Subsidiary Bodies and, as appropriate, shall:

- A. arrange for the interpretation of speeches or other interventions made at meetings;
- B. receive, translate pursuant to Rule 9, reproduce and circulate the documents of meetings of the Contracting Parties;
- C. upload any reports or final documents of the meetings of the Contracting Parties to the Joint Convention secure website;
- D. arrange for the custody of any reports or final documents of the meetings of the Contracting Parties in the archives of the IAEA, provide access to authentic copies of those documents to all serving Country Group Officers or access to records to any Contracting Parties, at their request, and ensure their confidentiality from disclosure, consistent with Articles 34 and 36 of the Convention; and
- E. generally perform all the work related to the meetings of the Contracting Parties within the terms of Article 37 of the Convention.

#### **Rule 6 Secretary of meetings of the Contracting Parties**

1. A senior official of the IAEA shall act as Secretary of the meetings of the Contracting Parties. The Secretary, or his or her representative, shall act in that capacity at all meetings of the Contracting Parties and meetings of Subsidiary Bodies.
2. The Secretary shall direct the staff required by the meetings.
3. The Secretary, or his or her representative, shall assist the President and the General Committee and shall prepare such written records as may be requested.

## **A.6. Representation and Credentials**

### **Rule 7 Delegations of the Contracting Parties**

1. Each Contracting Party shall attend meetings of the Contracting Parties pursuant to Chapter 6 of the Convention and be represented at such meetings by one delegate, and by such alternates, experts and advisers as it deems necessary.
2. Each delegate may designate any member of his or her delegation to act in his or her place during a meeting.

### **Rule 8 Submission of credentials**

1. The credentials of delegates and the names of alternates, experts and advisers shall be submitted to the Secretary, if possible one week before the date fixed for the opening of each meeting. Credentials shall be issued by the Ministry for Foreign Affairs or, in the case of regional organizations of an integration or other nature, by the competent authority of that organization.
2. The Secretary shall submit to each meeting of the Contracting Parties a list of the participating delegations, together with any comments the Secretary may consider necessary. The meeting of the Contracting Parties shall decide upon the credentials of the delegates.

## **A.7. Financial Rules**

### **Rule 9 Financial Rules**

The costs of meetings of the Contracting Parties shall be met as follows:

- A. The following costs shall be met through the regular budget of the IAEA as determined by its policy-making organs within its programme and regular budget procedures:
  - (i) the costs of convening and preparing for meetings;
  - (ii) the costs of providing meeting rooms; and
  - (iii) the costs of normal secretariat services, including interpretation and translation as necessary, the reproduction and distribution of documents and the recording of meetings.
- B. Each Contracting Party shall pay its costs of participating in meetings of the Contracting Parties in connection with travel, maintenance of its delegation, preparation of its National Report, and translation of its National Report into the designated language of the Review Meeting, consistent with Article 35 (2) of the Convention.
- C. If compensated, the Secretariat shall assume the translation into the designated language of reports submitted in any other language of the meeting, consistent with Article 35 (3) of the Convention.
- D. As foreseen in Article 37 (3) of the Convention, any services requested from the IAEA by consensus of the Contracting Parties which cannot be undertaken within its programme and regular budget may only be provided if voluntary funding from another source is made available.

## **B. Preparatory Process for Review Meetings**

## **Rule 10 Not used**

## **Rule 11 Organizational Meetings**

1. Approximately twelve months prior to each Review Meeting, an Organizational Meeting shall be held. It shall be open for attendance by all Contracting Parties and by late ratifiers.
2. An Organizational Meeting shall, *inter alia*,
  - A. elect the President and Vice-Presidents for the forthcoming Review Meeting;
  - B. establish Country Groups for the forthcoming Review Meeting;
  - C. select Country Group Co-ordinators, Rapporteurs, Chairpersons and Vice- Chairpersons for the forthcoming Review Meeting, and assign them to the Country Groups so that no Co-ordinator, Rapporteur, Chairperson or Vice- Chairperson is assigned to the Country Group of which his or her country is a member;
  - D. decide whether it is appropriate to organize topical sessions, and, if so, make arrangements for such sessions;
  - E. invite any Observers to the forthcoming Review Meeting;
  - F. recommend a budget for the Review Meeting on the basis of cost estimates provided by the Secretariat;
  - G. decide on a provisional timetable for the Review Meeting; and
  - H. consider any other matters relevant to implementation of the Convention, to the extent that they have not been dealt with at the most recent Review Meeting.
3. The President and the two Vice-Presidents of the most recent Review Meeting shall act as President and Vice-Presidents of the following Organizational Meeting and shall relinquish their functions at the end of the Organizational Meeting to the elected President and two Vice Presidents.
4. The Country Group Officers (Chairperson, Vice-Chairpersons, Rapporteur and Co-ordinator) of the most recent Review Meeting shall act as Country Group Officers until the following Organizational Meeting where they shall relinquish their functions as officers to the selected Country Group Officers.

## **C. Review Meetings**

### **C.1. Officers**

#### **Rule 12 Officers**

Each Review Meeting shall have the following officers: a President and two Vice-Presidents; a Rapporteur, a Chairperson, a Vice-Chairperson and a Co-ordinator for each Country Group.

#### **Rule 13 Acting President**

1. If the President is absent from a meeting or any part thereof, he or she shall designate one of the Vice-Presidents to take his or her place.
2. A Vice-President acting as President shall have the same powers and duties as the President.



### **Rule 14 Voting rights of the President**

The President, or a Vice-President acting as President, shall not vote, but the voting right may be exercised by another member of his or her delegation.

### **Rule 15 General powers of the President**

1. The President shall preside at the plenary sessions of the Review Meeting. The President shall declare the opening and closing of each session, direct the discussion, ensure observance of these rules, accord the right to speak, ascertain consensus, put questions to the vote on procedural matters or elections and announce decisions. The President shall rule on points of order. The President, subject to these rules, shall have complete control of the proceedings and over the maintenance of order. The President may propose to the Review Meeting the closure of the list of speakers, a limitation on the time to be allowed to speakers and on the number of times the delegate of each State may speak on any question, the adjournment or the closure of the debate and the suspension or the adjournment of a session. The President shall prepare a report on the procedural decisions taken by the Review Meeting for circulation to the Contracting Parties.

2. The President, in the exercise of his or her functions, shall remain under the authority of the Review Meeting.

## **C.2. Subsidiary Bodies**

### **Rule 16 General Committee**

1. The General Committee of the Review Meeting shall be composed of the President of the meeting, who shall preside, the two Vice-Presidents, and the Chairpersons of the Country Groups. No two members of the General Committee of the Review Meeting shall be members of the same delegation. The General Committee shall be constituted so as to ensure its representative character.

2. If the President is unable to attend a meeting of the General Committee, he or she may designate one of the Vice-Presidents to preside at that meeting.

3. The General Committee of the Review Meeting shall assist the President in the general conduct of the business of the Review Meeting.

4. A majority of the members of the General Committee shall constitute a quorum.

### **Rule 17 Country Groups**

1. Each Contracting Party to the Convention shall be represented in its allocated Country Group.

2. Each Country Group, taking into consideration the Preamble and Chapter I of the Convention, shall review the implementation of the Convention by the Contracting Parties within that Group.

3. The Rapporteur of each Country Group shall prepare a written report as the basis for an oral report to be presented at the closing plenary session of the Review Meeting.

### **Rule 18 Officers and procedures**

The rules relating to officers, the conduct of business and voting at Review Meetings shall be applicable, *mutatis mutandis*, to the proceedings of Subsidiary Bodies.

### **Rule 19 Establishment of Subsidiary Bodies**

1. A meeting may establish such other Subsidiary Bodies as it deems necessary for the

performance of its functions.

2. A meeting shall determine the matters to be considered by those Subsidiary Bodies.
3. Each Subsidiary Body shall select its own officers, unless otherwise decided by the meeting.

### **C.3. Conduct of Review Meetings**

#### **Rule 20 Quorum**

The President may declare a meeting open and permit the debate to proceed when a majority of the Contracting Parties participating in the Review Meeting are represented.

#### **Rule 21 Points of order**

A delegate may at any time raise a point of order, which shall be immediately decided by the President in accordance with these rules. An appeal against the ruling of the President shall be immediately put to the vote, and the President's ruling shall stand unless overruled by a majority of the delegates present and voting. A delegate may not, in raising a point of order, speak on the substance of the matter under discussion.

#### **Rule 22 Speeches and debate at plenary sessions**

1. No one may address a plenary session of a Review Meeting without having previously obtained the permission of the President. Subject to Rules 21 and 23, the President shall call upon speakers in the order in which they signify their desire to speak.
2. Debate shall be confined to the subject under discussion, and the President may call a speaker to order if his or her remarks are considered by the President not to be relevant thereto.
3. The Contracting Parties may, on a proposal from the President or from any delegate, limit the time allowed to speakers and the number of times the delegate of each Contracting Party may speak on a question. Permission to speak on a motion to set such limits shall be accorded only to two delegates in favour of and two opposing such limits, after which the motion shall be immediately put to the vote. In any event, the President shall limit interventions on procedural questions to a maximum of five minutes. When the debate is limited and a speaker exceeds the allotted time, the President shall call him or her to order without delay.

#### **Rule 23 Precedence**

The officers of the Country Groups may be accorded precedence for the purpose of explaining any conclusions arrived at by their Country Groups.

#### **Rule 24 Closing of list of speakers**

During the course of a debate, the President may announce the list of speakers and, with the consent of the meeting, declare the list closed. When the debate on an item is concluded, the President shall declare the debate closed. Such closure shall have the same effect as closure pursuant to Rule 28.

#### **Rule 25 Right of reply**

Notwithstanding Rule 24, the President may accord the right of reply to a delegate of any Contracting Party participating in the meeting. Such statements shall be as brief as possible and shall, as a general rule, be delivered at the end of the last session of the day.

#### **Rule 26 Suspension or adjournment of meeting**

A delegate may at any time move the suspension or adjournment of the meeting. No discussion on such motions shall be permitted and they shall, subject to Rule 29, be immediately put to the vote.

#### **Rule 27 Adjournment of the debate**

A delegate may at any time move the adjournment of the debate on the question under discussion. Permission to speak on the motion shall be accorded only to two delegates in favour of and two opposing the adjournment, after which the motion shall, subject to Rule 29, be immediately put to the vote.

#### **Rule 28 Closure of the debate**

A delegate may at any time move the closure of the debate on the question under discussion, whether or not any other delegate has signified his or her wish to speak. Permission to speak on the motion shall be accorded only to two delegates opposing the closure, after which the motion shall, subject to Rule 29, be immediately put to the vote.

#### **Rule 29 Order of motions**

The motions indicated below shall have precedence in the following order over all proposals or other motions before the meeting:

- A. to suspend the meeting;
- B. to adjourn the meeting;
- C. to adjourn the debate on the question under discussion;
- D. to close the debate on the question under discussion.

#### **Rule 30 Submission of proposals and substantive amendments**

Proposals and substantive amendments shall normally be submitted in writing to the Secretary of the Review Meeting, who shall circulate copies to all delegations. Unless the Review Meeting decides otherwise, proposals and substantive amendments shall be discussed no earlier than 24 hours after copies have been circulated in all languages of the Review Meeting to all delegations. The President may, however, permit the discussion and consideration of non-substantive amendments or of motions as to procedure even though such amendments or motions have only been circulated the same day and only in the single designated language.

#### **Rule 31 Withdrawal of proposals and motions**

A proposal or a motion may be withdrawn by its sponsor at any time before a decision on it has been taken, provided that it has not been amended. A proposal or a motion thus withdrawn may be reintroduced by any delegate.

#### **Rule 32 Decisions on competence**

Any motion calling for a decision on the competence of the Review Meeting to adopt a proposal submitted to it shall be decided upon before a decision is taken on the proposal in question.

#### **Rule 33 Reconsideration of proposals**

Proposals adopted or rejected may not be reconsidered unless the Review Meeting reaches a consensus on such reconsideration. Permission to speak on a motion to reconsider shall be accorded only to two speakers opposing the motion, after which it shall be immediately put to the vote.

## **C.4. Voting and Elections**

### **Rule 34 Voting rights**

Subject to Article 39 (4)(iv) of the Convention, only Contracting Parties shall have a vote and each Contracting Party shall have one vote.

### **Rule 35 Adoption of decisions**

1. Matters of substance shall be decided by consensus. Voting shall be restricted to matters of procedure and to elections.
2. Subject to Rule 37(2) and (3), decisions on matters of procedure and in elections shall be taken by consensus or, where that is not possible, by a majority of the delegates present and voting.
3. If the question arises whether a matter is one of procedure or of substance, the President of the Review Meeting shall rule on that question. An appeal against this ruling shall immediately be put to the vote, and the President's ruling shall stand unless the appeal is approved by a majority of the delegates present and voting.

### **Rule 36 Meaning of the phrase "the delegates present and voting"**

For the purposes of these rules, the phrase "the delegates present and voting" means delegates casting an affirmative or negative vote. Delegates who abstain from voting shall be considered as not voting.

### **Rule 37 Election of the President and the Vice-Presidents**

1. All elections shall be held by secret ballot, unless the Contracting Parties decide otherwise in an election where the number of candidates does not exceed the number of elective places to be filled.
2. When only one elective place is to be filled and no candidate obtains in the first ballot the majority required, a second ballot shall be taken which shall be restricted to the two candidates who obtained the largest number of votes in the first ballot. If in the second ballot the votes are equally divided, the President shall decide between the candidates by drawing lots.
3. When two elective places are to be filled at one time under the same conditions, those candidates obtaining in the first ballot the majority required shall be elected. If the number of candidates obtaining the majority required is less than the number of elective places to be filled, there shall be not more than two ballots in respect of each elective place remaining to be filled. If in the first ballot for an unfilled elective place no candidate obtains the majority required, a second ballot shall be taken which shall be restricted to the two candidates who obtained the largest number of votes in the first ballot for that elective place. If in the second ballot for that elective place the votes are equally divided, the President shall decide between the candidates by drawing lots. A candidate who fails to be elected for any one elective place will be eligible for election to any other remaining elective place.

## **C.5. National Reports**

### **Rule 38 National Reports**

1. Each Contracting Party shall submit electronically to the Joint Convention secure website a National Report by a certain date not later than seven months before the Review Meeting. For each Review Meeting, this date shall be determined by the Contracting Parties at the previous Review Meeting. For States, regional organization of an integration or other nature, except late ratifiers,

ratifying the Convention within seven months before the Review Meeting, National Reports shall be submitted as soon as possible, but not later than 90 days prior to the Review Meeting.

2. Each Contracting Party has the right to submit a National Report in the form, length and structure it believes necessary to describe how it has implemented each of the obligations of the Convention, and containing the information specified in Article 32, in accordance with the document promulgated pursuant to Article 29(2)(iii)(a) of the Convention.

## **C.6. Languages and Records**

### **Rule 39 Working languages of meetings of the Contracting Parties**

1. For National Reports and the submission of questions and comments on such reports, the single designated language referred to in Article 35(2) of the Convention shall be English.

2. The Organizational Meetings shall be conducted in English.

3. Plenary sessions at the Review Meetings shall be conducted in Arabic, Chinese, English, French, Russian and Spanish, unless otherwise decided by the Contracting Parties at the Organizational Meeting. Extraordinary Meetings shall also be conducted in Arabic, Chinese, English, French, Russian and Spanish, unless otherwise decided by the Contracting Parties.

4. General Committee sessions shall be conducted in English.

5. In order to allow each Contracting Party to participate fully in the discussions of the Country Group to which it is allocated:

A. Country Group discussions of a National Report shall be conducted in English, as well as, if requested by the Contracting Party presenting the report, in another working language. The request shall be filed at the Organizational Meeting.

B. If Contracting Parties can substantiate that they would otherwise not be able to participate effectively in the discussion of the Country Group to which they are allocated, they can request - within the budget limits - interpretation in another working language during the whole Country Group meeting. The request shall be filed at the Organizational Meeting.

6. Except for National Reports, documents for the plenary sessions of the Review Meetings shall be made available in Arabic, Chinese, English, French, Russian and Spanish, unless decided otherwise by the Contracting Parties at the Organizational Meeting.

7. At plenary sessions, a delegate may make an intervention in a language other than a working language if he or she provides for interpretation into a working language. Interpretation into the other working languages by interpreters of the Secretariat may be based on the interpretation given in that working language.

8. The summary reports of the Review Meetings shall be issued in Arabic, Chinese, English, French, Russian and Spanish.

### **Rule 40 Records of meetings**

Voice recordings of the plenary sessions of the Review Meetings shall be made and kept by the Secretariat. Such recordings shall be made accessible to the Contracting Parties that participated in the particular Review Meeting at their request and in accordance with Article 36 of the Convention. Decisions to destroy such recordings shall be made only at Review Meetings. No voice recording shall be made of the meetings of the Country Groups or of the General Committee.

## **C.7. Attendance at Meetings**

#### **Rule 41 Attendance at meetings**

Attendance at plenary sessions of a Review Meeting, and at meetings of the General Committee and Country Groups shall be limited to delegates and their alternates and advisers, experts of the Contracting Parties and, in the case of plenary sessions, observers. A late ratifier may be permitted to participate at the Review Meeting, upon a consensus decision of the Contracting Parties.

### **D. Extraordinary Meetings**

#### **Rule 42 Extraordinary Meetings**

1. If the Contracting Parties agree, according to the procedures under Article 31 of the Convention, that an Extraordinary Meeting shall be held, the Secretariat shall make arrangements to hold it within six months of receiving the relevant request.
2. The Secretariat shall prepare, in consultation with the President of the most recent Review Meeting, the provisional agenda for the Extraordinary Meeting, taking into account any specific matters referred to in the request for the meeting.
3. The Extraordinary Meeting shall be open for attendance by all Contracting Parties. A late ratifier may be permitted to attend the Extraordinary Meeting and to participate, as appropriate, upon a consensus decision of the Contracting Parties.
4. The President of the most recent Review Meeting shall act as President of the Extraordinary Meeting.

### **E. Amendment and Interpretation of Rules**

#### **Rule 43 Amendments to the Rules of Procedure and Financial Rules**

These rules may be amended at any Review Meeting by consensus of the Contracting Parties pursuant to Article 30(2)(ii) of the Convention. These rules may be amended at an Extraordinary Meeting by consensus of the Contracting Parties.

#### **Rule 44 Interpretation of the Rules**

In the event of any conflict between any provision of these rules and any provision of the Convention, the Convention shall prevail.

### **F. Amendment and Interpretation of Guidelines**

#### **Rule 45 Amendment of Guidelines Documents**

Documents which have been adopted by the Contracting Parties as guidelines for implementation of the Convention may be amended only during the closing plenary session at any Review Meeting by consensus of the Contracting Parties pursuant to Article 30 of the Convention. Those documents may also be amended at an Extraordinary Meeting by consensus of the Contracting Parties.

#### **Rule 46 Interpretation of Guidelines**

In the event of any conflict between any provision of these guidelines and any provision of the Convention, the Convention shall prevail.

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## Joint Convention on the Safety of Spent Fuel Management and on the Safety of Radioactive Waste Management

### Guidelines regarding the Review Process

1. The “Guidelines regarding the Review Process” adopted at the Preparatory Meeting of the Contracting Parties to the Joint Convention held from 10 to 12 December 2001 were modified at
  - (i) the First Review Meeting of the Contracting Parties held from 3 to 14 November 2003,
  - (ii) the Extraordinary Meeting of the Contracting Parties held on 7 November 2005,
  - (iii) the Second Review Meeting of the Contracting Parties held from 15 to 24 May 2006,
  - (iv) the Third Review Meeting of the Contracting Parties held from 11 to 20 May 2009,
  - (v) the Fourth Review Meeting of the Contracting Parties held from 14 to 23 May 2012,
  - (vi) the Second Extraordinary Meeting of the Contracting Parties held from 12 to 13 May 2014,
  - (vii) the Third Extraordinary Meeting of the Contracting Parties held from 16 to 17 May 2017,
  - (viii) the Fourth Extraordinary Meeting of the Contracting Parties held from 4-6 May 2022, and
  - (ix) the Seventh Review Meeting of the Contracting Parties held from 27 June to 8 July 2022.
2. The modified “Guidelines regarding the Review Process” are set forth in the Attachment hereto.

# Joint Convention on the Safety of Spent Fuel Management and on the Safety of Radioactive Waste Management

## Guidelines regarding the Review Process

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#### Joint Convention on the Safety of Spent Fuel Management and on the Safety of Radioactive Waste Management

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#### ANNEX 1

#### Duties and Qualifications of Officers for a Review Meeting of the Joint Convention

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- I. Good Practice
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## **I. Introduction**

1. These guidelines, established by the Contracting Parties under Article 29 of the Convention, are intended to be read in conjunction with the text of the Convention for the purpose of providing guidance to Contracting Parties on the process for reviewing National Reports submitted under Article 32, in order to facilitate the efficient review of the Contracting Parties' implementation of their obligations under the Convention.

2. The aim of the review process is to examine National Reports thoroughly, so that Contracting Parties can learn from each other's solutions to common and individual safety problems concerning spent fuel management and radioactive waste management and, above all, contribute to achieving and maintaining a high level of safety worldwide through a constructive exchange of views. The success of the review process is dependent on the commitment of each and every Contracting Party (1) to take a critical look at its national program and report issues and potential issues in a frank and candid manner, and (2) to ask each other difficult and sometimes challenging questions. A time chart of the steps leading up to a Review Meeting is given in Table 1.

## **II. Background**

3. Recognizing that reviews of National Reports at periodic meetings under Article 30 of the Convention could be accomplished more efficiently through the establishment of subgroups, the Contracting Parties have decided to establish Country Groups for each Review Meeting. Each group will consider in detail the National Report of each member of that group, discussing all the subject areas covered by the reports.

4. An Organizational Meeting held prior to a Review Meeting may decide whether it is appropriate to organize topical sessions at the Review Meeting to address more specifically particular subjects that may not be adequately considered within the Country Group arrangements.

## **III. Organizational Meeting and Nomination of Officers**

5. Approximately twelve months before each Review Meeting, an Organizational Meeting will be held to allocate Contracting Parties to Country Groups (see Section V), elect the Review Meeting President and Vice-Presidents, and select Country Group Co-ordinators, Rapporteurs, Chairpersons, and Vice-Chairpersons.

6. In advance of the Organizational Meeting, the Secretariat shall circulate to the Contracting Parties a background information brochure containing guidance such as introducing the Joint Convention and its associated Rules of procedure and guidelines.

### **III.1. Nomination of the President and Vice-President**

7. Not later than three months before the Organizational Meeting, the Secretariat will request Contracting Parties to submit in writing the name of any individual that the Contracting Party is nominating for election to the position of President or Vice-President. Not later than two months before the Organizational Meeting, as part of such nomination, a Contracting Party shall provide, in writing, relevant biographical information on the candidate, the qualifications of the candidate, the issues that should be addressed by the Contracting Parties during the next three years and the position of the candidate on those issues. The Secretariat will circulate the names of candidates for the position of President or Vice-Presidents and materials supporting their candidacy to all Contracting Parties at least one month before the Organizational Meeting.

8. Contracting Parties will endeavour to reach consensus on the President and Vice-Presidents from the candidates nominated in accordance with Paragraph 7.

9. Each candidate for the elective places, or their representative, shall have the opportunity to make a short oral presentation to the Contracting Parties at the Organizational Meeting that addresses the items in the material supporting their candidacy and shall answer questions from the Contracting Parties.

### **III.2. Nomination of Other Officers**

10. The Secretariat will, not later than three months prior to the Organizational Meeting, request written nominations of Country Group Officers (Chairpersons, Vice-Chairpersons, Co-ordinators and Rapporteurs) from the Contracting Parties.

11. Contracting Parties should indicate the extent to which the nominated candidates would be willing to stand for alternative positions in the event that they are not selected as per their first choice. The number of candidates nominated by each Contracting Party will be limited to a maximum of four.

12. Annex 1 contains a list of desirable qualifications and experience of the Country Group Officers, and a summary of their duties. Contracting Parties are encouraged to take that information into account when considering nominations.

13. All written nominations, received by the Secretariat, not later than one month prior to the organizational meeting will be circulated to all contracting parties ahead of the organizational meeting.

### **III.3. Selection of Other Officers**

14. During the Organizational Meeting, following the allocation of the Contracting Parties into Country Groups, the Country Groups will meet separately and decide within the Country Group on the nominations for Chairpersons, Vice-Chairperson, Rapporteur and Co-ordinator from within that Country Group.

15. Country Groups should decide by consensus from the nominations, submitted one month ahead of the organizational meeting, for each of the four positions.

16. The consensus decision should consider to the extent practicable, geographical distribution and gender diversity. The suggested number of selected officers per Contracting party should in general not exceed two.

17. In the unlikely event that there are no nominations for a post, the post shall remain vacant and shall be reported as being vacant to the plenary.

18. The remaining un-appointed nominations shall be placed on a separate reserve lists applicable to each of the 4 posts (Chairperson, Vice-Chairperson, Co-ordinator and Rapporteur). The reserve lists shall be coordinated and managed by the Secretariat. Candidates will be allocated to the reserve lists based on the nominations made as per Paragraph 11 above.

19. On return to Plenary the nominated officers (including vacancies) will be rotated starting with the nominated chairpersons, then vice- chairpersons, Co-ordinators and finally rapporteurs. The rotation in each case will be effected by the President drawing a random number not exceeding the number of Country Groups less one (1).

20. Following the rotation of appointed officers, each Country Group shall be reviewed in turn starting with Country Group 1, to identify existing vacancies.

21. Where a vacancy exists, this vacancy shall be filled by the President drawing a random number representing the names of the remaining un-appointed nominations on the reserve list for the respective

role.

22. The vacancies will be filled in the following order of priority –

- (a) Chairpersons,
- (b) Vice-Chairpersons
- (c) Co-ordinators
- (d) Rapporteurs

23. In the event that a nominee is from the Country Group in question, said nominee is ineligible for consideration in the case of that vacancy.

24. In the case where there is a vacancy and no further eligible nominations exist on the reserve list for a particular position, then additional nominations may be called for from the Contracting Parties during the plenary.

25. The additional nominations received will be used to reconstitute the reserve list for said position.

### **III.4. Additional Considerations**

26. . Following the Organizational Meeting, a workshop of incoming and outgoing officers shall be held to describe the Review Meeting process in detail, including key documents, and to share experience and lessons learned. The National Contacts, as described in Annex 1, shall be invited to participate, if they consider it appropriate, in this meeting.

## **IV. Structure of Review Meeting**

27. Review Meetings are expected to have a duration of two weeks. During the meeting, Contracting Parties will meet in pre-assigned Country Groups in order to review National Reports in detail. In addition to these Country Group sessions, there will be plenary sessions, and depending on the need, other meetings of various types.

### **IV.1. Opening Plenary Session**

28. At a short opening session in plenary, procedural matters will be addressed. National statements, if any, will be accepted in writing only.

### **IV.2. Closing Plenary Session**

29. (a) One day prior to the closing plenary session of the Review Meeting, the Rapporteur for each Country Group will make available to all Contracting Parties a Rapporteur's written report that takes account of the views expressed in the discussion on each National Report in that group, includes Good Practices, Areas of Good Performance, Suggestions, Challenges (see Annex 2) and points of agreement and disagreement, and summarizes the overarching issues identified by that Country Group;

(b) In the closing plenary session of the Review Meeting:

- i. for each Country Group in turn, the relevant group Rapporteur will make a brief and concise oral report that summarizes the overarching issues identified by the group and draws out these issues for discussion in the plenary session;
- ii. each Contracting Party will have an opportunity to respond to the questions raised and/or comments made on its National Report;

- iii. there will be an opportunity for all Contracting Parties to comment on any National Report and on the Rapporteurs' written and oral reports;
- iv. there will be a thorough and candid discussion of the overarching issues identified in the Country Group Rapporteurs' written and oral reports; this should be followed by a discussion of the status of world-wide safety of spent fuel management and world-wide safety of radioactive waste management;
- v. suggestions concerning changes to any of the Convention's documents or procedures will be discussed;
- vi. the date for the following Review Meeting, and the related schedule of deadlines, will be discussed and agreed;
- vii. the meeting summary report will be discussed and approved by consensus of the Contracting Parties; and
- viii. the President's report will be tabled.

30. Contracting Parties should note that the closing plenary session has an uncertain duration. It can continue well past the normal time at which meetings end, due to the need for consensus on the meeting summary report. Delegates are therefore advised to avoid travel commitments on the final day of a Review Meeting.

### **IV.3. Intermediate Plenary Sessions**

31. Plenary sessions may be held at the call of the President at any time during a Review Meeting.

### **IV.4. Country Group Sessions**

32. These sessions will be conducted in the manner described in Sections VI and VII.

### **IV.5. Open-ended Working Group Sessions**

33. Contracting Parties in plenary session can decide to create one or more open-ended working groups to meet during a Review Meeting. As the name suggests, any Contracting Party can attend any meeting of an open-ended working group. The tasks assigned to the group should be documented. The purpose of such groups is to allow discussion and resolution of procedural and other issues relevant to the functioning of the Convention prior to their consideration by a plenary session. Open-ended working group sessions should be scheduled so as to not conflict with plenary sessions and Country Group sessions.

## **V. Assignment of the Contracting Parties to Country Groups**

34. The mechanism for establishing Country Groups is herein set out::

- (a) The membership of Country Groups should not be such as to represent particular geographical areas;
- (b) the number of groups for a particular Review Meeting will be decided at the corresponding Organizational Meeting, taking into account the number of the Contracting Parties;
- (c) in order to achieve sufficient breadth of experience to promote both effective and efficient discussion, each group should contain approximately equal numbers of the Contracting Parties with experience of the management of spent fuel and radioactive waste associated with nuclear power plants;
- (d) the means adopted for ensuring this is to rank Contracting Parties by the number of their

nuclear power reactors that have achieved criticality, including those that are being decommissioned and those that have completed decommissioning in accordance with the definition in the Convention, and within that, alphabetically in English. These Contracting Parties shall be categorized as “Power Reactor Contracting Parties”. The “Power Reactor Contracting Parties” shall then be subcategorized into “Power Reactor Group A” and “Power Reactor Group B”. The “Power Reactor Group A” subcategory shall consist of the first half of the ranked “Power Reactor Contracting Parties”, i.e., half of the “Power Reactor Contracting Parties” that have the highest number of nuclear reactors. The “Power Reactor Group B” subcategory shall consist of the second half of the ranked “Power Reactor Contracting Parties”, i.e., half of the “Power Reactor Contracting Parties” that have the lowest number of nuclear reactors. Where the number of “Power Reactor Contracting Parties” is odd, the “Power Reactor Group A” subcategory shall contain one more Contracting Party than the “Power Reactor Group B” subcategory. The “Power Reactor Group A” Contracting Parties will be randomly assigned into Country Groups starting with the first row of Country Group 1, moving left to right, and then the second row of Country Group 1, moving left to right, continuing to work through all the “Power Reactor Group A” Contracting Parties until exhausted. The process will then continue but with the “Power Reactor Group B” subcategory. To be randomly assigned, all Contracting Party country names in the category that is being assigned shall be placed in a hat and drawn at random, until exhausted, by the President. Assigned country names will not be returned to the hat.

- (e) Contracting Parties that do not have nuclear power reactors, but that have research reactors that have achieved criticality including those that are being decommissioned and those that have completed decommissioning in accordance with the definition in the Convention shall be categorized as “Research Reactor Contracting Parties”. The distribution of “Research Reactor Contracting Parties” shall be made on an alphabetical basis, continuing the process from where it stopped for the Contracting Parties referred to in paragraph 34 (d). This should start with a randomly selected letter and then the use of the first letter of each Contracting party’s country name, spelt in English.
- (f) All other Contracting Parties shall be categorized as “All other Contracting Parties”. The distribution of “All other Contracting Parties” shall be made on an alphabetical basis, continuing the process from where it stopped for the Contracting Parties referred to in paragraph 34(e). This should start with a randomly selected letter and then the use of the first letter of each Contracting Party’s country name, spelt in English.

35. States or regional organizations of an integration or other nature which ratify the Convention after an Organizational Meeting but at least 90 days before the associated Review Meeting are obliged to join in the review process with other Contracting Parties. Such Contracting Parties should be added to existing Country Groups in sequential order of date of ratification, continuing the process from where it stopped under para. 34 (e).

36. Under the terms of Article 40(2), States or regional organizations of an integration or other nature which ratify later than 90 days before the date fixed for a Review Meeting (late ratifiers) will not become Contracting Parties until after that Review Meeting has begun. However they may, upon a consensus decision of the Contracting Parties, participate at the Review Meeting. To facilitate such participation, the President of the Review Meeting shall circulate to all Contracting Parties the proposal for the late ratifier to participate and seek their views thereon. If no Contracting Party objects, the late ratifier may be granted full participation rights in the Review Meeting. National Reports produced by late ratifiers will be distributed as soon as possible by the Secretariat to all Contracting Parties. Such Contracting Parties should be added to existing Country Groups in sequential order of date of ratification, continuing

the process from where it stopped under para. 34 (e).

37. Table 2 shows the process of such an allocation to Country Groups if there were eight groups and Table 3 shows an example.

## **VI. The Country Group Review Process**

38. As provided for in Article 30(3) of the Convention, each Contracting Party shall have a reasonable opportunity to discuss the National Reports of any other Contracting Party. In the period up to three months before each Review Meeting, all Contracting Parties may submit questions and/or comments on individual National Reports. These questions and/or comments and the responses to them should be distributed to all Contracting Parties (see Section IX).

39. In order to facilitate the review process, Contracting Parties attending a Review Meeting are assigned to Country Groups (see Section V). The purpose of the Country Group sessions is to review together the National Reports submitted by the Contracting Parties that are members of the Country Group. In order to attain the objectives of the Convention, this review should be thorough and conducted by the Contracting Parties who are Country Group members in a constructive manner and should promote robust and candid discussions in order to identify Good Practices, Areas of Good Performance, Suggestions, Challenges and other issues that may be an overarching issue that is important to improving the safety of radioactive waste and spent fuel management.

40. Country group sessions should be scheduled so as to not conflict with plenary sessions.

41. While any Contracting Party may attend any Country Group session, and participate in the peer review as resources permit, Contracting Parties are encouraged to provide the Secretariat at the latest two weeks before each Review Meeting with a list of which Country Group sessions they intend to attend, in order to allow the Secretariat to make the appropriate meeting space and logistical arrangements. A Contracting Party is expected to participate in all reviews carried out by the Country Group of which it is a member.

42. Attendance of country group sessions by Contracting Parties who are not members of the country group is voluntary. During discussions in the country group questions, comments or other interventions from country group members will be given priority. Time permitting, questions, comments or other interventions from Contracting Parties who are not members of the country group will be considered.

43. Contracting Parties should provide a leading role for their regulatory bodies in their delegations attending Country Group sessions.

44. Each Country Group shall allow an appropriate amount of time, not exceeding four hours, for the presentation and discussion of each National Report and the finalisation of the rapporteur's daily report on the session. The total time available for group sessions will have been decided at the Organizational Meeting.

45. A major objective of the review session should be to identify any Good Practices, Areas of Good Performance, Suggestions, Challenges or other issues that may be an overarching issue that should be highlighted as important to improving safety. The time allocation for each part of a Country Group session is set out in para. 61(d). The Country Group Rapporteur should present to the participants a draft session report that summarizes the National Presentation and the related discussions. The Rapporteur should then finalize the draft session report based upon the agreement of the Country Group members. This report should identify Good Practices, Areas of Good Performance, Suggestions, Challenges, and other important issues including areas of agreement and disagreement.

46. The Rapporteurs' session reports should be provided to the Review Meeting President and to the Secretariat within half a day of the end of the relevant Country Group session to facilitate preparation of the overall Review Meeting summary report.

47. This process should be repeated for each National Report.
48. The Country Group members should discuss and agree on the content of the written report to be presented to the Contracting Parties by the Country Group's Rapporteur. In general, the written report should be a consolidation of the various session reports for that Country Group plus a summary of the overarching issues identified by the Country Group.
49. The Secretariat will store the Rapporteurs' session report confidentially. During the meeting of officers immediately preceding the start of the next Review Meeting, a copy of the session report for each Contracting Party will be given to all officers of the Country Group.

## **VII. Duties of a Contracting Party as a Member of a Country Group**

50. Article 33 of the Convention requires Contracting Parties to attend meetings of the Parties. Attendance at Review Meetings is therefore obligatory. The purpose of Review Meetings is to review National Reports. This review is carried out in Country Groups. It therefore follows that an important obligation on each Contracting Party is to participate fully in its Country Group.
51. Each Contracting Party thus has two sets of duties, one being to undergo a review by Contracting Parties, and the other being to review the reports of other members of the Country Group to which it has been assigned.
52. As a member of a Country Group, a Contracting Party should:
  - (a) study in detail the National Reports of all other members of its group;
  - (b) inform other Contracting Parties in the Country Group, both directly through the identified National Contacts, and through the relevant group Co-ordinator, of any questions and comments arising from its review of the National Reports; and
  - (c) during Country Group sessions, participate in an in-depth discussion of the National Report of each member of the group.
53. In relation to undergoing a review by other Contracting Parties, a Contracting Party should:
  - (a) prepare a detailed report as required by Article 32 of the Convention;
  - (b) provide answers to the written questions and comments of other Contracting Parties on its National Report;
  - (c) prepare and provide to its Country Group during the Review Meeting a presentation based on its National Report and the ensuing questions and comments;
  - (d) provide a copy of the presentation to the Country Group Chair by noon the day before the presentation is scheduled, so that it may be distributed to the Country Group officers and Country Group members before the close of business; and
  - (e) arrive in the Country Group meeting room 15 minutes before the presentation to review logistics with the Country Group Chair.

## **VIII. Guidance to Officers on how to Conduct a Country Group Session**

54. The objective of the sessions of a Country Group during a Review Meeting of the Joint Convention is to review the National Reports submitted by the Contracting Parties that are members of the Country Group. As stated in para. 39, this review should be comprehensive, constructive, and open. The officers for each Country Group play a crucial role in determining how well the Country Group achieves this

objective.

55. The officers of a Country Group are the Chairperson, the Vice-Chairperson, the Co-ordinator, and the Rapporteur. These will all have been selected at the Organizational Meeting held before the Review Meeting.

56. During the interim period between the Organizational Meeting and the Review Meeting, the National Reports will have been distributed, and written questions, comments, and responses generated. The Co-ordinator receives National Reports, questions, comments and answers for his/her Country Group, and will produce an analysis of the material and identify any trends before the start of the Review Meeting. Before the start of the review meeting,

- (a) the Co-ordinator will produce a Co-ordinator's report that contains a summary and an analysis of this information, as well as an identification of any trends.
- (b) a copy of the Co-ordinator's report, specific to the country group, will be sent, confidentially, to the other officers and all Contracting Parties who are members of the Country Group. At the end of the Review Meeting, the Secretariat will upload the Co-ordinator's report for each Country Group on the Joint Convention secure website.

57. Each Country Group officer should become familiar with the National Reports from Contracting Parties that are members of the Country Group, and the Co-ordinator's report, before arriving for the Review Meeting.

58. Review Meeting officers should convene, together with the Secretariat staff members who will be participating in the Review Meeting, for two days immediately preceding the start of the Review Meeting. On the first of these two days, agreement should be reached on subjects such as the structure and content of the Rapporteurs' session reports, the timing of sessions, how the General Committee will interact with Country Groups, the format of Rapporteurs' written and oral reports to the closing plenary session, etc. The second day should be devoted to separate meetings of each set of Country Group officers, together with the Secretariat member who will be assisting the group. During these meetings, each group of officers should discuss the Co-ordinator's analysis in some detail, since this analysis identifies and summarizes the questions and comments on each Convention article, and the main issues emerging from those. The officers will also receive copies of the Rapporteurs' written reports from the previous Review Meeting, for the Contracting Parties that are in the Country Group. These written reports should be studied for any item on which follow-up was recommended. The officers should also discuss their intended method of operation during the Review Meeting.

59. In preparing for a Country Group session, the Chairperson of the country group should prepare an abbreviated version of the Co-ordinator's report, listing individual points under each of the reporting headings. Prior to the start of the Country Group session, the group's officers should each have a copy of this abbreviated listing.

60. During the presentation and subsequent discussion in the Country Group, the officers should use the abbreviated listing as a checklist for items to be discussed. If any item has not been mentioned, the Chairperson should make a point of raising it before closing the session. If necessary, the Chairperson should proactively encourage each member of the Country Group to participate in the discussion, especially of difficult items. By following this systematic approach, the Chairperson can ensure that the Country Group deals comprehensively with each National Report and presentation, and by use of teamwork, the workload involved can be distributed in a reasonable way between the officers of the Country Group.

61. The essence of the recommended approach is:

- (a) thorough preparation by the Chairperson, so that the Chairperson is familiar with the issues that are likely to be relevant, in advance of the Country Group session. The Co-ordinator's report is the obvious starting point for the detailed preparation;



- (b) that all officers of the Country Group should also be familiar with the issues so that they can be effective team members during the Country Group sessions;
- (c) that officers should remember that they have a duty to encourage a full discussion and optimum dialogue after each national presentation;
- (d) that the Chairperson should manage the time available for considering each National Report to ensure the Country Group optimizes the time for discussion within the allowed time period for the session and to promote a robust and candid discussion in order to identify Good Practices, Areas of Good Performance Suggestions, Challenges and other issues that are important to improving the safety of radioactive waste and spent fuel management. The available time for the review session is up to one-quarter for the presentation, one-third for the preparation of and agreement on the Rapporteur's session report, and the remainder for discussion including an overview of written questions and answers; and
- (e) that officers should be available to assist the Rapporteurs, as needed, in the preparation of the session report from each Country Group, and the Rapporteurs written and oral reports to plenary. In order to achieve this, the Chairperson should be alert to the possible need to allow the Rapporteur to leave the session temporarily to write up a particularly complex or controversial part of the report while it is still fresh in the Rapporteur's mind. In such instances, it is suggested that the Vice-Chairperson temporarily assumes the role of the Rapporteur.

## **IX. Distribution of National Reports and Subsequent Actions**

62. Not later than seven months before each Review Meeting, each Contracting Party should submit its National Report under Article 32 of the Convention to the Secretariat of the Review Meeting, for circulation to all Contracting Parties and to the observers invited under Article 33(2) of the Convention. The National Report should be submitted electronically, to the Joint Convention secure web site, as a single PDF format file. The submission of hard copies of national reports is discouraged.

63. States or regional organizations of an integration or other nature which ratify the Convention after an Organizational Meeting but at least 90 days before the associated Review Meeting are required to submit as soon as possible, and in any event not later than 90 days before the Review Meeting, a National Report under Article 32 of the Convention and are entitled to receive the National Reports of other Contracting Parties.

64. Each Contracting Party should then review the National Reports of the Contracting Parties in their Country Group in detail, and the National Reports of other Contracting Parties to the extent desired.

65. Questions and comments on a National Report of a Contracting Party should be submitted electronically on the Joint Convention secure website at least three months before each Review Meeting, unless otherwise decided by the Contracting Parties.

66. The Contracting Party receiving questions and comments on their National Report should submit responses thereto electronically on the Joint Convention secure website not later than one month before a Review Meeting, unless otherwise decided by the Contracting Parties. In this way each Contracting Party will be aware of all the issues raised and the associated responses on each National Report before the Review Meeting.

67. The submission of National Reports, questions or comments on National Reports, as well as responses to questions and comment on National Reports on the Joint Convention secure website should be undertaken by the National Contact for the Contracting Party concerned. Contracting Parties may elect to use batch uploading when appropriate. The Contracting Party's National Contact is responsible to ensure that questions posed on National Reports of other contracting parties and responses to

questions posed or comments raised on their National Reports are complete and uploaded in a timely manner.

68. If a Contracting Party submits questions and comments late in the process (in light of the dates agreed for such submissions), those questions and comments should not be entertained unless the recipient Contracting Party and relevant Country Group Chairperson agree.

69. The Secretariat will make publicly available each National Report, as uploaded to the Joint Convention secure website, within 90 days after the Review Meeting unless the Contracting Party concerned notifies the Secretariat otherwise.

## **X. Summary Report**

70. As provided for in Article 34 of the Convention, a summary report is required to be published at the end of each Review Meeting. The President should prepare this and submit it to the closing plenary session for adoption by consensus by the Contracting Parties. The summary report is for public distribution and should be concise and clear. It should summarize major issues, possibly by combining significant points made in the Rapporteurs' written and oral reports that summarized the Country Group discussions. It should not identify any particular Contracting Party by name except as specified below; but should highlight the overarching issues identified by the Contracting Parties. It should also make recommendations as appropriate for the future. The summary report will identify any Contracting Parties that did not submit National Reports or attend the Review Meeting. The President should also prepare a "President's Report". This should summarize the main findings of the meeting and contain other information useful to the Secretariat such as appropriate logistical comments or suggestions, details of any modifications to supporting documents approved by the Review Meeting, and other similar material. This report should be presented to the Contracting Parties for consideration; but is not intended to be a public document.

Table 1: Time Chart \*

Organizational Meeting	Deadline for Submission of National Reports	Deadline for Submission of Questions and Comments	Deadline for Submission of Answers	Deadline for Notification of Participation in Country Groups	Officers' Meeting	Start of Review Meeting
- 12 months	- 7 months	- 3 months	- 1 month	- 2 weeks	- 2 days	0 day
Rule 11.1. in the Rules of Procedure and Financial Rules	Rule 38 in the Rules of Procedure and Financial Rules	Paras. 38 & 65 of the Guidelines Regarding the Review Process	Paras. 53 (c) & 65 of the Guidelines Regarding the Review Process	Para 41 of the Guidelines Regarding the Review Process	Para 58 of the Guidelines Regarding the Review Process	Article 30 of the Convention

\* The time shown in this chart are approximate. The exact deadlines and timing of events will be determined in accordance with the Convention, the relevant rules and guidelines, as well as any relevant practice.

**Table 2: Country Group Allocation Process**

CG 1	CG 2	CG 3	CG 4	CG 5	CG 6	CG 7	CG 8
x	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x
x	x	x	x	x	x	x	x
x	x	x	x	x	x	x	o
o	o	o	o	o	o	o	o
o	o	o	o	o	o	o	o
o	o	o	o	o	Δ	Δ	Δ
Δ	Δ	Δ	Δ	Δ	Δ	Δ	Δ
Δ	Δ	Δ	Δ	Δ	Δ	Δ	Δ
Δ	Δ	Δ	Δ	Δ	Δ	Δ	Δ
Δ	Δ	Δ					

x: Power Reactors Group A – half of the Power Reactor Contracting Parties (highest numbers of nuclear reactors) [randomly assigned]

x: Power Reactors Group B – half of the Power Reactor Contracting Parties (lowest numbers of nuclear reactors) [randomly assigned]

o: Research Reactor Contracting Parties alphabetically assigned starting with a random letter

Δ: All other Contracting Parties alphabetically assigned starting with a random letter

**Table 3: Country Group Allocation Example**

CG 1	CG 2	CG 3	CG 4	CG 5	CG 6	CG 7	CG 8
United Kingdom	Slovakia	Sweden	China	Germany	Belgium	Ukraine	Czech Republic
United States of America	France	Korea, Republic of	Canada	Russian Federation	Spain	Bulgaria	Japan
Netherlands	Armenia	Switzerland	United Arab Emirates	Finland	Slovenia	Italy	South Africa
Hungary	Mexico	Kazakhstan	Romania	Brazil	Argentina	Lithuania	Jordan
Latvia	Morocco	Nigeria	Norway	Peru	Poland	Portugal	Serbia
Thailand	Uruguay	Uzbekistan	Vietnam	Australia	Austria	Belarus	Chile
Denmark	Georgia	Ghana	Greece	Indonesia	Kyrgyzstan	Lesotho	Luxembourg
Madagascar	Malta	Mauritania	Mauritius	Montenegro	Niger	North Macedonia	Oman
Paraguay	Republic of Moldova	Saudi Arabia	Senegal	Tajikistan	Albania	Benin	Bolivia
Bosnia & Herzegovina	Botswana	Croatia	Cuba	Cyprus	Eritrea	Estonia	EURATOM
Gabon	Iceland	Ireland					

Footnote: This table is provided only for illustrative purposes. It does not reflect the latest status of Contracting Parties.

## **ANNEX 1**

### **Duties and Qualifications of Officers for a Review Meeting of the Joint Convention**

#### **I. Background**

As a result of experience at the First Review Meeting of the Contracting Parties held from 3–14 November 2003, the following guidelines were developed which reflect the duties and qualifications of officers of a Review Meeting. The list, although not exclusive, identifies the major duties and essential qualifications of these officers.

#### **II. Duties of Officers**

##### **II.1. President**

- (a) To preside over plenary sessions of the Review Meeting;
- (b) To preside over meetings of the General Committee;
- (c) To generally direct and oversee the review process, and the functioning of the Review Meeting;
- (d) To represent the Review Meeting to the media as appropriate;
- (e) To prepare a draft summary report of the Review Meeting and a President's report on the Review Meeting; and
- (f) To direct the business of the General Committee in the period after the Review Meeting until the following Organizational Meeting.

##### **II.2. Vice-President**

- (a) To act as the President of the Review Meeting, if necessary;
- (b) To participate in meetings of the General Committee;
- (c) To assist the President, as appropriate; and
- (d) To chair meetings of open-ended groups established by the plenary sessions if so decided by the Contracting Parties at the plenary session.

### **II.3. Country Group Chair**

- (a) To chair and generally manage the meetings of a Country Group;
- (b) To promote and stimulate discussion of relevant issues in the Country Group meeting;
- (c) To study the National Reports of his/her Country Group, in advance of their presentation;
- (d) To be familiar with the main issues arising from the questions and answers on each of the National Reports to be considered in his/her Country Group;
- (e) To support the Rapporteur in the preparation of the Rapporteur's reports;
- (f) To participate in meetings of the General Committee;
- (g) To implement in his/her Country Group the decisions of the General Committee; and
- (h) To report to the General Committee on the progress in the Country Group and on any organizational issues arising in connection therewith.

### **II.4. Country Vice-Chair**

- (a) To act as the Country Group Chair, if necessary;
- (b) To support the Rapporteur in the preparation of the Rapporteur's reports; and
- (c) To act as Rapporteur if necessary during Country Group discussion, for example to allow the Rapporteur to leave the Country Group temporarily in order to capture promptly in written form the outcome of complex discussions or in the absence, otherwise, of the Rapporteur.

### **II.5. Rapporteur**

- (a) To be familiar with the National Reports to be presented in his/her Country Group and the relevant Co-ordinator's report;
- (b) To record the essentials of the discussion of each of the National Reports in his/her Country Group sessions;
- (c) To identify topics and issues that are agreed by the Country Group to be Good Practices, Areas of Good Performance, Suggestions and Challenges;
- (d) To highlight topics and issues that may be identified by the Country Group as overarching issues;
- (e) To identify topics and issues that are agreed by the Country Group to be areas where follow-up at a subsequent Review Meeting would be desirable;
- (f) To produce a draft session report after each national presentation, summarizing the above items;
- (g) To revise the draft session report after discussions in the Country Group and to provide the resulting session report to the Review Meeting President and to the Secretariat within one half day of the close of the session;
- (h) To produce and present to the Contracting Parties, a written report that consolidates the session reports for each National Report presented in the Country Group, and represents a summary of the discussions that took place in the Country Group during the Review Meeting including the conclusions, as well as a summary of the overarching issues identified by the Country

Group and to present an oral report in the plenary that summarizes the overarching issues; and

- (i) To produce the above reports in accordance with the format, timing, and other details as directed by the General Committee.

## **II.6. Co-ordinator**

- (a) To undertake follow-up with the National Contacts for his/her Country Group, to monitor that Contracting Parties in his/her Country Group adhere to prescribed timetables and agreed formats for submission of National Reports posting of questions and comments and posting of responses to questions and comments received.
- (b) To review National Reports, questions, comments and answers related to Contracting Parties in his/ her Country Group.
- (c) To develop a Co-ordinator's report that contains a summary and an analysis of National Reports, questions, comments and answers for his/her Country Group, as well as an identification of any trends.
- (d) The Co-ordinator's report is intended to aid discussions during the Country Group sessions. As such it needs to be provided before the start of the Review Meeting.

## **II.7. National Contacts**

National Contacts will be nominated by each Contracting Party and will be expected:

- (a) To have access to and regularly monitor the Joint Convention secure website, together with the right to upload national documents, questions, and answers;
- (b) To ensure that questions posed on National Reports of other contracting parties and responses to questions posed or comments raised on their National Reports are complete and uploaded in a timely manner.
- (c) To facilitate progress on issues related to the Convention in their own Contracting Party;
- (d) To act as contact for the Country Group Co-ordinator prior to each Review Meeting; and
- (e) To consider participating in the one-day meeting of incoming and outgoing Officers of the Joint Convention.

## **III. Qualifications of Officers**

### **Note**

In general, it is desirable that a candidate for an officer position has experience in the Convention, and especially in a previous Review Meeting of the Convention, although such experience need not have been as an officer.

### **III.1. President**

- (a) Have experience in chairing large international meetings;
- (b) Be available for:
  - (i) the Organizational Meeting in advance of the Review Meeting,



- (ii) the duration of the Review Meeting, and
- (iii) occasional meetings during a period of three years after the Review Meeting;
- (c) Be knowledgeable, either first hand or by being well briefed, on the Joint Convention and its processes, and on some of the major current issues in the safety of spent fuel and radioactive waste management; and
- (d) Be skilled at facilitating consensus.

### **III.2. Vice-President**

- (a) Same qualifications as in item III.1 for President.

### **III.3. Country Group Chair**

- (a) Have a demonstrated aptitude for encouraging the discussion of issues;
- (b) Have a good command of the English language;
- (c) Be a good communicator;
- (d) Be available for the duration of the Review Meeting; and
- (e) Have no vested interests, either personal or national, in countries in his/her Country Group.

### **III.4. Country Group Vice-Chair**

- (a) Same qualifications as in item III.3 for Country Group Chair.

### **III.5. Rapporteur**

- (a) Be able to summarize in writing succinctly and rapidly;
- (b) Have a good command of the English language;
- (c) Be available for the duration of the Review Meeting;
- (d) Have no vested interests, either personal or national, in countries in his/her Country Group; and
- (e) Have knowledge of spent fuel management and radioactive waste management issues.

### **III.6. Co-ordinator**

- (a) Be able to extract, from a large volume of documentation, key issues that should be discussed at his/her Country Group sessions, and to advise his/her Country Group Chairperson accordingly in advance of the Review Meeting;
- (b) Be available for extensive work periods for some months before the Review Meeting;
- (c) Have knowledge of spent fuel management and radioactive waste management issues;
- (d) Be familiar with electronic database manipulation; and
- (e) Have access and ability to download and upload files on the Internet.

### **III.7. National Contacts**

It is desirable that National Contacts possess the following qualities:

- (a) Be available for contact and work between the Review Meetings;
- (b) Have a knowledge of spent fuel and radioactive waste safety issues;
- (c) Be familiar with electronic database management; and
- (d) Have good English-language skills.

## **ANNEX 2**

### **Common Understanding of the Terms “Good Practice”, “Area of Good Performance”, “Suggestion”, and “Challenge”**

#### **I. Good Practice**

A Good Practice is a new or revised practice, policy or program that makes a significant contribution to the safety of radioactive waste and spent fuel management. A Good Practice is one that has been tried and proven by at least one Contracting Party but has not been widely implemented by other Contracting Parties; and is applicable to other Contracting Parties with similar programs.

#### **II. Area of Good Performance**

An Area of Good Performance is a new or enhanced practice, policy or programme for a Contracting Party that is recognized as an improvement of safety and is being implemented. An Area of Good Performance is a significant accomplishment for that Contracting Party, although it may have been undertaken by other Contracting Parties.

#### **III. Suggestion**

A Suggestion refers to an area for improvement. It is an action needed to improve the implementation of the obligations of the Convention.

#### **IV. Challenge**

A Challenge is a difficult issue for the Contracting Party. It may be a demanding undertaking (beyond day-to-day activities); or a weakness that needs to be remediated.

## Information Circular

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# J Joint Convention on the Safety of Spent Fuel Management and on the Safety of Radioactive Waste Management

## **Guidelines regarding the Form and Structure of National Reports**

1. The “Guidelines regarding the Form and Structure of National Reports” adopted at the Preparatory Meeting of the Contracting Parties to the Joint Convention held from 10 to 12 December 2001 were modified at –
  - (i) the Second Review Meeting of the Contracting Parties held from 15 to 24 May 2006,
  - (ii) the Fourth Review Meeting of the Contracting Parties held from 14 to 23 May 2012,
  - (iii) the Second Extraordinary Meeting of the Contracting Parties held from 12 to 13 May 2014, and
  - (iv) the Seventh Review Meeting of the Contracting Parties held from 27 June to 8 July 2022.
2. The modified “Guidelines regarding the Form and Structure of National Reports” are set forth in the Attachment hereto.

# Joint Convention on the Safety of Spent Fuel Management and on the Safety of Radioactive Waste Management

## Guidelines regarding the Form and Structure of National Reports

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Joint Convention on the Safety of Spent Fuel Management and on the Safety of Radioactive Waste Management

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## I. Introduction

1. These guidelines, established by the Contracting Parties under Article 29 of the Convention, are intended to be read in conjunction with the text of the Convention. Their purpose is to provide guidance to the Contracting Parties on material that should be included in the National Reports required by Article 32 and thereby to facilitate the most efficient review of the implementation by the Contracting Parties of their obligations under the Convention.

## II. General

2. The basic concept of the Convention is the obligation of the Contracting Parties to apply widely recognized principles and tools for high-quality safety management and to submit National Reports on the implementation of these principles and tools to peer reviews with international participation. In accordance with Article 1 of the Convention, the National Reports should illustrate how the objectives of the Convention, especially a high level of safety in spent fuel and radioactive waste management, have been achieved.

3. The following matters should be taken into account in preparing reports:

- (a) each Contracting Party may submit a report of length and structure it believes necessary in order to describe the measures taken to implement its obligations under the Convention;
- (b) the need for effective and efficient review and to aid comparison, makes it desirable that reports be of a similar structure and format. Guidance on the recommended structure and format is provided in Section III;
- (c) a flexible approach can be adopted to the writing of reports, provided that the report strikes a balance between being sufficiently comprehensive to permit genuine evaluation of the extent of implementation of each obligation and being sufficiently concise to make both writing and reviewing the report practicable;
- (d) the first report may need to include more comprehensive information on the Contracting Party's spent fuel and radioactive waste management policy and practices than subsequent reports. Some of the information in the first report can be updated or supplemented as necessary for subsequent Review Meetings, instead of being repeated;
- (e) the National Report of a Contracting Party at subsequent meetings should contain updated information on matters covered in the first report, noting significant changes in applicable national laws, regulations and practices. It should also address safety issues which have been identified in the Contracting Party's previous report or which have arisen since the completion of the previous report. In particular, it should address progress in safety analysis and improvement programmes. Finally, it should respond to any recommendations adopted at plenary sessions of the previous Review Meeting of the Contracting Parties; and
- (f) information on plans, methods, procedures etc. relating to spent fuel and radioactive waste management can be provided in a generic manner; however, a significant safety issue encountered in a particular situation or in respect of a particular facility should be described in a specific manner.

4. Each report should, as appropriate:

- (a) address all aspects of the obligations under the Convention;

- (b) combine the article-by-article approach, following the subject matters of the Convention, with general sections, paying due regard to the concept of safety as a whole;
  - (c) clearly distinguish between requirements laid down in national regulations (formal compliance) and the status of the implementation of these requirements (factual compliance);
  - (d) avoid duplication both within the report and between the report and reports prepared for previous Review Meetings under this Convention;
  - (e) discuss the safety of spent fuel management and of radioactive waste management through the presentation of aggregated data and generic analyses showing overall trends of safety significance and - where appropriate - illustrated by the specific discussion of particular safety-related issues encountered at individual facilities;
  - (f) include other official national reports and reports on national and international reviews requested by the Contracting Party as annexes; and
  - (g) highlight the significant changes from the previous national report.
5. National Reports should focus on describing by which specific measures the Contracting Party is implementing which specific article of the Convention; therefore, except for the general sections all information contained in National Reports should be explicitly connected to a specific Convention article.
6. Although the practice of supplementing National Reports with a number of annexed documents is encouraged, the main body of the National Report itself should contain all key elements of information needed to assess in what way the Contracting Party concerned is trying to attain Convention objectives.
7. The ratio between the length of a National Report and the amount of data supplied in annexes should not exceed a limit beyond which the transparency of the information provided could be compromised; a report/annexes ratio of roughly 1/3 would seem recommendable in this respect.
8. The number of pages of a National Report should not exceed a reasonable amount.
9. Contracting Parties are encouraged to report in Système International (SI) units.
10. Each National Report should include an overview matrix to be used by the Rapporteur during the Country Group review. The format and definitions having been agreed on by the Contracting Parties.

### **III. Suggested Form and Structure of the National Report**

11. It is suggested that National Reports follow the structure set out below. For each of the sections identified in the following paragraphs, the relevant articles of the Convention are listed, and suggestions are made regarding some of the issues which may be addressed. In each section, the following information should be provided, as appropriate:
- (a) a statement on the implementation of each article, including a description of the situation addressed in the section and the results achieved;
  - (b) plans and measures needed for corrective actions, with an indication of any necessary international cooperation, as required;
  - (c) explanations of terms used in the report, such as those associated with waste classification schemes; and
  - (d) references to annexes or other material, as appropriate.
12. To determine the precise obligations, reference should be made to the text of the Convention for

every article referred to in each section.

13. The IAEA Safety Standards, in particular Safety Fundamentals and Requirements, provide a basis for what constitutes a high level of safety and are objective, transparent and technologically neutral, which gives valuable guidance on how to meet the obligations of the Convention. Reference to the IAEA Safety Fundamentals and Requirements could be made when reporting on the obligations under the Convention.

## **Section A. Introduction**

14. This section should consist of general introductory remarks, a survey of the main safety issues and main themes of the report and references to any matters not covered elsewhere in the report that the Contracting Party wishes to raise.

## **Section B. Policies and Practices**

15. This section covers the obligations under **Article 32 (Reporting), paragraph 1.**

16. It should include a statement outlining the national policy for spent fuel management and a description of national practices pertaining to spent fuel management, together with a statement outlining the national policy for radioactive waste management and a description of national practices pertaining to radioactive waste management. It should also specify the criteria used to define and categorize radioactive waste.

## **Section C. Scope of Application**

17. This section covers the obligations under **Article 3 (Scope of application).**

18. In this section, the position of the Contracting Party as regards the following matters should be stated clearly:

- (a) whether the Contracting Party has declared reprocessing to be part of spent fuel management, pursuant to Article 3(1);
- (b) whether any waste that contains only naturally occurring radioactive material and does not originate from the nuclear fuel cycle has been declared as radioactive waste for the purposes of the Convention, pursuant to Article 3(2), and, if so, where this radioactive waste appears in the inventory; and
- (c) whether any spent fuel or radioactive waste within military or defence programmes has been declared as spent fuel or radioactive waste for the purposes of the Convention, pursuant to Article 3(3).

## **Section D. Inventories and Lists**

19. This section covers the obligations under **Article 32 (Reporting), paragraph 2.**

20. Contracting Parties are encouraged to use clearly defined waste categories when reporting inventories.



## **Section E. Legislative and Regulatory System**

21. This section covers the obligations under the following articles:

**Article 18. Implementing measures**

**Article 19. Legislative and regulatory framework**

**Article 20. Regulatory body**

22. This section should summarize the legislative and regulatory system, including the national safety requirements, the licensing system, the inspection, assessment and enforcement process and the allocation of responsibilities for the safety of spent fuel management and radioactive waste management; the means by which the effective independence of the regulatory functions from those of spent fuel management and radioactive waste management is ensured; and the actions to improve the transparency in regulatory activities and communication with the public. It should also describe the considerations taken into account in deciding whether to regulate radioactive materials as radioactive waste. In the first report, this section should be as comprehensive as possible - to be amended as necessary in subsequent reports.

## **Section F. Other General Safety Provisions**

23. This section covers the obligations under the following articles:

**Article 21. Responsibility of the licence holder**

**Article 22. Human and financial resources**

**Article 23. Quality assurance**

**Article 24. Operational radiation protection**

**Article 25. Emergency preparedness**

**Article 26. Decommissioning**

24. This section should describe the steps taken to implement the obligations regarding general safety provisions set out in this group of articles. It should also describe how the obligations are addressed at the national level and, as appropriate, at the facility level.

## **Section G. Safety of Spent Fuel Management**

25. This section covers the obligations under the following articles:

**Article 4. General safety requirements**

**Article 5. Existing facilities**

**Article 6. Siting of proposed facilities**

**Article 7. Design and construction of facilities**

**Article 8. Assessment of safety of facilities**

## **Article 9. Operation of facilities**

## **Article 10. Disposal of spent fuel**

26. This section should give a comprehensive description of the steps taken to protect individuals, society and the environment against radiological hazards associated with spent fuel management. These steps should be described for existing facilities, for proposed facilities and for facilities being brought into operation. The section should concentrate on how the obligations under each article are being addressed. It should be noted that the obligations apply to the management of spent fuel from nuclear power plants and research reactors. Where criteria have been applied in assessing the level of safety or the need for safety improvements, Contracting Parties are encouraged to report those criteria.

## **Section H. Safety of Radioactive Waste Management**

27. This section covers the obligations under the following articles:

### **Article 11. General safety requirements**

### **Article 12. Existing facilities and past practices**

### **Article 13. Siting of proposed facilities**

### **Article 14. Design and construction of facilities**

### **Article 15. Assessment of safety of facilities**

### **Article 16. Operation of facilities**

### **Article 17. Institutional measures after closure**

28. This section should give a comprehensive description of the steps taken to protect individuals, society and the environment against radiological and other hazards associated with radioactive waste management. These steps should be described for existing facilities and past practices, for proposed facilities, for facilities being brought into operation and for disposal facilities that have been closed. The section should concentrate on how the obligations under each relevant article are being addressed. Where criteria have been applied in assessing the level of safety or the need for interventions or safety improvements, Contracting Parties are encouraged to report those criteria.

## **Section I. Transboundary Movement**

29. This section covers the obligations under **Article 27 (Transboundary movement)**.

30. Contracting Parties are encouraged to report here on their experiences concerning transboundary movements.

## **Section J. Disused Sealed Sources**

31. This section covers the obligations under **Article 28 (Disused sealed sources)**.

32. This section should give a comprehensive description of the legislative and regulatory system governing the management of disused sealed sources, including the following issues:

- status of disused sealed sources within the framework of its national legislation;
- national strategy for the management of disused sealed sources, including the legal responsibilities, of manufacturers, suppliers, owners and users of sealed sources for their end-

of-life management;

— for Contracting Parties in which suppliers of sealed sources are or were located:

- the framework concerning the re-entry of disused sealed sources into its territory for return to a manufacturer qualified to receive and possess the disused sealed sources; and
- the retrieval approach, if any, of sealed sources considered as having a national origin from a foreign state.

## **Section K. General Efforts to Improve Safety**

33. This section provides an opportunity to give a summary of safety issues of concern identified earlier and of planned future actions to address those issues, including, where appropriate, measures of international co-operation.

34. This section should also summarize

- (a) measures taken to address Suggestions and Challenges identified at previous Review Meetings; and
- (b) strong features in its current practices, possible areas for improvement, major Challenges that the Contracting Party has identified for itself and how the Contracting Party plans to address these issues.

35. This section should:

- for those countries hosting, having hosted, or planning to host international peer review missions and follow-up missions, include a description of policies, plans and schedules for such peer review missions;
- include the measures taken by the Contracting Party to voluntarily make public the reports on their international peer review missions.

36. This section should include information on the actions taken to enhance openness and transparency in the implementation of the obligations under the Convention.

## **Section L. Annexes to the National Report**

37. The following may be included as annexes to the National Reports:

- (a) List of spent fuel management facilities;
- (b) List of radioactive waste management facilities;
- (c) List of nuclear facilities in the process of being decommissioned;
- (d) Inventory of spent fuel;
- (e) Inventory of radioactive waste;
- (f) References to national laws, regulations, requirements, guides, etc.;
- (g) References to official national and international reports related to safety;
- (h) References to reports on international review missions performed at the request of a Contracting Party; and
- (i) Other relevant material.

## **ANNEX**

### **Guidelines regarding the Form and Structure of National Reports: Practices regarding Publicly Available Information**

- (1) The Secretariat will make publicly available each national report, as uploaded to the Joint Convention secure website, within 90 days after the Review Meeting unless the Contracting Party concerned notifies the Secretariat otherwise.
- (2) To achieve greater transparency in the review process for interested parties, before the Review Meeting, Contracting Parties are encouraged to implement, on a voluntary basis, the following practices:
  - (a) Make public their national reports under Article 32 of the Convention or summaries thereof,
  - (b) Make public the questions and comments received from other Contracting Parties during the review process including the responses to these questions and comments, or summaries thereof, without naming the Contracting Parties that submitted the questions or comments.
- (3) National Reports of the Contracting Parties may also serve as an information source for other purposes, if they are made public by the Contracting Parties. They provide comprehensive information on the safety of spent fuel management and on the safety of radioactive waste management in the State concerned in a clearly arranged manner. Many countries use them for the training of personnel.

# **Annex 3 of Summary Report of the Seventh Review Meeting**

JC/RM7/TS/01/Rev1

## **Summary of Topical Session, 4 July 2022**

### **Stakeholder engagement relating to management of radioactive wastes from decommissioning and legacy sites**

During the second week of the Review meeting, a topical session took place on 4 July 2022, to discuss stakeholder engagement relating to management of radioactive wastes from decommissioning. Ms Mina Golshan, Vice-President, served as Chairperson for the session.

During the session, eight Contracting Parties made presentations which represented stakeholder engagement related to decommissioning and clean-up of the full range of the nuclear lifecycle from mining through to geological disposal. The Contracting Parties making presentations and the titles of their presentations were:

**Argentina: Stakeholder engagement in Malargüe mining site**

This presentation discussed the history of uranium mining within Argentina and the approaches that have been deployed to address clean up and return to public use. Approaches to stakeholder engagement were highlighted.

**Australia: The Australian experience in stakeholder engagement in decommissioning and legacy radioactive waste**

This presentation reflected on the stakeholder engagement programmes for the Little Forest Legacy Site, decommissioning of the National Medical Cyclotron and the Moata reactor and the work with local communities in and around the Maralinga weapons test site. Consideration was also given to the guidance developed within Australia.

**Canada: Canada's Port Hope Area Initiative**

This presentation highlighted the work known as the Port Hope Area Initiative which focuses on the remediation of land in and around the community that was affected by uranium mining and processing from the 1930's to the 1980's.. Remediation progress and the significant stakeholder engagement activities were demonstrated.

**France: France's experience regarding stakeholder engagement relating to radioactive waste management**

This presentation shared the existing tools used within France for stakeholder engagement across a range of nuclear topics. This included the public debate on the fifth National radioactive waste management plan including the next steps. This example shows how contributions from stakeholders were actually included in the decision-making process and in the plan itself. Lessons learned were discussed and a look ahead to upcoming engagements on national policy and new power plant construction.

#### Germany: Stakeholder engagement at BGZ storage sites for radioactive waste

This session introduced the work of BGZ Gesellschaft für Zwischenlagerung mbH, its ways of engaging in storage site communication and the relevant stakeholders at the storage sites and how BGZ interacts. A best practice example of the transport of 6 CASTOR casks to Biblis in 2020 was shared which highlighted the value of their approach to stakeholder engagement.

#### South Africa: Stakeholder engagement relating to management of radioactive waste from decommissioning and legacy facilities

The presentation shared an overview of South African nuclear infrastructure and a summary of their fuel cycle activities. Legislation relevant to current activities was shared. Decommissioning and remediation of legacy sites and ownerless and derelict mines were used to demonstrate the challenge. The presentation included stakeholder engagement and communication strategy alongside public information, surveys, and challenges.

#### United Kingdom: United Kingdom geological disposal facility siting process: Community engagement

This presentation discussed the lessons learned from previous geological disposal processes and how this has informed the latest approach. The current position of the geological disposal facility programme was shared, and the fourth community partnerships was announced. Benefits of hosting a repository alongside the approach to community engagement and priorities were shown.

#### United States of America: An overview of stakeholder engagement in the US Department of Energy's Office of Environmental Management.

The Department of Energy Environmental Management mission and why engagement is a key to success were discussed. Some successful examples were provided. A number of engagement groups and their areas of interest were illustrated including citizen advisory boards and tribal interactions, consortium for risk evaluation with stakeholder participation, Energy Facility Contractors Group and international partners.

#### Key themes that emerged during the presentations and discussion included:

- Clear understanding of stakeholders, openness, transparency and understanding the role of each player were key components of all of the presentation. A primary aspect of stakeholder engagement is listening and understanding often diverse views, working together to form trusting relationships and addressing concerns of the local community.
- The importance of public engagement and creating a sense of ownership in transforming a remediated site into a place for the community.
- The importance of engaging with the local communities including the indigenous peoples not just to present but also to show that the remediated facility presents no danger to health following its clean up. The importance of the role of an independent regulatory body in instilling confidence through provision of advice and authoritative and transparent information was emphasized.

- The extensive work undertaken to identify and characterize contaminated areas in urban setting was noted. The work with the community, in particular homeowners, to clean up contamination successfully while minimizing disturbance to day-to-day lives was highlighted as key to success.
- The importance of a systematic approach to engagement derived from the legal framework to implement national policy was detailed with examples relating to decommissioning and national energy policy.
- The effective use of stakeholder mapping and undertaking surveys, recognizing the specific needs of wide-ranging stakeholders was emphasized, noting the importance of tailored engagement and use of digital media to reach a broad spectrum of the community. A particular attention in stakeholder engagement was given to those groups with neutral views on nuclear activities.
- Learning the lessons from less successful projects to ensure success in the future was a key aspect. This involved explaining the benefits of constructing a deep geological repository to the community including the creation of jobs and skills as well as provision of community support such as education, health services and infrastructure investment, maximum social value is key to all engagements.

The importance of engagement with the public and other significant interested parties such as local government and local businesses was emphasized. Developing and adopting a systematic framework enables sound decision making. Learning lessons from the past has an important part to play for future successes.

All presentations emphasized the importance of open and transparent engagement with the public and importance of understanding the role of all organizations involved in the process.