

## Purpose

The purpose of the Back-End Transport Committee (BET Committee) is to provide a forum to exchange information on back-end transportation topics and to discuss technical and operational challenges relevant to the transport of back-end fuel cycle radioactive material and are of particular importance to the WNTI membership.

The Back-End Transport Committee is concerned with a general theme:

The issues and challenges related to the back end of the nuclear fuel cycle, particularly transport and long term storage of spent fuel/transport of treatable material for beneficial re-use/recycling, transport of waste for final disposal, all with the potential to affect the transport in terms of safety requirements, costs, delays and any other aspects.

## Scope of the Committee

The scope of the Back-End Transport Committee is to discuss and explore the following aspects for the back end of the nuclear fuel cycle;

- To identify issues related to the back end of the nuclear fuel cycle which are of importance to WNTI members and need to be addressed to ensure the safe and efficient transport of radioactive materials.
- To develop consolidated industry positions to identified issues.
- To provide coordinated proposals and comments to the regulatory bodies, international organisations and/or other stakeholders involved in the workplan, at all stages of the preparation of the regulations and other associated documents.
- To develop and maintain publications such as Good Practice Guides, WNTI Standards, Fact Sheets and Information Papers related to the back end of fuel cycle transport.
- To act as a forum for sharing experiences, issues and incidents so that the industry can learn from each other.
- To keep the Committee updated on relevant information issued by intergovernmental agencies or related bodies.

## Roles and Responsibilities

### Chair

The Chair leads the Committee and is responsible for ensuring that the group remains focused, inclusive, and productive. Key responsibilities include:

- Lead the development of the Committee Work Plan in collaboration with the WNTI Secretariat.
- Guide the Committee towards delivering the Committee works plan, including chairing meetings in a fair, inclusive, and efficient manner.
- Encourage balanced participation from all members.
- Collaborate with the WNTI secretariat to set meeting agendas.
- Lead discussions toward consensus or structured decision-making, ensuring decisions are clearly recorded and communicated.
- Serve as the spokesperson for the Committee when required.
- Monitor progress against timelines and deliverables, holding members accountable for their commitments and follow-up actions

### WNTI Secretariat

The WNTI secretariat provides administrative support and acts as the main point of coordination. Key responsibilities include:

- Organise meetings in consultation with the Committee Chair and its members.
- Take minutes or meeting notes, accurately capturing attendance, key discussion points, decisions made, and actions assigned and deadlines
- Act as the central point of contact for members, distributing communications from the Chair or leadership to members.
- Arrange meeting venues, virtual meeting links, or technical support and coordinate access to any resources, tools, or data needed by the Committee
- Ensure the group's work adheres to the Terms of Reference and relevant deadlines.
- Assist with the preparation and submission of reports or recommendations.

## Committee Member

Members contribute their expertise, perspectives, and time to support the mission of the Committee. Key responsibilities include:

- Active Participation including attending meetings regularly and contribute constructively to discussions and delivery of the plan.
- Bring relevant knowledge and experience to inform discussions and recommendations.
- Work cooperatively and respectfully with other members, listening actively and considering diverse viewpoints.
- Take on specific responsibilities or actions between meetings, such as drafting sections of report.
- Encourage participation from less experienced individual's, who will benefit from the technical exposure of a WNTI Committee

## Membership

The Committee is comprised of experts from the WNTI Members, WNTI staff, and external consultants as necessary, who have regulatory skills, knowledge, experience and understanding of the relevant regulations.

The Committee works collectively and collaboratively to respectfully address issues raised both internally and externally (i.e. regulatory bodies).

Membership of the Committee is open to all WNTI Members. WNTI Members are invited to nominate representatives who have a specific interest or who wish to contribute to the activities of the committee or the Task Groups established by the Committee.

The WNTI Secretary is responsible for establishing, maintaining and updating the membership list.

The Committee Chair(s) will be appointed by the WNTI CEO. All members may put their name, or propose the names of other interested members, forward to be consideration for the role of Chair. In appointing the Chair(s), the WNTI CEO will take due consideration of the wishes of members.

The Committee Chair(s) is appointed for a two -year term. The Chair(s) can be reappointed for other two -year terms, if deemed appropriate by the WNTI CEO.

The Committee Secretary is appointed by the WNTI CEO, from the WNTI Secretariat.

## Meetings

### **Meeting Agenda**

The Committee meeting agendas are prepared by the Chair and Secretary. Prior to the Committee meeting the Chair/secretary will draft a meeting agenda and circulate this to the meeting participants at least one week prior to the meeting. The agenda should include any papers/documents/links, etc, needed for the meeting.

### **Meeting minutes**

Minutes of each meeting are prepared by the Chair and secretary. Minutes may be substituted by audio recording and/or automatic text recording, but must accurately capture attendance, key discussion points, decisions made, and actions assigned and deadlines.

The list of actions from the previous meeting should be reviewed by the Committee at every meeting.

Any decisions made by the Committee that may determine the WNTI position on a policy will be presented to the WNTI CEO for approval.

Minutes, including attachments, are sent by the Committee Secretary to all Committee members, no later than sixty working days following each meeting.

### **Frequency of meetings**

The Committee will meet semi-annually (either in person or virtually) to ensure that the objectives of the Committee are being met. It is intended that much of the work of the Committee will be completed outside of the meetings. Updates of work done and progress on actions should be regularly shared with all the Committee members.

### **Attendance at Committee meetings**

All the members of the Committee are expected to participate at the Committee meetings. Where this is not possible those Committee members should submit comments to the Chair prior to the meeting.

The Committee members can share agendas, minutes, meeting information, and ongoing Committee, with colleagues in their organisation so that they can gather views and input to support their contribution.

Unless explicitly agreed by the WNTI CEO, individual Committee member costs incurred for Committee participation will be borne by that member's organisation.

### **Attendance and participation in international organisations meetings**

Any participation required by the Committee members at international organizations' meeting and conferences (IAEA TRANSSC, NSGC, Consultancy meeting, Technical Meeting and other), related to the Committee topics, will be by the invitation of the Committee secretary.

WNTI will provide a communication toolkit including templates for reports and pptx with WNTI logo

The Committee Secretary proposes to the WNTI CEO the names of the WNTI (organizations designated member representative, WNTI Specialists, Consultants, etc.) required to participate at meetings and conferences dealing with subjects within the field of the Committee, in accordance with the interest and skills of the potential WNTI

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representatives in the topics addressed in the considered meetings and conferences, taking into account availability.

The costs are to be borne by the WNTI or the WNTI Member at the discretion of the WNTI CEO.

## Reporting

The Committee will maintain transparent and timely reporting to ensure alignment with WNTI objectives and accountability to members.

### Reporting to Committee Chairs

Task Groups will provide written or verbal progress reports to the relevant Committee Chair at agreed intervals (normally ahead of scheduled Committee meetings).

Reports should summarise progress against objectives, highlight key issues or risks, and identify any matters requiring Committee Chair input or endorsement.

### Reporting to WNTI Members

Outcomes and progress from Committees and Task Groups will be presented at WNTI Members Meetings.

Task Groups and Committees are responsible for preparing clear summaries of achievements, ongoing activities, and future plans to share with the wider membership.

### Financial Reporting and Budget Requests

Any request for financial, resources, or budget allocation to Task Groups must first be discussed and agreed with the relevant Committee Chair.

Once endorsed, requests may be formally submitted to WNTI for approval.

Ideally, such requests should be tabled and reviewed at each WNTI Members Meeting to ensure transparency and alignment with WNTI's strategic priorities.

### Documentation

Reports and supporting documents should be submitted in advance of meetings to allow adequate review and discussion.

The WNTI Secretariat will maintain a record of all reports submitted, ensuring continuity and accountability across reporting cycles.

## Version Control - Approval and Review

The owner of the Terms of Reference is the WNTI CEO.

Version No	Approved By	Approval Date	Main Changes	Review Period
1.0				Every Year

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