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Organisation de Coopération et de Développement Economiques  
Organisation for Economic Co-operation and Development

**08-Jan-2008**

**English - Or. English**

**NUCLEAR ENERGY AGENCY  
COMMITTEE ON RADIATION PROTECTION AND PUBLIC HEALTH**

## **Information System on Occupational Exposure**

**Summary Record of the 17th ISOE Steering Group Meeting**

**ISOE Annual Session 2007**

**14-16 November 2007**

**OECD/NEA Headquarters (Issy-les-Moulineaux, France)**

**JT03238492**

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## INFORMATION SYSTEM ON OCCUPATIONAL EXPOSURE

### Summary Record of the 17<sup>th</sup> ISOE Steering Group Meeting

OECD/NEA Headquarters, 14-16 November 2007

The 2007 ISOE Annual Session of meetings was held 12-16 November 2007 at the Headquarters of the OECD Nuclear Energy Agency in Issy-les-Moulineaux, France. During the session, the following meetings were convened:

- 12/16 Nov 2007: ISOE Bureau and Technical Centre representatives (Extended Bureau)
- 12-13 Nov 2007: Working Group on Data Analysis
- 14-16 Nov 2007: 17<sup>th</sup> ISOE Steering Group

This report contains the summary record for the 17<sup>th</sup> ISOE Steering Group Meeting.

Documents and presentations from this meeting will be available on the ISOE meeting documents download area of the NEA website (<http://www.nea.fr/html/jointproj/isoe.html>), and through the ISOE Network ([www.isoe-network.net](http://www.isoe-network.net)).

#### Summary of Actions

	Task	Who	Date
1	<i>ISOE Achievements 2007</i> Finalise the report based on approved modifications.	Jt. Sec	Q1/2008
2	<i>Financial aspects of the ISOE Technical Centres in 2007-08</i> Submit all outstanding financial report information to the Joint Secretariat for document finalisation.	Tech. Centres	Dec/2007
3	<i>ISOE 16th Annual Report</i> Finalise the report for publication without further delay.	Jt. Sec	Dec/2007
4	<i>Status of ISOEDAT Web Migration, Phase II</i> Continue development based on the approved direction and timeline; Provide to the NEA Secretariat the names of individuals interested in testing the ISOEDAT Phase II web application; Provide the NEA Secretariat with verified Network user account information, including responsibility for data entry/validation.	Web team Steering Group  National Coordinators	Q2/2008 Jan/2008  Nov/2007
5	<i>Proposed ISOE Network Revision Strategy</i> Initiate discussions with WANO and INPO on the possible exchange of radiological protection information of common interest; Create Network demonstration accounts in coordination with the technical centres and national coordinators.	Jt. Sec, SG, Bureau  Jt. Sec, Tech Centres, NCs	Q2/2008  Ongoing
6	<i>Report from the Working Group on Data Analysis</i> Begin preparation of the 17 <sup>th</sup> Annual Report.	Jt. Sec	Q1/2008

7	<i>NATC Report: Synthesis of US ALARA meeting "Golden Nuggets"</i> Investigate the possibility of adding a link to the ISOE Network on the US ALARA User Group websites.	NATC	Q1/2008
8	<i>ISOE Terms and Conditions (2008-2011)</i> Proceed with translation of the approved Terms and Conditions and distribute to the Steering Group and National Coordinators; Facilitate the written confirmation of current participants concerning continued ISOE participation, and the involvement of new members.	Jt. Sec National Coordinators	Q1/2008 Q1/2008
9	<i>Review and Discussion of ISOE News: Mechanism and frequency</i> Begin preparations for the next issue of the ISOE News based on the approved development process; Develop a proposal for standard news topics.	Jt. Sec; News Editor "	Dec/2007 Q2/2008
10	<i>ISOE Promotional Brochure</i> Finalise the brochure based on the approved modifications.	Jt. Sec, Tech Centres	Q1/2008
11	<i>Proposed ISOE Programme for 2008</i> Finalise the report based on approved modifications. Discuss, during the technical centre coordination meetings, how to best arrange operations to ensure timely ISOE data submission.	Jt. Sec Tech Centres	Q1/2008 Q2/2008
12	<i>IAEA Proposal: "job related occupational exposure matrix"</i> Further discuss this topic to clarify the implications for ISOE.	Jt. Sec, SG	ongoing
13	<i>ISOE Input into the BSS Revision Process</i> Provide the NEA Secretariat with nominations to the new ad-hoc ISOE group for the BSS revision.	Jt. Sec, SG	Dec/2007

### Dates of ISOE meetings for 2008

- 14-15 February: ad-hoc ISOE Group for the Revision of the BSS (OECD/NEA, Paris) – to be confirmed
- 18-19 February: Expert Group on Work Management (OECD/NEA, Paris)
- 23 May: ISOE Bureau/Technical Centres; Technical Centre Coordination Meeting (OECD, Paris)
- 26-27 May: Expert Group on Work Management (OECD, Paris)
- 15-17 September: WGDA (OECD, Paris)
- 18-19 September: Expert Group on Work Management (OECD, Paris)
- 2008 ISOE Annual Session (Kyoto, Japan)
  - 7 November 2008: ISOE Bureau and Technical Centres
  - 10-12 November 2008: 18<sup>th</sup> ISOE Steering Group Meeting
  - 13-14 November 2008: 2008 ISOE International ALARA Symposium

## **Meeting Summary Record**

### **1. Opening of the meeting**

The 17<sup>th</sup> annual ISOE Steering Group meeting was chaired by Mr. W. MIZUMACHI (ISOE Chair, Japan), who welcomed the participants (Annex 1) and noted that in the context of global changes in the energy market, the role of ISOE reducing occupational radiation exposure and communicating good practice will become increasingly important.

Following the introduction, Mr. T. TANAKA (NEA Deputy Director, Safety and Regulation) welcomed the participants to NEA, and extended his wishes to the group for a successful meeting. Mr. Tanaka noted that ISOE is a global resource for occupational radiation protection, and that the contribution that ISOE experience has made to the radiation protection community worldwide has been appreciated by NEA. ISOE was thanked, in particular, for its feedback on occupational radiological protection issues, for its contribution to the review process of the new ICRP general recommendations, and for its participation in the CRPPH Expert Group on Occupational Exposure. Mr. Tanaka congratulated ISOE for the success of the ISOE ALARA Symposia and ISOE Network as key elements in the exchange of ALARA information. Noting the current atmosphere of new build and the development of future reactors, Mr. Tanaka encouraged ISOE to take advantage of its practical experience to contribute to better radiation protection implementation and new nuclear build.

In response to a question from Mr. P. KAPTEINAT (Germany) concerning a possible contribution of ISOE to the development of the international Basic Safety Standards (BSS), it was noted by the NEA Secretariat that ISOE could be invited to participate in the drafting process through the NEA, which is one of the BSS co-sponsoring organisations. This item was discussed further during the meeting.

Finally, Ms. C. SCHIEBER (France), the new head of the European Technical Centre, was formally welcomed to the programme by the members.

### **2. Adoption of the agenda**

The proposed meeting agenda (NEA/CRPPH/ISOE/A(2007)8) was adopted without modification.

### **3. Approval of the Summary Record of the 16<sup>th</sup> Steering Group meeting**

The Summary Record of the 16<sup>th</sup> ISOE Steering Group Meeting (2006), document NEA/CRPPH/ISOE(2007)5, was approved without change.

### **4. Update on Activities of the NEA Committee on Radiation Protection and Public Health (CRPPH)**

Dr. T. LAZO (NEA Secretariat) provided an update on activities of the NEA/CRPPH. Focussing on both operational and policy aspects, the CRPPH role is to assist NEA member countries in the regulation and implementation of the radiation protection system. During 2007, the CRRPH continued to address its three main strategic areas, namely the evolution of the system of radiological protection, nuclear emergency management and occupational exposure management.

In this first area, CRPPH continued its collaboration with ICRP, notably in providing through an expert group detailed input to the last draft ICRP general recommendations, which received final approval by the ICRP Main Commission in March 2007. NEA will continue work in this area, assessing the impact that it has had over the course of development of the new general recommendations, and in reviewing future ICRP documents as these are made available for stakeholder feedback. NEA, under CRPPH lead,

is actively participating in the revision of the International BSS as one of the co-sponsoring organisations, maintaining the position that the BSS should be complete and stand-alone, and reflect the new ICRP recommendations. The CRPPH is continuing to investigate emerging challenges in radiation protection, particularly with respect to the evolution of RP science and RP policy, and challenges relating to RP decision-making, such as public health issues, new build criteria and impact of stakeholder involvement on the structures of RP organisations.

In the area of emergency management, an international exercise focusing on longer-term consequence management was recently concluded, and the outcomes of this are being addressed by a dedicated working party. The aim is to improve the national and international arrangements for consequence management in the event of a nuclear or radiological emergency.

With respect to occupational exposure management, the CRPPH approved the ongoing work of the Expert Group on Occupational Exposure (EGOE), whose work will focus on identifying RP criteria for new build and implementation of ICRP recommendations. Otherwise, work in this area is largely carried out by ISOE. At the May 2007 CRPPH meeting, the ISOE Chair presented the ISOE 2006 achievements and its plans for 2007. The possible contribution of ISOE operational experience towards development of radiological protection criteria for new build was raised by several CRPPH members. The ISOE chair noted that ISOE can support this initiative to reduce worker dose and improve safety. The CRPPH noted the ISOE achievements and programme of work, expressed its appreciation of the ISOE programme and its involvement in EGOE, and encouraged ISOE to put increased emphasis on decommissioning, and to consider addressing discharges.

Following this update, the ISOE Chair noted that while previously the relationship between CRPPH and ISOE was not so close, the ISOE Chair is now routinely invited to CRPPH Bureau meetings to improve information exchange between the two groups. As there is no intent to duplicate work within CRPPH and ISOE, the Chair indicated that ISOE can support the CRPPH requests to use its experience to inform the development of RP criteria for new build and improve occupational radiation protection.

## **5. Update on Activities of the International Atomic Energy Agency (IAEA)**

Mr. P. DEBOODT (IAEA Secretariat) provided an update on IAEA activities. Mr. Deboodt noted recent organisational changes within IAEA, indicating that activities related to ISOE are now located in the Radiation Safety and Monitoring Section of the Radiation, Waste and Transport Safety Division. In this regard, Ms. R. CZARWINSKI has replaced Mr. K. MRABIT as the head of the programme.

An important activity occurring within IAEA is the revision of the international BSS, being undertaken to better reflect new ICRP recommendations, safety fundamentals and identified improvements with respect to clarity and content. It is expected that a first complete draft will be prepared by the May-June 2008 timeframe, and that a full review will be undertaken by the IAEA safety standards committees in November 2008. It was noted by the NEA that in addition to this, each co-sponsoring organisation will seek comments and approval through their own internal mechanisms as part of the revision process.

Within the context of the 2007 IRPA Regional Congress for Central and Eastern Europe, IAEA participated in the roundtable on the contribution of networking to radiation protection. IAEA provided an update on the ISOE programme at that time. The Steering Group was reminded that IAEA supports the participation in ISOE of 11 non-OECD countries, 7 of which participated in the IRPA regional conference.

Following the presentation, the issue of feedback from ISOE into the BSS revision process was again raised. It was noted by the Joint Secretariat that in addition to the processes within IAEA, each of the co-sponsoring organisations has their own processes for review and feedback, and within this context, NEA

will provide opportunity for all NEA standing technical committees, as well as ISOE, to review BSS drafts as they are made available and provide feedback into the drafting process. It was agreed that this issue be discussed in greater detail later in the agenda (Item 22).

## 6. Report from the ISOE Bureau

The ISOE Chair provided an update on activities from the ISOE Bureau. Key outcomes from the meetings conducted since the 2006 Steering Group meeting included:

- decision to improve the development cycle for the ISOE annual report
- decision to launch the Expert Group on Work Management
- agreement on a new quarterly report for the technical centres
- feedback on the draft ISOE Terms and Conditions
- agreement to continue participation in CRPPH/EGOE
- improving timeliness of data collection, and
- review of schedule for ISOE international and regional ALARA Symposia

## 7. Country Reports for 2007

Reports on trends in occupational exposure for 2007 were provided by the countries participating in the Steering Group meeting (or by the corresponding technical centre in the case of Brazil and Canada), and will be made available through the ISOE Network website. The following reports were presented:

Brazil	Germany	Spain
Canada	Japan	Sweden
Czech Republic	Romania	United Kingdom
Finland	Slovak Republic	United States
France	Slovenia	

At the end of the presentations, it was agreed that the additional time allocated in the agenda for this topic proved useful. The ISOE Chair thanked the presenters for the 14 reports received, and expressed his desire to see all countries represented in ISOE provide reports at the 2008 Steering Group meeting.

Following the country reports, Mr. Mizumachi provided an update on the effects of the July 2007 earthquake at the Kashiwazaki-Kariwa NPS in Japan.

## 8. ISOE Achievements 2007

The ISOE achievements report for 2007 (NEA/CRPPH/ISOE(2007)13) was introduced by Mr. B. AHIER (NEA Secretariat). The report has been organised to be consistent with the technical centre quarterly reports, from which the content is largely drawn. It was noted that at the time of the meeting, the document was missing some technical centre input, but that this additional information would be included in the subsequent presentation. In this regard, Ms. Schieber presented the details of the 2007 achievements, including the additional information, on behalf of all technical centres.

During the presentation, it was noted that at the moment, the ISOE Network is being updated primarily with information from the technical centres. However, the group was informed that all ISOE participants that would like to post information may supply this directly to the ETC, indicating the topic and level of access (public, ISOE participants or utilities only), following which it will be posted in a suitable place on the website. In response to questions about implementing automatic email notification whenever new topics or answers are posted to the RP Forums, ETC indicated that implementation of this

feature is not straightforward, as the different user categories need to be taken into consideration. The Steering Group requested the Network review group to consider this issue as part of the network redesign strategy. Concerning other technical centre websites, while it was agreed that these should continue to exist in order to support specific regional needs (e.g. national ALARA groups), the Steering Group asked the centres to ensure that they have clear links to the ISOE Network.

The Steering Group thanked the Technical Centres and Secretariat for the achievements reported, and approved the 2007 Achievements Report, pending the inclusion of the additional presented information.

## **9. Financial aspects of the ISOE Technical Centres in 2007-08**

The NEA Secretariat introduced the Technical Centre financial aspects report for 2007-2008 (NEA/CRPPH/ISOE(2007)14), noting that the version distributed in advance of the meeting was incomplete, as NATC and IAEA data were missing at the time of its preparation. ETC reported that the 2008 unit of cost for European participants will be similar to that for 2007, i.e. 8 750 €. The Steering Group noted the information and requested that the outstanding data be submitted, after which the document will be updated and distributed to the members.

## **10. ISOE 16<sup>th</sup> Annual Report**

The NEA Secretariat presented the draft 16<sup>th</sup> Annual Report for 2006, noting that to improve the timeliness of publication, efforts were made to follow a new production and approval schedule as directed by Steering Group and Bureau at their 2006 meetings. It was recalled that the report had been approved by the WGDA and National Coordinators in June-August, and sent to all Steering Group members for final approval in September-October. However, as not all members had responded at that time, the Steering Group gave their final approval, and requested that it be prepared for publication without further delay.

## **11. Status of ISOEDAT Web Migration, Phase II**

Ms. L. D'ASCENZO (ETC) presented the status of Phase II of the ISOEDAT web migration project. It was recalled that in 2006, the Steering Group had directed the development team to proceed with the development of ISOEDAT 1 data input modules based on its approved business plan, with ongoing WGDA feedback. An online demonstration of the latest development version was presented to the group, with a discussion of the development timeline proposed by the WGDA, as follows:

1. Development (integration of WGDA and SG comments)	Dec 2007 / mid-Jan 2008
2. WGDA testing	mid-Jan / Feb 2008
3. Development (feedback from testing / bugs fixes)	Mar / mid-Apr 2008
4. Final verification and validation testing	mid-Apr / mid-Jun 2008
5. Implementation on ISOE Network	Jul 2008

Concerning application testing by the WGDA, it was noted that additional testers from the Steering Group would be welcome, and as such were requested to provide their names directly to the NEA Secretariat for follow-up.

In the context of implementation of the application on the Network, the NEA Secretariat reminded the group that an email had been sent to all National Coordinators with a request to verify/update all Network user accounts (utility and authority) for their country, additionally indicating who will be responsible for data entry and/or data validation at the plant or utility level. All National Coordinators have been requested to supply this information to the secretariat by end of November 2007, as this is required to set up the appropriate user rights for the data entry module.

The delegation from Germany requested clarification with respect to the ongoing ability to enter data via the MS-Access (off-line) version of the database. It was confirmed that while users are encouraged to use the Network as the primary route for data entry/data analysis, the MS-Access version will be maintained for users requiring this for data entry and/or analysis, and that all data submitted via this version would be imported to the on-line database by the technical centres.

The Steering Group approved the direction and proposed timeline for Phase II of the ISOEDAT web migration project, and thanked the development team for their impressive work.

## **12. Proposed ISOE Network Revision Strategy**

Ms. Schieber presented a proposal for revision of the ISOE Network, including a modified website structure, library classification and new system-wide search engine developed by ATC. The aim is to improve website function and usability. Additionally, it was proposed to i) create a downloadable template allowing users to upload, through the ETC, new ISOE 3 reports, and ii) add a new function to allow users to submit other types of relevant information to the Network (other than “ISOE 3” type reports).

To take advantage of resources from other related programmes, Mr. R. DOTY (USA) suggested that ISOE could improve information exchange with other programmes such as WANO or INPO, in so far as radiological protection issues are concerned.

The NEA Secretariat presented a proposal for the creation of time-limited “demonstration accounts”. The intent of this is to allow potential new ISOE participants to have controlled access to the website as a form of interactive advertisement, in order to promote the benefits of ISOE membership. Such individuals would be first identified and then followed up by the technical centres and/or national coordinators (for example through national ALARA groups). The focus would be on non-participating utilities.

Following the discussion, the Steering Group i) approved the proposed web strategy, ii) instructed the secretariat to initiate, in consultation with the Steering Group and Bureau, discussions with WANO and INPO on the possible exchange of information of common interest, and iii) agreed to the creation of demonstration accounts, with the direction that such accounts will be created in close coordination with the relevant technical centre and national coordinator, will be valid for a 3-month period, and will allow only read-access to the web-site (depending on status as utility or authority). The outcomes of this initiative will be reviewed at the next Steering group meeting.

## **13. Report from the Working Group on Data Analysis**

In the absence of the WGDA Chair, Mr. S. ZORRILLA (Mexico), and vice-chair, Dr. J. KAULARD (Germany), the status of WGDA activities was presented by the NEA Secretariat, details of which are contained in the WGDA summary records (NEA/CRPPH/ISOE(2007)10 and (2007)18).

Concerning ISOE data collection, ETC continues to perform analyses of the database to characterise the levels of completeness of the various data types and the impact on related analyses. Recalling that the Steering Group had requested at its 2006 meeting that utilities put increased focus on Table B and the collection of RWP man-hours as part of their data submission, it was noted that the number of countries reporting this data had increased in 2007 on the order of 10% for total man-hours, and 30% for outage hours. For those utilities not supplying this data, Technical Centres and National Coordinators were requested to follow-up on the capability of utilities to collect and submit this information. ETC will continue more detailed analyses to determine where future efforts could be usefully focussed.

Concerning deliverables for 2008, WGDA will continue its work in developing a set of RP indicators for use within ISOE to benchmark performance, identify good practice or evaluate database quality. ETC

has developed a questionnaire on alpha values, addressing numerical value, usage and other RP decision-making criteria. This will be sent to the ISOE membership in early 2008 through the Technical Centres and National Coordinators, for analysis at the next WGDA. To better standardise the task list within the database, ETC has prepared files based on the standard task list implemented in the database which will be sent to all National Coordinators for feedback on the accuracy and understanding of the translations. Finally, the recently launched Task Team on Decommissioning is focussed on improving the data collection and analysis aspects of the database for reactors undergoing decommissioning.

WGDA provided substantial feedback on the ISOEDAT Web Migration Phase II development with respect to functionality, schedule for development and testing, and will be actively involved in its testing. It is proposed to use the various ISOE ALARA symposia as a training opportunity for the application.

To improve the level of useful technical feedback to the membership, the WGDA discussed products or analyses that could be routinely produced by the group. Initial proposals include analysis of annual dose-rate by plant, dose-rate by task for some plants, and a small number of analyses related to CANDUs. The Technical Centres were requested to investigate the possibility of producing standard analyses based on these suggestions and provide feedback at the next meeting.

Additionally, WGDA discussed how it could better support the work of its Expert Group on Work Management, for example through identification of good examples based on ISOE resources and system-wide analyses, to supplement the national-level examples in the draft report. The Technical Centres were requested to compile a list of ISOE-level examples for consideration by the EGWM.

Finally, the WGDA launched the development of the 17<sup>th</sup> annual report with discussion of the types of additional technical analyses that would be useful to include. In addition to the standard dose trend analyses (by type and region), it is proposed to include:

- Additional types of benchmarking graphs (based on the types in the ATC ISOE handbook)
- Steam generator replacement
- CANDU feeder tube/fuel channel replacements
- Management summary of status on completion of questionnaire (for Part 1)

It was suggested to keep a common format from year to year, therefore to account for the various specialised analyses, it was proposed to include a section on “Major Equipment Experience” that could cycle through a series of topics (such as steam generator replacement, pressuriser replacement, etc)

The Steering Group noted the achievements and approved the work plan of the WGDA and the process for preparation of the 17<sup>th</sup> Annual Report.

#### **14. WGDA Expert Group on Work Management (EGWM)**

The status of activities of the EGWM was introduced by the group’s chair, Mr. Mizumachi, who provided information on the background on the group’s work. The EGWM objective is to update the 1997 ISOE publication on work management in the nuclear power industry to better reflect current trends in occupational radiation protection. Following this, Ms. Schieber provided a detailed review of the draft table of contents for the report, noting that the group’s goal is to have a report ready for approval by the next Steering Group meeting.

The Chair invited all Steering Group members to contribute comments to the draft report (previously distributed) and participate if possible in the upcoming EGWM meetings.

### **15. NATC Report: Synthesis of US ALARA meeting “Golden Nuggets”**

Dr. D. MILLER (NATC) provided a synthesis report on the US PWR ALARA meetings “Golden Nuggets”, which are provided by participating plants during US ALARA meetings as a way of sharing information on simple ways to reduce occupational exposure. In response to a question concerning the existence of alpha-values for the golden nuggets, it was noted that cost information is generally exchanged.

The Steering Group thanked the NATC for the report, and requested that NATC investigate the possibility of adding a link to the ISOE Network on the ALARA User Group websites.

### **16. IAEA Report: Main Results from the RAS9030 Technical Cooperation Project**

Mr. Deboodt provided results from the IAEA technical cooperation project “Improving Occupational Radiation Protection in Nuclear Power Plants (NPPs) in the Asian Region”, which involves China, Korea, Pakistan and Iran. This project is aimed at “ensuring continuous improvement in implementation of the optimisation principle in NPPs by facilitating the exchange of experience and ensuring practical use of ALARA culture through a rigorous self-assessment process and an effective corrective action programme”. Achievements in the areas of ALARA implementation, awareness, training, and dose reduction were noted.

In follow-up discussions, questions focussed on the available guidance for undertaking self-assessment (IAEA documentation was referenced), and whether ISOE was used in the identification of standard tasks (ISOE was used, and modifications were suggested during the project).

### **17. ISOE Terms and Conditions (2008-2011)**

The NEA Secretariat presented the draft ISOE Terms and Conditions (NEA/CRPPH/ISOE(2007)15), reminding the group of the discussions during and since the last Steering group meeting to finalise the concepts, and subsequently verify the wording with the NEA and IAEA legal advisors.

The ISOE chair noted that many comments have been provided on this document, but given its importance, welcomed any new feedback. Mr. T. ZODIATES (UK) asked about the process that would be invoked in the event of possible dissolution of the programme. While not explicitly elaborated in the Terms and Conditions, the Secretariat made reference to articles addressing those participants withdrawing from the programme, noting specifically that they remain bound by the obligations to protect data according to Articles 13 and 15. Additionally, if the programme were to end, this would be done through agreement of the Steering Group, and as such, the Steering Group would be responsible for reaching mutually acceptable terms for its dissolution. The NEA Secretariat noted that, in such an event, it would destroy copies of any data in its possession, as the data belongs to the utilities and not NEA or IAEA.

With this clarification, the Steering Group approved the new Terms and Conditions. Concerning next steps, the NEA Secretariat will proceed with translation of the document into french, and distribute this to the Steering Group and National Coordinators. The coordinators will be asked to facilitate, within a 3-month time period, the written feedback of current participating utilities and authorities concerning their continued participation in the programme according to the new Terms, and the participation of any new members. The Terms and Conditions become effective 1 January 2008 for a 4-year period.

### **18. Review and Discussion of ISOE News: Mechanism and frequency**

The Secretariat presented a proposal for improving the drafting mechanism and publication frequency of the ISOE News. This would involve using the mid- and end-of-year Bureau meetings to present the topics for inclusion in the News, after which it would be drafted and approved by the Bureau and Technical

Centres under the lead of the ISOE News editor (Mr. B. BREZNIK (Slovenia)). This would result in two issues per year of the News, published approximately each six months.

Mr. Breznik noted that the News should be aimed at RP managers and regulatory authorities. Ms. Schieber noted that the News could also be used to share information on how members have used ISOE in their own ALARA programmes. It was suggested that a set of standard topics could be included in each issue, for example “What’s New on the Network”, “How ISOE is Used”, “ISOE Events”, “Meetings”, articles in other languages, etc. It was further suggested that articles in other languages should also be made available through the ISOE Network in a clearly marked section of the Library.

The Steering Group agreed with this approach. The Secretariat will follow-up with the News Editor to begin preparations for the next issue, and develop a proposal for standard topics.

## **19. ISOE Promotional Brochure**

The Secretariat presented the latest draft of the ISOE promotional brochure (Room Document 2) incorporating feedback following the last Steering Group meeting. The purpose of the brochure is to provide a common high-level promotional brochure that each Technical Centre can customise through the use of a regionally-customised standardised insert (still to be developed by the Technical Centres).

The Steering Group approved the brochure with a few suggested formatting modifications, and requested the Secretariat to work with the Technical Centres to finalise the included photos.

## **20. Proposed ISOE Programme for 2008**

The proposed 2008 work programme for the ISOE Technical Centres and ISOE programme (NEA/CRPPH/ISOE(2007)16) was introduced by the Secretariat. As with the ISOE Achievements Report, the programme of work has been organised to reflect the reporting areas of the Technical Centre quarterly reports. It was noted that at the time of the document preparation, some technical centre input was still missing, but that this additional information would be included in the subsequent presentation. In this regard, Mr. Deboodt (IAEA) presented the details of the 2008 programme of work, including the additional information, on behalf of all centres.

The Steering Group approved the 2008 Programme of Work, pending the inclusion of the additional presented information. As part of this, the centres were requested, during their coordination meetings, to best arrange their operations so as to ensure the timely submission of ISOE data.

## **21. CRPPH Expert Group on Occupational Exposure (EGOE)**

Dr. M PINAK (NEA Secretariat) provided an update on the activities of the CRPPH/EGOE, whose mandate is to identify and elaborate occupational RP issues with a focus on the nuclear power sector, that could be addressed by the CRPPH from a policy and regulatory perspective. These include

- RP criteria for new build
- ICRP implementation
- RP policy and operational issues

Following the acceptance of the CRPPH invitation to ISOE for participation in this activity, the Steering Group was informed that several ISOE members are involved the expert group. The Steering Group thanked the Secretariat for the update.

## 22. Other Business

Two additional topics were raised for Steering Group information and/or action.

### *IAEA Proposal for a development of a “job related occupational exposure matrix”*

Mr. Deboodt provided information on a proposal within IAEA for the creation and development of a new IAEA “job-related occupational exposure matrix” for medical, industry, and research areas. The goal is to create an occupational exposure database covering all occupational sectors in order to increase safety culture, and possibly use the findings to provide input for the development and improvement of standards in Occupational Radiation Protection and foster harmonisation of their implementation. It was noted that this is not necessarily intended to include/overlap aspects already covered by ISOE. However, experience from ISOE on developing such a programme would be welcome. Further discussions, with involvement of NEA, have been proposed, and this would include how ISOE could contribute to this proposed initiative.

Comments from the Steering group were varied. It was noted that these occupational sectors are very different, and thus the synergies between them would need to be carefully identified. In response to comments that ISOE needs to stay focussed on its own work, it was suggested that the intent is not to give work to ISOE, but to use its experience in developing a new IAEA product. Finally, in response to a question as to whether the intent of IAEA is to use ISOE data directly or set up a parallel data collection system, it was reported that the Steering group could be asked to provide data or analyses to this initiative.

The Steering group thanked the IAEA for its presentation, and agreed that further discussion on this topic was necessary in order to have a better understanding of the implications for the ISOE programme.

### *ISOE Input into the BSS Revision Process*

In response to the discussions raised throughout the meeting concerning ISOE input into the revision of the BSS, a new proposal for the creation of an ad-hoc ISOE Group on the BSS Revision was prepared by the Secretariat in consultation with the Bureau and put forward to the Steering Group for consideration.

The purpose of the ad-hoc group would be to review drafts of the new BSS, as they are made available, with respect to good practice in occupational exposure. Consolidated comments on the BSS drafts arising from the group would be provided to the NEA Secretariat for consideration in the drafting process. The membership of the group would include Steering Group members or their nominated experts from within their countries. The timeframe for the group’s activities would be dependent on the timeline and duration of the BSS drafting process itself, but a first meeting or e-mail discussions would be likely in the early 2008 timeframe to provide input into an anticipated round of drafting meetings hosted by the IAEA or other BSS co-sponsors (expected Jan-May 2008).

The Steering Group agreed to this proposal, invited Mr. Kapteinat (Germany) to chair the group, and requested the secretariat to proceed with a call for nominations.

## 23. Date of the next meeting

The Steering Group approved the following schedule of ISOE meetings for 2008 (excluding various ad-hoc meetings):

14-15 February OECD/NEA, Paris, France	ad-hoc ISOE Group for the Revision of the BSS <i>(To be confirmed)</i>
18-19 February OECD/NEA, Paris, France	Expert Group on Work Management

23 May OECD, Paris, France	ISOE Bureau and Technical Centres; Technical Centre Coordination Meeting
26-27 May OECD, Paris, France	Expert Group on Work Management
15-17 September OECD Headquarters, Paris, France	WGDA
18-19 September OECD Headquarters, Paris, France	Expert Group on Work Management
2008 ISOE Annual Session Kyoto, Japan	
7 November	ISOE Bureau and Technical Centres
10-12 November	18 <sup>th</sup> ISOE Steering Group Meeting
13-14 November	2008 ISOE International ALARA Symposium

## ANNEX 1: LIST OF PARTICIPANTS

### 17<sup>th</sup> ISOE Steering Group Meeting OECD/NEA Headquarters, 14-16 November 2007

<b>CANADA</b>	BUNDY Kevin
<b>CZECH REPUBLIC</b>	KOC Josef KULICH Vladimir URBANCIK Libor
<b>FINLAND</b>	RIIHILUOMA Veli
<b>FRANCE</b>	ABELA Gonzague COUASNON Olivier D'ASCENZO Lucie GARCIER Yves SCHIEBER Caroline
<b>GERMANY</b>	BASCHNAGEL Michael FRASCH Gerhard KAPTEINAT Heinz Peter PFEFFER Wolfgang
<b>JAPAN</b>	HAYASHIDA Yoshihisa MIZUMACHI Wataru
<b>ROMANIA</b>	SIMIONOV Vasile
<b>SLOVAK REPUBLIC</b>	VIKTORY Dusan
<b>SLOVENIA</b>	BREZNIK Borut JUG Nina
<b>SPAIN</b>	GARROTE Fernando
<b>SWEDEN</b>	SVEDBERG Torgny
<b>UNITED KINGDOM</b>	ZODIATES Tasos
<b>UNITED STATES</b>	BROCK Terry DOTY Rick MILLER David W.
<b>Joint Secretariat :</b>	
<b>IAEA</b>	DEBOODT Pascal
<b>NEA</b>	AHIER Brian LAZO Ted PINAK Miroslav