



INFORMATION SYSTEM ON OCCUPATIONAL EXPOSURE (ISOE)

**ISOE EXPERT AND/OR WORKING GROUPS  
NOMINATION PROCEDURES**

(JANUARY 2020)



## **ISOE EXPERT AND/OR WORKING GROUPS NOMINATION PROCEDURES**

### **1. Creation of an Expert and/or Working Group**

The ISOE Management Board may create Expert and/or Working Groups as may be required for the operation of ISOE. Technical Centres participate in such groups in an advisory capacity. The Joint Secretariat participates in such groups in a secretariat role, or in an advisory capacity.

### **2. Membership**

When new groups are agreed by the ISOE Management Board, the ISOE Joint Secretariat will send a call for nominations to members of the ISOE Management Board. ISOE Participants (nuclear licensees, national regulatory authorities, or their representatives) may nominate representative(s) to ISOE Expert and Working Groups. The nominations are compiled by the NEA Secretariat.

Only ISOE Management Board members can nominate non-ISOE-participant individuals from organisations under Technical Cooperation Agreement (TCA) to an Expert and/or Working Group. Such nominations will be forwarded by the Joint Secretariat to the ISOE Bureau, and to the Chair of the group for which the TCA participant has been nominated, along with the rationale as to why a TCA participant would bring value to the group. The ISOE Bureau and the group's Chair shall decide whether to accept such nominations. In the event a TCA participant volunteers for an Expert or Working Group, without nomination by an ISOE Management Board member, the ISOE Bureau and group's Chair shall review the TCA volunteer's justification for joining the group and shall decide whether they will add value to the group and whether to accept the volunteer.

Only an ISOE Management Board member can propose the participation of a non-ISOE-participant as an observer to Expert and Working Group meetings. This participation, and the level of involvement in the group's activities, is allowed at the discretion of the group's Chair, after consultation with the ISOE Bureau. In the event a group's Chair allows a non-ISOE participant to attend an Expert or Working Group as an observer, the group's Chair shall also define the duration of the observer's allowed attendance.

### **3. Leadership**

A Chair and Vice-Chair are elected by the members of Expert and/or Working Groups. Their nomination shall be endorsed by the ISOE Bureau on behalf of the ISOE Management Board before the individuals act in these roles.

The Chair and Vice-Chair should be representatives from an ISOE Participant (nuclear licensees and/or national regulatory authorities or their representatives). For Expert and Working Groups, it is acceptable for one or both of these positions to be filled by either nuclear licensees or national regulatory authorities or their representatives. Staff members from ISOE Technical Centres or the Joint Secretariat cannot serve as group Chair or Vice-Chair.

In exceptional circumstances, an ISOE TCA participant may fulfil the role of either the Chair or the Vice Chair of an ISOE Expert or Working Group, but in such case the other position must be filled by an ISOE Participant (nuclear licensee or regulatory authority or its representative).

If an ISOE TCA participant is identified by an Expert or Working Group as their choice for Chair or Vice Chair, then this nomination and its rationale must be provided to the ISOE Bureau. The Joint ISOE Secretariat shall assist the ISOE Bureau to consult with the National Coordinators and national regulatory authorities to determine if this nomination is acceptable. If appropriate, the ISOE Bureau shall accept the

nomination on behalf of the ISOE Management Board, and the Joint ISOE Secretariat shall inform Expert or Working Group members and update the associated records.

Observers to ISOE Expert and Working Groups cannot fulfil the role of Chair or Vice Chair of the group.

#### **4. Access to ISOE information**

If an ISOE TCA participant is accepted as a participant to an Expert and/or Working Group, then when accepting the nomination, the ISOE Bureau shall instruct the European Technical Centre to grant access rights to the ISOE data only as necessary for the ISOE TCA participant to perform the work linked to the Group.

Observers to Expert and Working Groups shall not be granted access to any ISOE data or information. When discussing Expert Group or Working Group business via correspondence outside of formal meetings that must involve the Observer, care shall be taken by the Joint Secretariat, Technical Centres, ISOE Management Board participants and TCA participants to not unnecessarily divulge ISOE data or information to the non-ISOE participant.