Purpose

The purpose of the Regulation, Safety and Security Committee is to provide a forum for exchange of information and for discussion of technical and operational challenges related to transport of nuclear and radioactive materials, when of particular importance to WNTI membership.

The Regulation, Safety and Security Committee is concerned with the general theme: The safe, secure and efficient transport of nuclear and radioactive materials internationally by all modes.

Scope of the Committee

The Regulation, Safety and Security Committee provides support to WNTI membership in employing of a practical approach to interpretation and application of all relevant transport regulations and requirements, whilst maintaining strong focus on compliance with all aspects relating to safety, security and emergency preparedness, through open discussion and exploring of the following items which represent its scope:

General Scope:

- Development and maintaining of any WNTI publications required (Information Papers, Fact Sheets, Good Practice Guides, Standards, Position Papers) related to Regulation, Safety, Security and emergency, their basis and their implementation.
- Development amongst members of any common positions required and agreed upon as the WNTI position.
- Identification and participation as required in any potential and upcoming changes in IAEA standards, guides and other related documents relevant to the committee activities and in support of WNTI observer status to the IAEA Support to any training or awareness raising activities required to educate all parties, stakeholders involved in the transport of radioactive and nuclear materials by running specifically focused workshops, seminars and training sessions.
- Identification of any useful experience, issues, and incidents related to transport safety, security and emergency preparedness which could be shared for experience return with WNTI members.
- Identification of any safety, security or other issues affecting transport of nuclear and other radioactive material and related to the regulations and associated guides and other documents, and development of any action plans to resolve the issues.
- Provision of any required aid to WNTI members experiencing transport safety, security or emergency preparedness related issues.

Transport Safety and related Regulations:
- Participation to TRANSSC bi-annual meetings in support of WNTI observer role, and as far as possible in related TTEG and other ad hoc working or correspondence groups established to advance subjects relevant to WNTI activities
- Identification of any potential and upcoming regulatory changes under discussion at IAEA TRANSSC and associated WGs (SSR-6 in particular) as well as in the other international transport regulatory bodies (ICAO, IMO, UNECE …).
- Identification of any specific national regulations or significant changes that may have widespread effects on transport safety.
- Providing of coordinated proposals and comments to IAEA, to other international transport regulatory bodies and organisations and/or to other stakeholders involved in the transport safety domain, at all stages of the preparation of regulations and other associated documents.
- Providing to WNTI members of any relevant updates from inter-governmental agencies.

Transport Security and related Regulations:

- Participation to IAEA NSGC meetings and in related working groups in support of WNTI observer role and reporting back to WNTI members
- Provision of a forum for sharing experiences, issues and incidents with TS WG industry members and for sharing of lessons learnt with transport industry stakeholders, regulators and the broader community.
- Acting as the 'information conduit' to keep the TS WG membership group updated on relevant information either being proposed or to be issued by regulators or intergovernmental agencies.
- Provision of a level of applicable, relevant support and advice to WNTI members or staff participating in external forums (e.g. IAEA NSGC etc.)

Transport EPR and related Regulations:
- Participation to IAEA EPReSSC meetings in support of WNTI observer role and reporting back to WNTI members
- Identification of any emergency preparedness and response issues that may affect radioactive material transport and establishment of any required WNTI position for the issues. Liaison as required with other WNTI Committees.
- Providing of appropriate support and advice to WNTI members participating in the IAEA EPReSC and other IAEA conferences related to EPR matters.
- Providing of a forum for sharing of experiences and information on issues and incidents that can serve WNTI members.
- Keeping WNTI members updated on any relevant information issued by intergovernmental agencies.

Roles and Responsibilities

Regulation, Safety and Security Committee Co-*Chairs*

Key responsibilities of the co-chairs include:

- Leading the development of the Committee Work Plan in collaboration with the WNTI Secretariat
- Guiding the Committee towards delivering the Committee works plan, including, chairing of meetings in a fair, inclusive, and efficient manner.
- Encouraging of balanced participation from all members.
- Collaboration with the secretariat to set meeting agendas.
- Leading of discussions toward consensus or structured decision-making, ensuring decisions are clearly recorded and communicated.
- Serving as the spokesperson for the Committee, each in its own field when required.
- Monitoring of progress against timelines and deliverables, holding members and task groups accountable for their commitments and follow-up actions
- Leads reachback into member organisations to identify and engage the expert personnel required to advance the work of the committee and to be active members of any created task groups

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 Co- Chairs 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 Co-Chairs 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 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 Regulation, Safety, and Security 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 Regulation, Safety, and Security 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 Chair is appointed for a three-year term. The Chair can be re-appointed 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 Co-Chairs and Secretary. Prior to the Committee meeting the Co-Chairs/Secretary will draft a meeting agenda and 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.

Meeting minutes

Minutes of each meeting are prepared by the secretary and co-chairs. 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 Co-Chairs in each field prior to the meeting if desired.

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 at international organisations meetings

Attendance and participation in international organisations meetings

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

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, 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 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 Co-Chairs

Task Groups will provide written or verbal progress reports to the Committee Co-Chairs 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 Committee Co-Chairs.

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