

TERMS OF REFERENCE FOR NUCLEAR INSTITUTE SPECIAL INTEREST GROUP (SIG)

NUCLEAR SECURITY

1. Background

The United Kingdom's civil nuclear industry has long been aware of the security requirements which accompany sound nuclear practice, and with the support of the regulator Office for Nuclear Security (ONR) has consistently taken steps to ensure that national and commercial security risks are properly identified and managed. As technology changes and business models evolve it is important that the industry's approach to security issues remains appropriate, efficient and effective.

The Nuclear Institute (NI) is the professional body and learned society for the nuclear industry, covering both the civil and defence nuclear sectors, with a purpose to facilitate the development, maintenance and recognition of high standards of nuclear professional practice in the sector.

The NI Special Interest Group (SiG) programme provides an opportunity for practitioners and related professionals to connect to advance their knowledge, learning, expertise and thought leadership in support of a common interest in advancing knowledge sharing, developing good practice and practical industrial application. It exists to support NI members' professional development and encourage working together to produce solutions to industry-specific problems.

The work of the SiG is coordinated by a steering group that reports to the NI CEO alongside an NI Board of Trustee.

2. Areas of Interest

The NSSIG will include the following topic areas:

- Physical security;
- Personnel security;
- Application of government and commercial classification schemes;
- Asset, including information, protection;
- Cyber security i.e. security risks and mitigations as they apply to computer-based information management and process control systems, including those which are safety-related or safety-critical
- Demonstrating appropriate security performance to clients, the regulators and other stakeholders.

A key goal is to encourage working together across each discipline, complemented by an integrated approach to compliance, assurance and safety management.

3. Objectives

The NSSIG will have the following objectives:

- To provide a forum within which security-related experience, concerns and good practice can be shared within the UK nuclear industry, including regulators, under the terms of the Chatham House Rule;

- To provide a forum where the relationship between different security disciplines can be discussed and good practice identified;
- To advise and contribute to the NI activities on the subject of security in the UK nuclear industry;
- To engage with SiG members at least three times a year using a mixture of traditional meetings, webinars and digital briefings.
- Where appropriate to produce or review existing topic briefing papers or other documents to maintain a standard of subject guidance available to relevant readerships;
- To collaborate within the other Special Interest Groups on such matters of common interest as may arise.

4. NSSIG Outputs

The target audiences or readership for any NSSIG outputs are:

- a) NI Members;
- b) Consultation Bodies such as government or regulators;
- c) The public and any other interested parties.

The NI SIG steering group shall be responsible for advising on which documents or other products should be produced or reviewed. These shall be treated as the property of NI and will be subject to NI's quality control, copyright, publishing method, house style and other arrangements, unless specifically directed otherwise by NI.

5. Membership

Anyone can join a Special Interest Group. Membership is open to all NI members and non-members whether that be part of the active steering committee, corresponding member or an active reader of outputs.

For practical purposes and to ensure that all can benefit from the SIGs, it may be necessary to restrict membership of the steering group to those that are most active or have specific contributions of value to the development of the topic. The Nuclear Security Special Interest Group will be relevant primarily to security practitioners, managers, leaders or policy makers within the UK nuclear industry, working full or part time in one or more of the following fields:

- Information assurance and security;
- Security of process control systems including safety-related and safety-critical systems;
- Physical security;
- Personnel security;
- Security compliance, assurance and standards.

Membership shall be reviewed every 3 years.

Members can only act to represent the wider interests of their profession and not of a particular organisation or an employer.

Members will be expected to abide by the Nuclear Institute's "Volunteers Code of Practice", at all times.

Initial Membership

NI Members and relevant non-members will be made aware of the group and invited to become a member by making contact to show an interest in being part of this special interest group. This is done by emailing SecuritySIG@nuclearinst.com

A SiG representative can communicate directly with interested individuals.

Continuing Membership

Others eligible to join the SiG with an interest in the topic may apply to the SiG at any time, or may be approached by existing members.

6. Steering committee

Committee

The NSSIG shall be managed by a Committee consisting of:

- The NSSIG Chair;
The SSIG Chair will report to an NI Board of Trustee who will act as SiG sponsor. The Chair will review SSIG activities, outputs and plans with NI Event Manager. It is not expected that a person will discharge the role of Chair for more than 3 years after first appointment.
- A deputy Chair (appointed by and drawn from the NSSIG membership);
- A representative of the Office for Nuclear Regulation (ONR);
- A representative of the UK nuclear industry appointed by and drawn from the NSSIG membership.
- Others as required

The Committee will appoint a named person to maintain a register of membership contact details and appoint a membership and communications coordinator. An action list and essential points made will form a record of each meeting; a full record of proceedings is not mandated. They will be made available to parties on request to the Chair.

The SSIG Committee's primary role will be to choose topics and formats for SSIG meetings. The Committee's meetings may take place over the telephone or by video conference. Sufficient meetings will take place to allow the Committee to discharge its role of planning NSSIG meetings and outputs.

The steering committee will keep other stakeholders and selected bodies informed about SSIG activities and outputs. This will include the Information Technology Security Officer at the International Atomic Energy Authority, Vienna, with other organisations being added to the list as and when determined following discussion with NI.

SiG meetings will not be subsidised by the NI. It is encouraged that they be kindly hosted by a sponsoring organisation, including any catering costs.

7. SiG activities

An attendance list should be kept alongside a record of the proceedings in accordance to the nature of the activity. This is to be agreed ahead of the event and a volunteer identified.

SiG activities may include; seminar, webinars, face-face meetings, task and finish groups, briefing paper, thought-piece article for print or digital media.

8. Expenses

Each SiG shall be self-funded, with no expenses reimbursement foreseen. If a situation does arise that requires consideration the NI Event Manager should be consulted.

9. Ensuring the transparency of the SIG Committee

A copy of the Terms of Reference in force relating to the NSSIG will made available on the NI website.

10. Conflict of Interest

SIG Committee members shall avoid any situation that may give rise to a conflict of interest between them, their employers, the Nuclear Institute, the Nuclear Industry Association and the Nuclear Security SIG Committee.

Members shall make full and immediate disclosure to the Committee if any such conflict should occur and disqualify themselves from the relevant elements of Committee business.