

Information Circular

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Guidelines regarding the Review Process under the Convention on Nuclear Safety

I. Introduction

1. These Guidelines, established by the Contracting Parties pursuant to Article 22 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 the process for reviewing National Reports submitted in accordance with Article 5 of the Convention and thereby to facilitate the efficient review of implementation by the Contracting Parties of their obligations under the Convention.
2. Taking into consideration Article 10 of the Convention, the regulatory body should involve other organizations that are engaged in activities directly related to nuclear installations so that they can participate in the review process according to their respective responsibility. Such organizations, in particular, the licence holders or the operating organizations, should be invited to contribute to the production of the National Reports and to attend the Review Meetings.
3. The aim of the review process should be to achieve a thorough examination of National Reports submitted in accordance with Article 5 of the Convention, so that Contracting Parties can learn from each other's solutions to common and individual nuclear safety problems and, above all, contribute to improving nuclear safety worldwide through a constructive exchange of views. For this purpose, Contracting Parties are expected to write their National Reports as a process of self-assessment of the implementation of the obligations under the Convention that focuses on the Challenges to be addressed and the follow-up actions taken since the last Review Meeting.

II. Background

4. Recognizing that reviews of National Reports at periodic meetings pursuant to Article 20 of the Convention could be accomplished more efficiently through the establishment of sub-groups, the Contracting Parties considered two possible approaches:
 - a. 'Horizontal' division - Each group would discuss a limited subject area. Each delegation would have a representative in each subject group (leading to groups with the total number

of Contracting Parties as members). Each group would discuss the parts of each National Report which were relevant to the subject area of the group; and

- b. 'Vertical' division - Contracting Parties would be divided into Country Groups, each including up to seven or eight Contracting Parties with nuclear installations. Each group would consider in detail the National Report of each member of that group, discussing all the subject areas covered by the National Reports.
5. At the first Review Meeting, the Contracting Parties decided that the 'vertical' approach should provide the basis of review for conducting Review Meetings.
6. Dividing the Contracting Parties into Country Groups is intended:
- A. to ensure that all National Reports are reviewed in detail and in their entirety, reflecting the concept of "safety as a whole";
 - B. to enable all Contracting Parties, in accordance with Article 20.3 of the Convention, to seek clarification of and comment on the National Reports of all others, both by submitting written questions and comments before Review Meetings and by speaking in the Country Groups sessions and at plenary sessions of the Review Meetings;
 - C. to increase the closeness of international co-operation in dealing with nuclear safety issues and to improve the quality of review;
 - D. to enable Contracting Parties without nuclear installations to play a full part in the review process;
 - E. to streamline the review process by avoiding duplication of discussion of the same information on, for example, the regulatory system, in any one National Report;
 - F. to effectively manage resources by
 - a. enabling national assessors to focus in detail on a limited number of National Reports from their own group members (although they may study other National Reports to whatever depth they wish), and
 - b. minimizing the number of experts any Contracting Party has to include in its delegation for a Review Meeting; and
 - G. to provide for the efficient conduct of business at, and minimize the overall length of, the Review Meeting.

III. IAEA Generic Safety Observations Report

7. To contribute to the effectiveness of the review process and to prepare for common and significant issues to be dealt with in that process, the Contracting Parties may ask the IAEA Secretariat to prepare, in time for the Organizational Meeting of the next Review Meeting, a report presenting observations on significant issues related to the safety of nuclear installations based on all information available to the IAEA during the period since the last Organizational Meeting.

IV. Organizational Meeting and Nomination of Officers

8. Approximately nineteen months before each Review Meeting, an Organizational Meeting will be held to allocate Contracting Parties to Country Groups using the vertical approach, and to elect the

Review Meeting President and Vice-Presidents, and Country Group Chairpersons, Vice-Chairpersons, Rapporteurs and Coordinators (jointly referred to as the Officers) and assign them to the Country Groups so that no Officer is assigned to the Country Group of which his or her country is a member.

9. Country Groups should not be limited to particular geographical areas. In order to achieve sufficient breadth of experience to promote both effective and efficient discussion, each group should contain at least four Contracting Parties with operational nuclear installations. Annex III provides details on the method of determining the composition of Country Groups.

10. Contracting Parties are urged to submit to the Secretariat one month in advance of the Organizational Meeting nominations for candidates and alternates that they wish to be considered for election to the positions of President or Vice-Presidents of the Review Meeting, or Chairperson, Vice-Chairperson, Coordinator, or Rapporteur of a Country Group. Such persons should be chosen on the basis of, *inter alia*, expertise, impartiality and availability (ref. Annex II on Roles and Responsibilities). Where possible, it is recommended that at least one Officer in each Country Group has previous experience of serving as an Officer.

11. Following the Organizational Meeting, a one-day meeting of incoming and outgoing Officers shall be held to help prepare Officers new to, or returning to, the CNS review process. This meeting will be used to describe the Review Meeting process in detail, including key documents, and to help ensure the transfer of knowledge on the CNS, its processes and the role of Officers. The National Contacts shall also be invited to participate in this meeting.

12. The Organizational Meeting may suggest any topics that could warrant special attention by the Contracting Parties in preparing their upcoming National Reports and during the Country Group discussions.

V. Assignment to Country Groups of States Ratifying After an Organizational Meeting

13. States which ratify the Convention after an Organizational Meeting but at least 90 days before the Review Meeting should be enabled to join in the review process. Such Contracting Parties are required to submit, as soon as possible and in any event not later than 90 days before the Review Meeting, a National Report pursuant to Article 5 of the Convention and are entitled to receive the National Reports of others. They should be added to existing Country Groups in sequential order of date of ratification, starting with the group with the fewest members or, if all the groups have the same number of members, starting with Country Group 1.

14. Pursuant to the terms of Article 31.2 of the Convention, States which ratify later than 90 days before the date fixed for a Review Meeting will not become Contracting Parties until after that Review Meeting has begun. Although they do not have the rights of Contracting Parties, such late-ratifying States may be permitted to attend plenary sessions of the Review Meeting and to participate, as appropriate upon a consensus decision of the Contracting Parties, in discussions relating to the conduct of subsequent Review Meetings. If they produce a National Report, it should be distributed as soon as possible by the Secretariat, but it will not be considered at that Review Meeting.

VI. Participation in Country Groups

15. As provided for in Article 20.3 of the Convention, each Contracting Party shall have a reasonable opportunity to discuss the National Reports of all other Contracting Parties. In the period up to four months before a Review Meeting, all Contracting Parties accept their responsibility in

participating in the review of other National Reports. As a result of their review, they may submit written questions and comments on individual National Reports. These questions and comments shall be posted by the Contracting Party on to a secure and restricted database on the internet provided and operated by the Secretariat. If necessary, the questions and comments should also be submitted to the Country Group Coordinator. Using the secure and restricted database, these questions and comments are by this means distributed to all Contracting Parties (see Section IX).

16. In addition to the comments and questions on all National Reports, Contracting Parties are encouraged to document their review results on the National Reports of Contracting Parties from within their own Country Group. Contracting Parties should document these review results using the template provided in Annex IV. The review results should be posted to the secure and restricted database at the same time as any other comments or questions on the National Reports are posted.

17. The Rapporteur will produce an initial draft Country Review Report for each National Report of the Country Group members. This initial draft Country Review Report will be made available for comments to the Country Group members. Rapporteurs in preparing the draft Country Review Report should take into account the comments and questions received for that National Report and the review results of the members of the Country Group. In addition, the Rapporteur should provide the Contracting Party in question the opportunity to comment on the initial draft.

18. The Country Review Report should be based on a template, developed and agreed upon at the Officers Meeting referred to in Part X. The template could, for example, seek to gather information and views on:

- a. the objective comments on the general quality of the National Report as a process of self-assessment of the implementation of the obligations of the Convention;
- b. whether the National Report is in compliance with the topics defined in the INFCIRC 572 or those requested following the Organizational Meeting;
- c. the level of transparency of the National Report;
- d. the identification of Suggestions for improvements and future Challenges; and,
- e. any peer review conclusions and recommendations.

19. The draft Country Review Report should be uploaded to the secure and restricted database two weeks ahead of the Review Meeting. After the Review Meeting, the draft Country Review Report will be replaced by the final and agreed Country Review Report as agreed by the Country Group.

20. In order to ensure the efficient and effective review of National Reports, access to the sessions of a Country Group at a Review Meeting will be open to:

- a. the members of that Country Group as full participants;
- b. representatives of Contracting Parties which have been allocated to other Country Groups and which have, in accordance with the first paragraph of this Section, previously submitted substantive written questions or comments on the National Report of a Contracting Party allocated to that Country Group, such representatives having the right to participate throughout the Country Group's discussions on that National Report; and
- c. representatives of any other Contracting Party, such representatives having the right to observe, without the right to participate, in the Country Group sessions.

21. The delegations of the Contracting Parties in Country Group sessions should be led by their regulatory body, with participation of utility representatives and other organizations engaged in activities directly related to safety of nuclear installations as appropriate.
22. The review in each Country Group should begin with a short presentation by the particular Contracting Party whose National Report is to be reviewed and should ideally address the following elements: changes in the national programme since the last Review Meeting; action on Challenges from the previous Review Meeting; current Challenges; significant events since the last Review Meeting; best practices and efforts; and any selected topics for the Review Meeting, which will be related to broad issues, such as those included in the summary of the National Report that have emerged or are affecting many nuclear programmes. However, new Contracting Parties should not be constrained, but rather be encouraged in their presentations to provide a thorough and complete overview of their approaches to meet the obligations of the Convention.
23. The Contracting Party will then respond to the substantive written questions and comments submitted to the secure and restricted database, or to the Country Group Coordinator, if necessary, regardless of whether the questions or comments were submitted by members of that Country Group or by other interested Contracting Parties.
24. There will then be a discussion period on the National Report and on all the questions and comments that have been submitted. For this discussion the draft Country Review Report developed ahead of the Review Meeting is to be considered and finalized by the Country Group. The members of the Country Group will begin discussions on each group of issues. In the context of these discussions, other Contracting Parties which have demonstrated an interest in the issues may then discuss and seek further clarification of responses to their specific written questions and comments.
25. Finally, the Country Group members should, as full participants, discuss and agree on the Country Review Report. Other Contracting Parties referred to in paragraph 20 (b) above may be present and may participate in the discussion of the Country Review Report with respect to questions or comments they have submitted. Final agreement on the Country Review Report shall be reserved for full participants of the Country Group. The Country Review Report must provide a balanced summary of the views expressed in the discussion on the National Report in question, should include points of agreement and disagreement, should identify Good Practices and Challenges as well as highlighting any areas of concern and should list the main themes/topics identified for discussion at the final plenary session.
26. Follow-up of earlier Challenges and Suggestions and related implementation of remedial actions taken since the previous Review Meeting, as described under paragraph 30 of the Guidelines regarding National Reports under the Convention on Nuclear Safety, should be clearly documented in the Country Review Report.
27. The Chairperson, Vice-Chairperson and Rapporteur, following discussion with the Country Group members, will finalize, on the basis of the Country Review Report, the Rapporteur's Report to be presented at a plenary session of the Review Meeting by the Country Group's Rapporteur.

VII. Composition of Country Groups at Successive Meetings

28. If it is decided to maintain the 'vertical' approach at successive Review Meetings, it would be desirable to vary the membership of the Country Groups at such successive meetings. Such periodical changes in group membership would enable Contracting Parties to acquire in-depth knowledge of a wide range of different approaches to regulation, design, siting and operation and of problems and associated solutions. Over time, this could contribute to an increasingly constructive review process.

Such changes in group membership will occur from one Review Meeting to the next through the allocation of Contracting Parties into Country Groups, according to the method set out in Annex III.

VIII. Activities of Each Contracting Party as a Member of a Country Group

29. Each Contracting Party, as a member of a Country Group, should:

- a. read and consider all National Reports and, in particular, study in detail the National Reports of all other members of its group;
- b. post any substantive questions and comments on to the secure and restricted database, or if necessary, through the relevant Country Group Coordinator, arising from its review of the National Reports;
- c. post any substantial general comments on the quality and contents of the report, on progress made on previous Challenges and Suggestions, and on proposals for Suggestions, Challenges and Good Practices, as well as general review conclusions on the secure and restricted database using the template provided in Annex IV;
- d. respond to the questions and comments posted by other Contracting Parties on its own National Report;
- e. receive from the secure and restricted database and, if necessary, from each Country Group Coordinator, including its own, a compilation of the questions and comments submitted on each National Report, including the given answers, so that before the Review Meeting each Contracting Party will be aware of all the issues raised on each National Report; and
- f. during Country Group sessions, consider and discuss in depth the National Report of each member of the group and agree on the Country Review Report.

IX. Documentation and Role of the Group Coordinators

30. Subject to Section V, at the latest seven and a half months before the Review Meeting, each Contracting Party shall submit its National Report pursuant to Article 5 of the Convention as a data file to the secure and restricted database for access to all Contracting Parties, and in a printed version to the Secretariat of the Review Meeting for documentation.

31. A time limit of four months before the Review Meeting is set for the receipt of questions and comments by the Contracting Parties, posted on to the secure and restricted database. Contracting Parties should make every effort to comply with this time limit, in the common interest of having an orderly and productive review process. After that time, the Country Group Coordinator will assure himself/herself that a compilation of all the questions raised and comments made on each National Report is available on the secure and restricted database.

32. By means of the secure and restricted database, all questions and comments are made available to all Contracting Parties and to all Officers of the Review Meeting. If necessary, the Coordinator will pass the compilation of the questions raised and the comments made to each Country Group member and to the other Country Group Coordinators, who will distribute it to their Country Group members.

33. In addition to compiling the written comments and questions, the Coordinator will objectively analyze the comments and questions and identify any trends in them in order to streamline the discussion and focus it on important topics. This analysis should be sent to the Contracting Parties

concerned, for clarification, before distribution. The Country Group Coordinator should provide the analysis of questions and comments to the Contracting Parties two months prior to the Review Meeting.

34. Written responses to all questions and comments should be made available by the Contracting Parties on the secure and restricted database and, if necessary, through the Country Group Coordinators, in the single designated language, at least one month before the start of the Review Meeting.

X. Officers Meeting

35. Not later than one and a half months before the Review Meeting, the Officers (see Rule 12.1 of The Rules of Procedure and Financial Rules) will meet to develop a consistent approach to the detailed review process, taking into account related decisions taken during the previous Review Meeting and any trends in the questions and comments of Contracting Parties on National Reports already received.

36. At this meeting, the Officers should agree on a template for the Country Review Reports, and upon the approach for the presentation of National Reports (see paragraph 22) giving an appropriate use of the time allocated to each Contracting Party. The aim of this approach would be to help ensure that the balance between the time spent giving an oral account of the content of the National Reports and time for questions and answers is appropriate and allows for robust peer review. The Officers should also agree upon the approach for reporting the Country Groups' findings at the main plenary session. The Secretariat will communicate this approach to all Contracting Parties. The Officers will meet again shortly before the Review Meeting to finalize these approaches, if necessary.

XI. Length of Review Meetings

37. The aim should be to minimize length while retaining effectiveness of the process and minimizing costs. A maximum of three weeks is suggested for the first Review Meeting. The subsequent Review Meetings could be shorter as it may not be necessary to review all areas to the same depth as at the first Review Meeting.

XII. Structure of Review Meetings and Conduct of Country Group Sessions

A. Opening Plenary Session

38. At a short, opening plenary session, procedural matters will be addressed and national statements will be accepted in writing only.

B. Country Groups' Sessions

39. Following the opening session, the Contracting Parties will split into Country Groups for the purpose of reviewing in depth the National Reports of others in the same group and resolving the issues raised in writing by any Contracting Party. It is envisaged that such Country Groups' sessions will occupy the remainder of the first week and part of the second week. Each Country Group should review its members' National Reports in a consistent and objective manner as a basis for assessing safety.

C. Final Plenary Session

40. At the final plenary session of the Review Meeting,
- a. Rapporteurs will make a presentation on the peer review findings of the Country Group, summarizing for each Contracting Party in turn the most important observations as documented in the Country Review Reports, including points of agreement and disagreement, Good Practices and Challenges and any areas of concern;
 - b. each Contracting Party will have an opportunity to respond to the comments made on its National Report; and
 - c. there will be an opportunity for other Contracting Parties to comment on National Reports and on the Rapporteurs' Reports.
41. Notwithstanding the confidentiality requirements of Article 27 of the Convention, journalists can be invited to attend the opening plenary session as well as the part of the final plenary session at which the final version of the Summary Report of the Review Meeting is adopted. Furthermore, the President, Vice-Presidents and the Country Group Chairpersons shall be available for a press conference to be organized at the end of each Review Meeting.

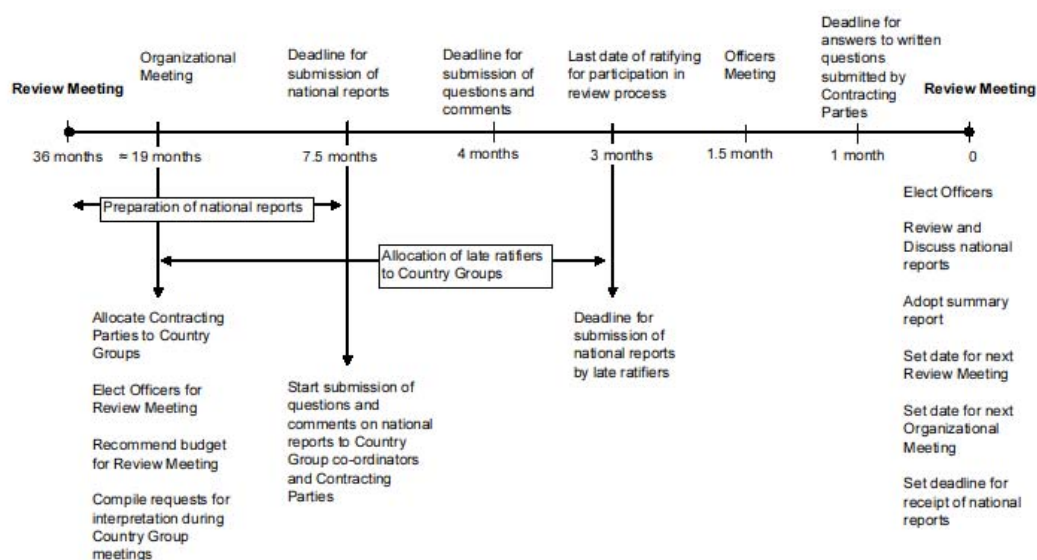
XIII. Retention and Availability of Reports

42. Taking into account the confidentiality obligations of Article 27 of the Convention, copies of the Country Review Reports, of the national presentations to the Country Group sessions and of the Rapporteurs' Reports shall be made available to all Contracting Parties via the secure and restricted database.
43. The Secretariat will make publicly available each National Report, as uploaded to the secure and restricted database, within 90 days after the Review Meeting unless the Contracting Party concerned notifies the Secretariat otherwise.
44. In order to assist in maintaining confidentiality, the Secretariat is requested to make use of whatever security measures it deems reasonable during the making, storing, and distribution of the copies of the records.

XIV. Summary Reports

45. The President, together with the Rapporteurs, should prepare a Summary Report and submit it at a plenary session for adoption by consensus by the Contracting Parties for publication at the end of the Review Meeting, as provided in Article 25 of the Convention. The Summary Report should be concise and clear. It should identify which Contracting Parties submitted National Reports (in accordance with Article 5 of the Convention) and those that presented their National Report during the Review Meeting. It should also summarize major issues (paragraph 30 of the Guidelines regarding National Reports under the Convention on Nuclear Safety), possibly by combining significant points made in the Country Review Reports. The Summary Report would not identify any particular Contracting Party by name, but it should point out any significant areas of concern and interest, highlight Good Practices and make recommendations for the future.

TABLE 1. TIME CHART



Editorial note: The data given in this Time Chart reflect the changes adopted by the Contracting Parties at the 4th Review Meeting held in Vienna from 14-25 April 2008. In any cases the text of the Guidelines prevails.

ANNEX I TO GUIDELINES REGARDING THE REVIEW PROCESS:

GOOD PRACTICES IN CONDUCTING COUNTRY GROUP SESSIONS

The following are some suggested approaches which may assist a more efficient and useful review of National Reports in Country Group sessions, based on “lessons learned” from successive Review Meetings held since 1999.

1. If a Contracting Party submits questions/comments after the 4 month deadline, those questions/comments will not be entertained unless the questioned State and Country Group Chairperson agree.
 2. Elected Officers of the Review Meeting (including Country Group Chairpersons, Vice-Chairpersons, Coordinators and Rapporteurs) should meet at least once prior to the opening of the Review Meeting to: develop a proposal for the structure of Country Review Reports, national presentations, Rapporteurs’ Reports and the final Summary Report, taking into account the structure used at the previous Review Meeting; resolve any pending issues; and agree on the most uniform and efficient means for conducting the review of National Reports.
 3. Questions/comments should be divided into subject matter topics by the Country Group Coordinator as early as possible to permit orderly Country Group discussions and preparation of the Rapporteurs’ and Summary Reports. This can be done through the secure and restricted database by sorting questions and comments by articles and sub-articles of the Convention.
 4. The Country Group Coordinator maybe called upon to assist the relevant Country Group discussions at the Review Meeting.
 5. The Country Review Report should be finalized at the end of the discussion in the Country Group on a National Report and should include the following information: summary of basic information on the Contracting Party and its nuclear programme; highlighted regulatory changes since the last Review Meeting; safety achievements since the last Review Meeting; planned measures to improve safety. The Country Review Report should further include: objective comments on the general quality of National Reports as a process of self-assessment of the implementation of the obligations of the Convention; compliance of the National Reports with the topics defined in the Guidelines regarding National Reports under the Convention on Nuclear Safety or requested by the Organizational Meeting; and transparency issues. The Country Review Report should identify Suggestions, Challenges, Good Practices, and review conclusions. The Country Review Report should also have a section discussing actions taken regarding Challenges, Suggestions and Good Practices identified during the previous Review Meetings. The Country Review Report should be presented, discussed and agreed by all members of the Country Group at the end of each day’s Country Group sessions, as a check that the Country Review Report reflects the important issues covered during the day.
- Challenges are identified (in many cases already by the Contracting Party under review) and documented by consensus of the Country Group. Suggestions and Good Practices are to be identified and documented by consensus of the Country Group.
6. The Country Review Report should be provided to the Review Meeting President at the earliest possible time to permit review and preparation of the overall Summary Report of the Review Meeting.

ANNEX II TO GUIDELINES REGARDING THE REVIEW PROCESS: ROLES AND RESPONSIBILITIES

PRESIDENT

Roles and Responsibilities:

The President is expected:

- A. To preside over plenary meetings;
- B. To generally direct and oversee the review process, and the functioning of the Review Meeting;
- C. To “supervise” other Officers;
- D. To represent the Review Meeting to the media as appropriate; and,
- E. To prepare a proposed Summary Report of the Review Meeting, and a President’s Report on the Review Meeting.

Qualifications:

It is desirable that the President possess the following qualifications:

- A. Have experience in chairing large international meetings;
- B. Be available for the duration of the Review Meeting;
- C. Be knowledgeable, either first hand or by being well-briefed, on the Convention on Nuclear Safety and its processes, and on some of the major current issues in the field of nuclear safety;
- D. Have good English-language skills; and,
- E. Be skilled at facilitating consensus.

VICE-PRESIDENTS

Roles and Responsibilities:

The Vice-President may be expected:

- A. To replace the President if and when necessary;
- B. To assist the President as appropriate; and,
- C. To chair meetings of the groups and committees, as may be requested by the President.

Qualifications:

It is desirable that the Vice-President possess the following qualifications:

- A. Have experience in chairing large international meetings;
- B. Be available for the duration of the Review Meeting;

- C. Be knowledgeable, either first hand or by being well-briefed, on the Convention on Nuclear Safety and its processes, and on some of the major current issues in the field of nuclear safety;
- D. Have good English-language skills; and,
- E. Be skilled at facilitating consensus.

COUNTRY GROUP CHAIRPERSONS

Roles and Responsibilities:

The Country Group Chairperson will be expected:

- A. To chair and generally manage the meetings of the Country Group;
- B. To participate in meetings of the Plenary;
- C. To implement in the Country Group the decisions of the Plenary;
- D. To report on progress in the Country Group and on any organizational issues arising;
- E. To study the National Reports of the Country Group, in advance of their presentation;
- F. To be familiar with the main issues arising from the questions for each of these National Reports;
- G. To stimulate discussion of these issues in the Country Group sessions; and,
- H. To support the Rapporteur in the preparation of the Country Review Reports and Rapporteur's Reports.

Qualifications:

It is desirable that the Country Group Chairperson possess the following qualifications:

- A. Have a demonstrated aptitude for encouraging the discussion of issues;
- B. Have good English-language skills;
- C. Be a good communicator;
- D. Be able to take guidance and direction from the President; and
- E. Be available for the duration of the Review Meeting.

COUNTRY GROUP VICE-CHAIRPERSONS

Roles and Responsibilities:

The Country Group Vice-Chairperson will be expected:

- A. To replace the Country Group Chairperson, in any of the duties of the chair, as needed; and,
- B. To support the Rapporteur in the preparation of the Rapporteur's Reports.

Qualifications:

It is desirable that the Country Group Vice-Chairperson possess the following qualifications:

- A. Have a demonstrated aptitude for encouraging the discussion of issues;
- B. Have good English-language skills;
- C. Be a good communicator;
- D. Have no vested interest, either personal or national, in countries in Country Group;
- E. Be able to take guidance and direction from the President; and,
- F. Be available for the duration of the Review Meeting.

RAPPORTEURS

Roles and Responsibilities:

The Rapporteur will be expected:

- A. To be familiar with the National Reports to be presented in the Country Group and the Coordinator's analysis;
- B. To generally note the discussion of each of these National Reports in the Country Group sessions;
- C. To highlight topics and issues that are agreed by the Country Group to be Good Practices;
- D. To highlight topics and issues that are agreed by the Country Group to be areas where follow-up at a subsequent Review Meeting would be desirable;
- E. To prepare before the Review Meeting a draft Country Review Report for each National Report of the Country Group members;
- F. To finalise the Country Review Reports after discussions in the Country Group;
- G. To produce and present to plenary a report that summarizes, on the basis of the Country Review Reports and in consultation with the Country Group Chair, the discussions that took place in the Country Group during the Review Meeting and their conclusions; and,
- H. To produce the above reports in accordance with the format, timing, and other details as directed by the President and/or the General Committee.

Qualifications:

It is desirable that the Rapporteur possess the following qualifications:

- A. Have good English-language skills;
- B. Be available for the duration of the Review Meeting;
- C. Have no vested interest, either personal or national, in countries in the Country Group;
- D. Have knowledge of internationally endorsed safety standards, regulatory practice, and nuclear safety issues (in order to be able to recognize important parts of the discussion);

- E. Be able to summarize in writing succinctly and rapidly;
- F. Be tactful; and
- G. Be willing to work extended hours during the Review Meeting.

COORDINATORS

Roles and Responsibilities:

The Coordinator will be expected:

- A. To sort all written questions and comments relating to National Reports of the Country Group into groups according to the Convention on Nuclear Safety's articles;
- B. To develop the major themes and issues arising from these questions and comments;
- C. To do the above with objectivity and in accordance with the prescribed timetables and in agreed formats to ensure consistency and to follow-up with National Contacts when they seem likely to miss deadlines; and,
- D. To provide the Country Group Officers with the above analysis so that they are well-informed of the issues before the start of the Country Group's discussions.

Qualifications:

It is desirable that the Coordinator possess the following qualifications:

- A. Be available for extensive work periods for some months before the Review Meeting;
- B. Have knowledge of nuclear safety issues;
- C. Be familiar with electronic database manipulation; and
- D. Have good English-language skills.

NATIONAL CONTACTS

Roles and Responsibilities

The National Contact will be nominated by each Contracting Party and will be expected:

- A. To have access to and regularly monitor the Convention secure and restricted database ("the Convention secure website"), together with the right to upload national documents, questions, and answers;
- B. To disseminate, nationally, information promulgated on the Convention secure website;
- C. To facilitate progress on issues related to the Convention in their own Member State;
- D. To act as contact for the Country Group Coordinator prior to each Review Meeting; and
- E. To be invited to participate in the one-day meeting of incoming and outgoing Officers of the Convention, ("Officers' turnover meeting").

Qualifications

It is desirable that the National Contact possess the following qualifications:

- A. Be available for contact between the Review Meetings;
- B. Have a knowledge of nuclear safety issues;
- C. Be familiar with electronic database management; and
- D. Have good English-language skills.

ANNEX III TO GUIDELINES REGARDING THE REVIEW PROCESS:

METHOD OF DETERMINING THE COMPOSITION OF COUNTRY GROUPS

1. Contracting Parties having nuclear installations shall be ranked by the number of nuclear installations expected to be in operation at the time of the Organizational Meeting, then in descending order by the number of nuclear installations closed and, finally, by the number of nuclear installations planned or under construction. Where these numbers are the same in each of these categories for ranking, listing of the Contracting Parties shall be done in alphabetical order.
2. The distribution between the Country Groups of those Contracting Parties which do not have nuclear installations shall be agreed by the Contracting Parties at the Organizational Meeting on an alphabetical basis, starting with a randomly selected letter and then use of the first letter of each Contracting Party's name, spelt in the English language.
3. The Contracting Parties shall be assigned to Country Groups using the following method. For illustration purposes, this method presumes that Contracting Parties have agreed to form six Country Groups.
 - All Contracting Parties with nuclear installations shall be ranked in accordance with paragraph 1 above.
 - The first six Contracting Parties so ranked shall be assigned to Country Groups 1, 2, 3, 4, 5 and 6 in that order.
 - The following six Contracting Parties so ranked shall be assigned to the six Country Groups by throwing lots.
 - All following Contracting Parties by groups of six shall be assigned using the same process of throwing lots until the list is exhausted.
 - Contracting Parties without nuclear installations shall be assigned to each Country Group in accordance with paragraph 2 above.

ANNEX IV PROPOSED TEMPLATE FOR GUIDANCE TO SUPPORT CONTRACTING PARTIES' REVIEW OF OTHER NATIONAL REPORTS

According to INFCIRC 571 paragraph [16] Contracting Parties may submit written questions and comments on individual National Reports. Together with the questions so submitted a broader comment on the general review results can strengthen the process.

- A. General comments on National Report as a process of self-assessment of the implementation of the obligations of the Convention.

Contracting Parties reviewing a National Report are invited to provide some general comments on the information provided in the report. For example: Did it cover the relevant information in order to understand how the obligations under the CNS are met? Did it provide sufficient detail on actions being taken to achieve continuous improvements to safety?

- B. Comments on progress made on previous Challenges and Suggestions identified at previous Review Meetings.

Contracting Parties reviewing a National Report are invited to provide views on the progress made in addressing the Challenges and Suggestions from previous Review Meetings in the National Report. For example: Are all the Challenges and Suggestions addressed by the report? Have the Challenges be met? Could more have been done to address them?

- C. Proposals of Good Practices, Challenges, Suggestions.

Contracting Parties reviewing a National Report are invited to provide proposals for Good Practices, Challenges and Suggestions for consideration in the Country Group discussions.

Definitions for Challenges, Suggestions and Good Practices are as follows:

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

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

A Good Practice is a new or revised practice, policy or program that makes a significant contribution to nuclear safety. 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.