



TERMS OF REFERENCE

1. Vision

- 1.1 To promote and maintain a safe, secure, sustainable UK Nuclear Industry.

2. Mission

- 2.1 The Safety Directors' Forum is a voluntary organisation whose primary objectives, through collaboration, are to:

- Provide guidance to support operations across the whole lifecycle of the UK's nuclear facilities so they are conducted safely, securely and with care for the environment and with a proportionate approach to risk;
- Drive continuous improvement in the safety, security and environmental standards applied across the UK's nuclear industry through sharing good practice;
- Inform and influence Government Policy and regulatory approaches to ensure they are proportionate to the risks.

3. Purpose

- 3.1 The purpose of the Safety Directors' Forum (SDF) is for the industry to work together to identify the key strategic Health, Safety, Security, Safeguards, Environment and Quality (HSSSEQ) facing the nuclear industry and identify the appropriate industry response.

- 3.2 Responses could be direct to Government, Regulators, the Customer (NDA, MoD) etc. and could range from presentations, letters and papers to delegations.

- 3.3 Facilitate sharing and understanding of:

- Key nuclear environment, radiological, industrial, safety, health, security, safeguards and quality (HSSSEQ) issues;
- The implications of recent experiences (including, but not solely incidents);
- Regulatory developments and responses to them;
- Cultural and leadership approaches in addition to technical and engineering matters.

- 3.4 Promote co-operation across the nuclear industry on policy, strategy and technical matters where this is beneficial. Mechanisms for co-operation include:

- Using existing industry groups;
- Establishing ad hoc co-operation and 'issue leaders' as necessary.

- 3.5 Work with the Regulators in order to agree common goals, priorities, process in the pursuit of excellence. In particular, ensure that solutions are proportionate to the risk and cost effective when deployed.

- 3.6 Drive a continuous improvement culture for HSSSEQ across the industry.



3.7 Act as “sponsor” of and keep under review “Sub Groups” (SGs), to ensure they remain necessary and are operating effectively. Output in the form of documentation will also be kept under review for applicability, proportionality and effectiveness. Each SG will have an individual Director nominated to be the SDF Sponsor.

4. Membership

4.1 Membership of the forum will consist of Safety Directors / Base Safety Representatives from ONR nuclear licensed sites, MoD nuclear authorised sites, and Directors of companies with major nuclear interests (as agreed by the SDF membership).

4.2 Members must attend on a regular basis.

4.3 Deputies are permitted with agreement from the SDF Chair prior to the meeting.

4.4 Parent companies who have several Senior employees who are eligible for membership must rationalise their membership.

4.5 Any issues to be raised with the forum should be initially directed to the SDF Secretary who will forward the issue to the SDF Chair for consideration.

4.6 Those members who are not Directors of Site Licence companies or companies which are about to become Site Licence companies will be observer members.

5. Contact Protocol

5.1 All contact with the SDF from within the member site licensees /site authorisees should be through the members’ safety director / base safety representative.

6. Meetings, Website, Chair, Deputy Chair and Secretary

6.1 Meetings will be held on a quarterly basis. Alternate meetings will include a SDF Senior Regulatory and BEIS Meeting, for which separate terms of reference are issued.

6.2 In addition an annual meeting of the Chairs of the SDF Sub Groups will be held titled “Annual Sub-Group Chairs” meeting.

6.3 Spokespersons and issue leaders for the SDF will be chosen by the forum.

6.4 The forum will be chaired by a member chosen by the membership. The Chair will normally be held for a period of two years and may not be longer than this except with the consent of a majority of members. Similarly the Deputy Chair will also be chosen by the membership for a similar period with the intention of normally transitioning to the Chair after two years.

6.5 The Chair, supported by the Secretary, is responsible for the domestic arrangements for the meetings, including arranging accommodation, inviting any dinner guests and arranging any visits.



- 6.6 Meeting expenses are shared between formal attendees of each meeting i.e. SDF members and regulatory/government attendees where relevant. Guests at each meeting are not expected to contribute towards the meeting expenses.
- 6.7 The Chair shall provide any necessary financial security for booking of venues for meetings.
- 6.8 The Secretary is ultimately responsible for ensuring the SDF website (www.safetydf.org.uk) is kept up to date and fresh. They are supported in this role by the Webmaster.
- 6.9 The Secretary will be changed on similar timescales to the Chair. Wherever possible, some staggering of the handover between the Chair and Secretary should be achieved to provide continuity.
- 6.10 The duties of the Secretary are as follows:
- Arranging venue's for each meeting;
 - Liaising with venue providers to ensure domestic arrangements for each meeting (e.g. refreshments, lunches, emergency arrangements awareness etc);
 - Confirming forward plan of SDF meetings at the start of each year and issuing appropriate diary invites;
 - Coordinating preparations for each SDF meeting e.g. draft Agenda's;
 - Coordinating preparations for each Annual Sub-Group Chairs meeting e.g. draft Agenda's;
 - Compiling and issuing meeting pack (e.g. agenda, outstanding actions, previous minutes, agenda items, presentations, reports etc.) 5 working days in advance of each meeting;
 - Calculating costs for each SDF meeting and coordinating necessary payments from each SDF attendee;
 - Tracking actions raised during SDF meetings;
 - Preparation of minutes for SDF meetings;
 - Liaising with SG's as necessary;
 - Liaising with Webmaster as necessary to maintain SDF website;
 - Liaising with Secretary for Nuclear Engineers Directors' Forum (NEDF);
 - Other tasks as agreed by the SDF.

7. Sub Groups (SG's) sponsored by the SDF

- 7.1 SGs are required to submit and keep 'live' a 'pro forma' for the group detailing their membership, objectives, forward work programme and cost estimates which should be forwarded to the SDF Secretary for retention.



- 7.2 SGs are responsible for monitoring strategic issues relevant to their scope and for identifying to the SDF key strategic issues which may require the SDF's attention / review. The SDF will determine which key strategic issues they want the SGs to work on.
- 7.3 SGs are required to report back to the SDF, in a format commensurate with the 'pro forma', on an annual basis (The SDF Secretary will schedule when SG reports are due. The SG Chair will normally present the annual report). This report should include:
- An update on progress against objectives, agreed work programme;
 - Achievements of the group over the past year;
 - Any recommendations / major findings from the group;
 - Future work programme objectives / proposals for endorsement by the SDF.
- 7.4 Routine reporting e.g. distribution of annual reports to SDF members, etc. will be undertaken by the SDF Secretary.
- 7.5 The SG Chair will also ensure that their page on the SDF website is kept up to date by keeping the Webmaster informed.
- 7.6 Each sponsored SG will be assigned a sponsoring director as a "Sponsor". Base locations of the sponsoring director and the SG chair should be taken into account when assigning Sponsors. Contact with an SG, for purposes other than routine reporting (e.g. assigning tasks or asking for co-operation with another Industry Group etc.), should be via the SDF Sponsor.
- 7.7 The key roles of the Sponsor are:
- to maintain an appropriate link with the SDF;
 - to resolve any issues which the sub group cannot resolve themselves;
 - to endorse (on behalf of the SDF) changes to agreed programmes of work and ensure these changes are notified to the wider SDF.
- 7.8 There are several approaches to the role of Sponsor from very proactive to very reactive. It is for the Sponsor and the SG to agree where, in this spectrum, their particular relationship should be. Both Sponsor and SG should be prepared to flex their relationship at any time to meet new challenges.
- 7.9 In particular the Sponsor will:
- agree their role with the SG Chair;
 - ensure that any actions / decisions taken at the SDF (or other input from the SDF) which may affect an SG get communicated to them;
 - ensure any feedback from their SG which is relevant to the SDF is raised at the SDF;
 - ensure the SG attends the SDF once a year to share its pro-forma for endorsement. The Sponsor should introduce and champion the SG (the chair and sponsor should be as one with respect to the presentation);
 - help facilitate the resolution of any problems which the SG encounters and which it cannot resolve itself;



- ensure that the SG chair is invited to attend any relevant SDF agenda items.
- Aim to adhere to the following best practice
 - show an active interest in the work of their SG;
 - Attend at least one SG meeting per year;
 - Talk with their SG Chair at least once a quarter;
 - Act as a mentor to their SG; and
 - Receive notes from their SG's meetings and comment on them.

8. External Interface Arrangements

- 8.1 This forum will have a regulatory interface, the terms of this are defined in a separate document [reference – SDF Regulatory Terms of Reference – April 2017].
- 8.2 The SDF and NEDF effectiveness will be dependent upon close coordination and cooperation between groups in maintaining clarity of purpose in achieving each other's goals.
- 8.3 The SDF and NEDF Chair and Secretary should meet annually to review each other arrangements, compare work plans, agree interfaces and secure individual objectives in addressing strategic needs.
- 8.4 The Chair for both groups will agree lead roles where overlap exists and provide clarity of objectives to those involved in delivery of each other's business.
- 8.5 The record of NEDF and SDF business will enable visibility of undertakings.