

## Purpose

The purpose of the New Applications Committee is to provide a forum to exchange information on new nuclear applications and to discuss technical and operational challenges relevant to the transport of these new technologies that are of particular importance to the WNTI membership.

The New Applications Committee's primary mandate is to facilitate informed decision-making within the WNTI membership regarding the promotion and adoption of emerging nuclear technologies. Acting as a strategic forum, the Committee enables members to determine the WNTI position and subsequent approach when collaborating towards the global deployment of small modular reactors, advanced nuclear reactors, and associated technologies. These initiatives are integral to international efforts aimed at reducing dependence on fossil fuels and strengthening long-term energy security.

## Scope of the New Applications Committee

The scope of the Committee will include,

- Transportation of new nuclear technologies and applications.
- To support WNTI representation at intergovernmental agency (e.g. IAEA, IMO, etc) events that discuss new nuclear applications. This can include nominating members of the New Applications Committee to attend these meetings, where they will provide expertise and opinion as agreed by the Committee.
- To provide a level of applicable, relevant support and advice to WNTI staff or members participating in external forum (e.g. IAEA CM, TM etc).
- Acting as the 'information conduit' to keep the Committee memberships updated on relevant information either being proposed by regulators or intergovernmental agencies.
- To develop and maintain publications such as Good Practice Guides, WNTI Standards, and Fact Sheets related to the transport and deployment of new nuclear technologies and applications.
- Helping to educate all parties, stakeholders involved in the transport of radioactive materials by running specifically focused workshops, seminars, and training sessions; and by working with other WNTI committees on similar efforts.

The Committee will establish Task Groups to conduct work and will provide these Task Groups with clear Terms of Reference. The Terms of Reference will define scope, outcomes, expected timelines, and allocated resources needed, for the Task Group to successfully complete the assigned tasks.

## 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 work plans, including chairing meetings in a fair, inclusive, and efficient manner.
- Encourage balanced participation from all members.
- Collaborate with the 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

## Secretariat

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

- Organise meetings in consultation with the Chair and 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 individuals, who will benefit from the technical exposure of a WNTI Committee.

## Membership

The New Applications 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 New Applications 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, and all member organisations are encouraged to nominate representatives who have specific interests or who wish to contribute to the activities of the Committee or the Task Groups established by the Committee.

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

The Committee Chair(s) will be appointed by the WNTI CEO. In principle, the Chair/Co-Chairs are appointed from different WNTI Member Companies. 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 three-year term. The Chair(s) can be reappointed for other three-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 which will be circulated by the Committee Secretary 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. If considered appropriate, the agenda and supporting documents should also be made available to other interested WNTI members via the WNTI Member's area website.

Prior to the meeting, participants should familiarise themselves with the agenda and any supporting documents.

#### **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 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 proceedings, 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.

#### **Meeting minutes**

Minutes of each meeting are prepared by the 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.

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

Any participation required by the Committee members at international organizations' meetings and conferences (IMO, IAEA, 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 representatives (organizations designated member representative, WNTI Specialist Advisors, 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 representatives in the topics addressed in the considered meetings and conferences, taking into account availability.

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

### **Reporting to Committee Chairs**

Task Groups will provide written or verbal progress reports to the 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.

### **Financial Reporting and Budget Requests**

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