

# Young Nuclear Safety Professionals' Forum

## New Member Guide



Version 1.2

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## Chair's Welcome

The Young Nuclear Safety Professionals' Forum began in 2016 simply as a good idea; in just 18 months it has become a 60 strong group delivering valuable outputs to our sponsors, the Safety Directors' and Engineering Directors' Forums.

The group has a range of aims and objectives and, as chair, I am really keen to ensure that the YNSPF acts as platform for creating a cohesive nuclear industry. With members from across the defence, civil and regulatory sectors I hope that we can break down barriers, build cross industry relationships and share our learning.

In 2017 the group hosted its first annual conference at ONR to also allow members from across the country to learn more about the industry, listen to industry leaders, and share the achievements of the YNSPF. 2017 also saw delivery of the first YNSPF tasks. By the end of the year the group will have delivered reports to the SDF on: the impacts of the Brexit, online storage for all subgroups and the impacts of the 'new nuclear generation'. We also conducted an ALARP case study for the Safety Case Forum and a Counterfeit and Fraud promotional campaign. 2018 looks to be another busy year with 4 additional tasks underway, site visits planned across the country including Dounreay and Wylfa, and our 2<sup>nd</sup> annual conference at EDF.

This document will provide new members with an overview of the YNSPF and highlights key information about the group and activities. I hope that you find everything you need here but if you have any questions, please do not hesitate to get in touch and I will be more than happy to assist. Thank you for your interest in the YNSPF and I hope that we get to work together in the near future.

**Charlotte Burman**

*Nov 2017*



## YNSPF Aims

Young Nuclear Safety Professionals' Forum (YNSPF) works to support the Safety Directors Forum and Nuclear Engineering Directors Forum in order to improve and promote best practice across the industry.

The YNSPF objectives are as follows:

- Establish a communal resource pool, provided by the group's parent companies, as a taskable commodity to undertake actions, research, report compilation and presentation delivery to order to achieve the missions of both the SDF and NEDF.
- Facilitate the collaboration and communication of young people throughout the Nuclear Industry.
- Provide a starting point for members to get involved in the SDF, NEDF and their subgroups with the potential for joining these groups in the future. This can be in a number of ways including as a SDF subgroup secretary.
- Provide a personal development opportunity for members in areas such as communication, leadership, project management and reporting experience. Enable members to gain technical experience, which may relate to, or be different from, their day-to-day work.
- Ensure the YNSPF is managed in a way to create enduring support to the SDF and NEDF for future years.

The full YNSPF Terms of Reference can be found [here](#).

## Safety Directors Forum

The Safety Directors' Forum (SDF) has a vision of working together to drive a safe, secure, environmentally responsible and enduring UK Nuclear Industry. It aims to promote learning, address key strategic issues facing the industry, provide an industry network and guide the industry on its path of continual improvement and development. The SDF is made up of senior safety directors representing over 25 nuclear organisations and meet 4 times a year. The YNSPF chair attends all meetings to report YNSPF progress and identify new tasks. More information on the SDF can be found on the Nuclear Institute's [website](#).

Below is the list of sub groups that support the SDF:

- Best Available Techniques/Best Practicable Means (BPM BAT)
- Clearance & Exemptions Working Group (CEWG)
- Conventional Safety Working Group (CSWG)
- Environmental Agency Requirements Working Group (EARWG)
- Human Performance Forum (HPT)
- Industry Radiological Protection Co-ordination Group (IRPCG)
- International Oversight Working Group (IOWG)
- Nuclear Emergency Arrangements Forum (NEAF)
- Nuclear Industries Fire Safety Coordinating Committee (NIFSCC)
- National Nuclear Ventilation Forum & Ventilation Working Group (NNVF-VWG)
- Organisational Capability Working Group (OCWG)
- Operating Experience and Learning Group (OELG)
- Peer Review Forum (PRF)
- Radioactive Material Transport Users Committee (RAMTC)
- Safety Case Forum (SCF)
- Supply Chain Quality Working Group (SCQ)

- UK Nuclear Industry (civil) Security Sub Group (Security)
- Safety Performance Indicators sub-group (SPISG)
- Transport Container Standardisation Committee (TCSC)
- Working Party on Criticality (WPC)
- Young Nuclear Safety Professionals' Forum (YNSPF)

If YNSPF members have a particular interest in a SDF subgroup, they are able to act as our representative and point of contact and attend subgroup meetings. Some subgroups have also sought YNSPF volunteers for positions such as secretary.

## **Nuclear Engineering Directors' Forum**

The Nuclear Engineering Directors' Forum (NEDF) work to identify the key strategic engineering and maintenance issues facing the industry and identify the appropriate industry response which may be directed to Regulators, Customers (NDA, MOD), Her Majesties Government (HMG) or national organisations and may range from presentations, letters, papers, delegations or proposals. More information on the NEDF can be found on the Nuclear Institute's [website](#).

Below is the list of sub groups that support the NEDF:

- Engineering Standards
- Managing Aging Plants
- Nuclear New Build Principles
- Electrical Engineering
- External Hazards
- Nuclear Skills
- Design Development Process

## Membership

Membership of the YNSPF will consist of representatives from nuclear licensed sites, MOD nuclear authorised sites, companies with major nuclear interests and regulatory bodies (as agreed by the group membership). Members will normally be within the first five years of their nuclear careers. It is expected approximately six individuals per SDF/NEDF parent company will volunteer as members. One of these individuals will act as Company Representative for the company and will sit on the committee, report to the chair and be the main point of contact for that company.

YNSPF member responsibilities include:

- Make at least one contribution a year to the running or outputs of the group. This can range from organising visits or editing the newsletter to acting as a task lead or working on a task.
- Support their company representative in promoting the YNSPF and strengthening the SDF community within their parent company.
- Provide information, as requested by the YNSPF board, from parent companies to support the management and strategic planning of the group.
- Actively promote the YNSPF and its outputs throughout the nuclear industry.
- Suggest improvements to the running of the group and contribute to ensuring the group is sustained for the future.

Membership of the YNSPF provides the following benefits:

- Leadership and management opportunities.
- Communicating and networking.
- Gaining an understanding of the wider nuclear enterprise.
- Exposure to tasks outside of usual working environment.
- Gaining skills in technical safety and engineering areas.
- Influencing the future of the nuclear industry and contributing to the aims of the SDF and NEDF.
- Producing tangible outputs that will be used across the industry.

Prospective members will need to apply by filling out the [membership form](#).

## Tasks

The completion of tasks for the SDF and NEDF is a key focus of YNSPF and all members are expected to commit to a task during in their time in the YNSPF.

Both the task leads and team members are volunteers and chosen by the Chair and TAO. Team size is decided by the Task Lead and Chair/TAO. The 5 stages of a task are as follows:



1

Tasks are generated by the SDF, the NEDF, or their subgroups using the task form. When sitting on SDF/NEDF/Subgroup meetings, YNSPF representatives will seek to identify task opportunities.



2

The TAO and Chair will assess whether YNSPF is capable of taking on the task based on current resource, and whether the task will provide benefit to members. Looking at availability and skills, a team will then be chosen from volunteers by the TAO.



3

Task Leads are expected to manage the delivery in line with the sponsor's requirement, and ensure it is complete within the proposed timeframe. The Task Lead is expected to produce a [monthly 4-box update](#) on tasks and submit it to Chair and Vice-Chairs.



4

Company Representatives should be used as a point of contact if information is required from parent companies. Work can be peer reviewed by other YNSPF members. Issues are raised to the Chair and Vice-Chairs.



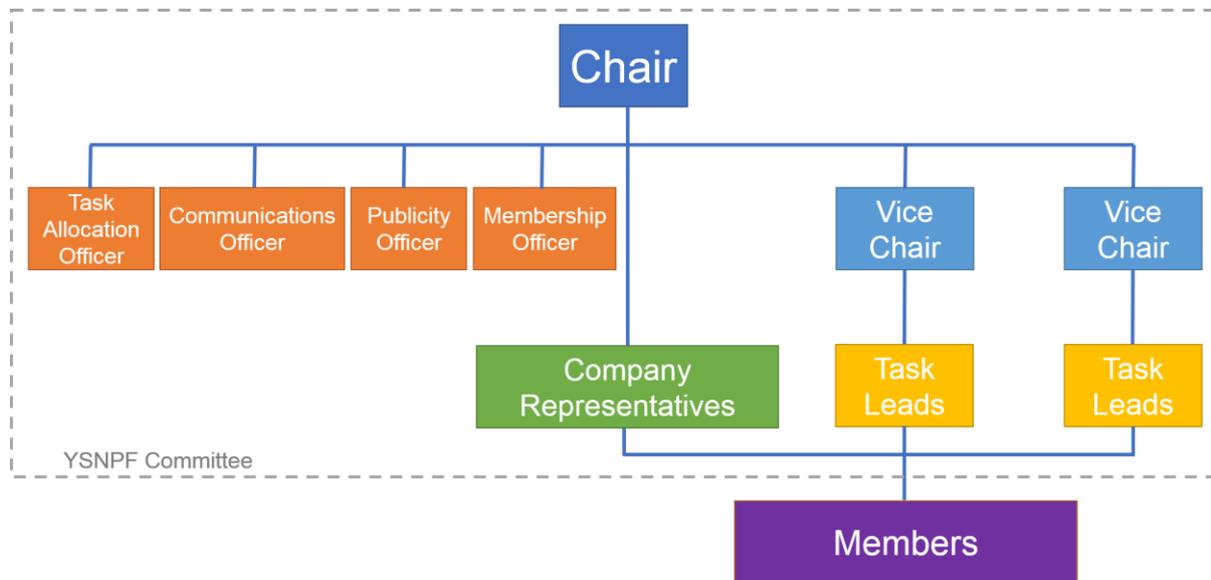
5

On completion and delivery, feedback from the SDF and NEDF is sought. LfE is recorded for future tasks. Work will be published online and promoted via social media, if secure to do so, by the Publicity Officer.

A list of current tasks can be found [here](#). To get involved in tasks with vacancies, email the TAO or Chair.

## Committee

The YNSPF is governed by a committee, also made up of YNSPF members. The group is run by a Chair supported by two Vice-Chairs. Key committee positions also include the Task Allocation Officer, Publicity Officer and Membership Officer. The company representatives and task leads are also invited to committee meetings during their time in post. Below is a chart that details the governance structure for the group.



*YNSPF Structure*

Committee positions offer leadership and project management experience and develop a number of competencies that will benefit individuals in their future career.

Below is a detailed list of all the roles within the YNSPF. All position TORs can be found [here](#).

## Chair

The YNSPF Chair should:

- Provide strategic direction and guidance for the forum.
- Attend the Safety Directors' Forum and Nuclear Engineering Directors' Forum quarterly meetings.
- Act as an initial point of contact for all stakeholders.
- Review and approve all membership applications in collaboration with the Vice-Chairs and membership officer.
- Manage the YNSPF Task Allocation, Membership and Publicity Officers and the company representatives.



**Current Chair:** Charlotte Burman

**Background:** Graduated with a MPhys from the University of Bath and completed the Ministry of Defence nuclear graduate scheme in July 2017. She is now based in HMNB Clyde working as a Nuclear Project Engineer.

**Contact:** [Charlotte.Burman100@mod.gov.uk](mailto:Charlotte.Burman100@mod.gov.uk)

The Chair is to be a membership representative, proposed by group and endorsed by the Sponsor.

## Vice-Chair

The YNSPF Vice-Chair should:

- Assist the Chair with all responsibilities as required.
- In addition, Vice-Chairs are expected to ensure tasks are going to plan by reviewing the 4-box monthly submissions. Tasks are split equally between the two chairs.



**Current Vice-Chair 1:** Ben Percy

**Background:** Graduated Lancaster University with a MPhys and completed the nuclear graduate scheme in September 2017. Now working as a Performance Engineer within the Rolls-Royce Civil Nuclear SMR Department.

**Contact:** [benpercyphysics@outlook.com](mailto:benpercyphysics@outlook.com)



**Current Vice-Chair 2:** James Craven

**Background:** Graduated with a MEng from Imperial College London and completed the Ministry of Defence nuclear graduate scheme in Sept 2017. Now working as an Engineer on primary components for Submarine Delivery Agency in Bristol.

**Contact:** [jamescraven11@gmail.com](mailto:jamescraven11@gmail.com)

Two Vice-Chairs will be chosen from the membership by the Chair and endorsed by the Sponsor.

## Task Allocation Officer

The Task Allocation Officer should:

- Manage the task selection matrix to decide if tasks are appropriate for the YNSPF.
- Issue, manage and complete tasking forms.
- Work with the Publicity Officer to advertise for more tasks when required.
- Work with the Membership Officer to ensure tasks are appropriately resourced.
- Make decisions on which members to assign to tasks if needed.
- Keep a record of all tasks and feedback.



**Current Task Allocation Officer:** No TAO in post currently.

**Background:** N/A

**Contact:** N/A

## Membership Officer

The Membership Officer should:

- Manage applications from new members and work with the Chair and Vice-Chairs to assess these applications.
- Manage membership status of all individuals including current role and task affiliation.
- Work with the Chair to distribute and monitor internal communication.
- Manage contact details for all individuals.
- Ensure all members have access to the online storage.
- Monitor 'time in post' of each individual to ensure appropriate post rotation.
- Work with the Task Allocation Officer to ensure all tasks are sufficiently resourced.



**Current Membership Officer:** Alex Jones

**Background:** Graduated with a MSc from the University of Birmingham, and joined Dounreay Site Restoration Limited in December 2016. Now works as a Trainee Safety Case Writer.

**Contact:** [joneal04@hotmail.co.uk](mailto:joneal04@hotmail.co.uk) / [Alex.Jones@dounreay.com](mailto:Alex.Jones@dounreay.com)

## Publicity Officer

The YNSPF Publicity Officer should:

- Manage the YNSPF's online presence.
- Promote YNSPF internally and within the wider SDF, NEDF and nuclear communities.
- Oversee creation and publication of YNSPF newsletter.
- Management of YNSPF website page.



**Current Publicity Officer:** Rebecca Thorington

**Background:** Graduated with a MChem from the University of Nottingham. Completed the two year nucleargraduate scheme in October 2017. Now working as a Chemist for the Office of Nuclear Regulation.

**Contact:** [Rebecca.Thorington@nucleargrads.com](mailto:Rebecca.Thorington@nucleargrads.com)

Membership, Publicity and Task Allocation Officers to be nominated by the committee and approved by Chair

## Company Representative

Each company should nominate a representative who will be the key link between the YNSPF committee and their other YNSPF members. Company representatives are invited to the quarterly YNSPF committee meetings. Each company may have two individuals take on the company representative role, with individuals attending alternative meetings.

YNSPF company representatives should:

- Recruit and manage members from within their parent companies.
- Ensure management within their parent company supports the YNSPF and understands the benefits for members.
- Act as a point of contact into the parent company for access to relevant data to support tasks.
- Facilitate two way communications between the YNSPF and parent company.
- Facilitate networking of the wider SDF community within their parent company.

## Committee Meetings

YNSPF committee meetings will take place four times per year; where possible this will normally coincide with SDF meetings. Meetings should be held at different parent company nuclear sites around the UK to give attendees an opportunity to learn about the wider nuclear industry. Meetings will usually be held over two days, making allowances for travel time.

The format of meetings is decided by the host company but meetings will, as a minimum, contain a committee meeting and a site visit. Previous meetings have also provided: presentations from parent company graduates, presentations from parent company SDF members, presentation on the background of the parent company, and networking lunches with other parent company representatives. The Secretary role is assigned to a YNSPF representative of the parent company hosting the meeting.

Each YNSPF meeting will schedule time for updates from company representatives and key committee members so all delegates should make every effort to attend where possible. As discussed, if a company representative is not available to attend, a deputy from the company is invited. Telephone or video conferencing should be used if possible to enable all committee members to dial in if needed.

Quarterly teleconferences will take place between the face to face meetings.

YNSPF Travel and Subsistence costs will be met by each member's parent company.



*URENCO Committee Meeting July 2017*

## Communication

The Chair or Publicity Officer will circulate monthly updates to all YNSPF members via email on available tasks, potential development opportunities and upcoming events. Members must ensure the Membership Officer has up to date contact details.

YNSPF publishes regular newsletters to provide a public update on the tasks and visits. These are published on the [YNSPF website](#).

Updates can also be found at the following:

[Linked in](#)

[Twitter](#)

## Annual Conference

The YNSPF held a successful first annual conference in July 2017, kindly hosted by ONR at their headquarters in Bootle. The day enabled all YNSPF members to get together for the first time and network across the group.

A number of senior safety and engineering leaders provided keynote talks on a range of topics, and workshop sessions were held in the afternoon to enable members to contribute to the New Generation Skills task. Current tasks were presented through a series of technical posters.

The 2018 Annual Conference is being kindly host by EDF Barnwood on Thursday 5<sup>th</sup> July. If you would like to assist the organisation of the 2018 annual conference please contact the Chair. Further information about this event will be circulated in due course.



*YNSPF members at the 1<sup>st</sup> YNSPF Annual Conference, July 2017*

## Event Calendar

All members are welcome to join the quarterly teleconferences but, due to size restrictions, only the committee (including company representatives and task leads) will attend the quarterly face to face visits.

Event Title	Date, venue/ Teleconference details	Point of Contact
Quarterly Meeting	30 <sup>th</sup> November-Friday 1 <sup>st</sup> December, Sellafield	Laura Johnson (laura.johnson@sellafieldsites.com) Rachel Wyatt (rachel.wyatt@sellafieldsites.com)
Q4 Teleconference	Monday 8 <sup>th</sup> January 2018, @1600 Dial in details TBC	Chair
Quarterly Meeting	1 <sup>st</sup> -2 <sup>nd</sup> March 2018, TBC - Wylfur	Charlotte Burman (charlotte.burman100@mod.gov.uk)
Q1 Teleconference	Monday 26 <sup>th</sup> March 2018, @1600 Dial in details TBC	Chair
Quarterly Meeting	7 <sup>th</sup> -8 <sup>th</sup> June 2018, Dounreay	Alex Jones (alex.jones@dounreay.com) Ben Philpotts (ben.philpotts@dounreay.com)
Q2 Teleconference	Monday 25 <sup>th</sup> June 2018, @1600 Dial in details TBC	Chair
Annual Conference	5 <sup>th</sup> July 2018 – EDF Barnwood	Chair

## Documents

The YNSPF uses a document repository to store various YNSPF documents, forms, task work etc. Unfortunately a low cost storage solution that could be accessed from all member IT systems has been difficult to find so Google Drive is currently used. You may have difficulty accessing the folder from your work IT system.

To gain access to the member's area please contact [alex.jones@dounraey.com](mailto:alex.jones@dounraey.com) or [jamescraven11@gmail.com](mailto:jamescraven11@gmail.com).

One current YNSPF task is working to identify a new storage solution for the SDF. If you have suggestions on a solution that could be accessed by SDF member companies, please contact Task Lead - Thomas Bradshaw: [Thomas.Bradshaw@cavendishnuclear.com](mailto:Thomas.Bradshaw@cavendishnuclear.com).

Link to YNSPF Google Drive folder

## Open Links

[YNSPF Membership Form](#)

[YNSPF Position Terms of Reference](#)

## Member Links

[Member folder including YNSPF Current Task & Role list](#)

[YNSPF Monthly 4-Box update template for Task Leads](#)

The YNSPF would like to thank the continued support of our SDF sponsor Grant Watkinson, NEDF sponsor Roy Manning and our parent organisations:

