

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,
 - (ix) the Seventh Review Meeting of the Contracting Parties held from 27 June to 8 July 2022, and
 - (x) the Fifth Extraordinary Meeting of the Contracting Parties held from 25 to 26 March 2024.
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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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 list 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, the 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 but not limited to key documents, identification of Good Practices 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) One day prior to the closing plenary session of the Review Meeting, the President will make available to all Contracting Parties a written report on the Good Practices recognized by the Country Groups, including the basis on which they were found by the Country Groups to meet all the elements of a Good Practice.

(c) 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. the President will make a brief and concise oral report to Contracting Parties that introduces the Good Practices recognized by the Country Groups and the basis on which they were found by the Country Groups to satisfy all the elements of a Good Practice;
- v. 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;
- vi. suggestions concerning changes to any of the Convention's documents or procedures will be discussed;
- vii. the date for the following Review Meeting, and the related schedule of deadlines, will be discussed and agreed;
- viii. the meeting summary report will be discussed and approved by consensus of the Contracting Parties; and
- ix. 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 Parties’ 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. 35.

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 of the outcome of the process.

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 bearing in mind the terms Suggestion, Area of Good Performance, and Good Practice, as described in Annex 2, and

considering their applicability to the practices, policies, and programs discussed in a Contracting Party's National Report;

- (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 application of the terms Good Practice and Area of Good Performance as described in Annex 2, the timing of sessions, how the General Committee will interact with Country Groups, how Country Group Chairs will report the Good Practices recognized by their respective Country Groups to the General Committee, how the General Committee will report to Contracting Parties at the closing plenary session on the Good Practices recognized by the 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. (a) 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.

(b) The Chairperson should also endeavor to facilitate robust and candid discussion in the Country Group regarding any proposed Good Practice, including (1) encouraging a candid and thorough discussion among the Country Group members regarding how a proposed Good Practice satisfies all the elements of a Good Practice, and (2) determining for each proposed Good Practice that there is support within the Country Group.

(c) 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 website, 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 comments 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 produce and make available to the Contracting Parties a written report that consolidates the Good Practices recognized in the Country Groups and identifies the basis on which they were found by the Country Groups to meet all the elements of a Good Practice, and to present an oral report in the closing plenary session that summarizes the written report;
- (d) To generally direct and oversee the review process, and the functioning of the Review Meeting;
- (e) To represent the Review Meeting to the media as appropriate;
- (f) To prepare a draft summary report of the Review Meeting and a President's report on the Review Meeting; and
- (g) 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, on the Good Practices recognized by the Country Group including the basis on which each one was found to satisfy all the elements of a Good Practice, and on any organizational issues arising in connection with the Country Group.

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 Areas of Good Performance, Suggestions and Challenges;
- (d) To identify practices, policies, and programs that are agreed by the Country Group to be Good Practices and the specific reasons that demonstrate how such practices, policies, and programs satisfy all of the elements of a Good Practice;
- (e) To highlight topics and issues that may be identified by the Country Group as overarching issues;
- (f) 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;
- (g) To produce a draft session report after each national presentation, summarizing the above items;
- (h) 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;
- (i) To produce and make available 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, any decisions reached by the Country Group including any Good Practices recognized by the Contracting Parties and the bases thereof, any conclusions, and 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

- (j) 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 program 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.