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# AN EVOLVING AND DYNAMIC IAEA TRANSPORT SAFETY UNIT AND TRANSSC TRANSPORT WORK PLAN

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## ABSTRACT

In 2011, the IAEA Transport Safety Unit (TSU) and the Transport Safety Standards Committee (TRANSSC) developed a work plan to capture and provide a prioritized list of ongoing and planned activities. The objective of the work plan is to provide focus, direction, and predictability to ongoing and planned activities. There were a number of initial considerations in the development of the work plan. First a new three-year term of TRANSSC began in 2011, and the IAEA Terms of Reference for the TRANSSC were significantly expanded to include a request that TRANSSC recommend activities and areas for improvement to enhance the overall IAEA transport program, to advise on the program for the application of the transport safety standards, and to advise on program priorities. In addition, there are many requests for the IAEA TSU to provide transport-related support to Member States in areas such as development and review of regulatory programs and provision of training, and to interface with other UN organizations and international organizations on transport. In addition, at TRANSSC meetings there are often TRANSSC member requests for new work and activities. The development of the work plan was envisioned as a means to help track and manage these expectations of the TSU and TRANSSC, and to do so in a clear, transparent manner. The work plan includes eight functional/topical areas such as review/revision of transport Safety Requirements and Safety Guides, studies and research to enhance/improve the transport program, and Member State feedback on use of IAEA safety standards. A simple four-level priority scheme was devised to classify the tasks ranging from those that "must" be done to those that "could" be done. The Transport Work Plan has evolved into a dynamic management tool for use by the TSU and TRANSSC. The review and updating of the Transport Work Plan is a standing agenda item for each TRANSSC meeting. This paper will review the development of the Transport Work Plan and highlight some of the key tasks currently on the plan.

## INTRODUCTION

In 2011, the International Atomic Energy Agency (IAEA) significantly revised the Terms of Reference for the requested work and activities of the IAEA Transport Safety Standards Committee (TRANSSC) [1]. The Terms of Reference [2] describe the functions, work and membership of the committee. Previously, the main function of the TRANSSC committee was the review and periodic revision of the Regulations for the Safe Transport of Radioactive Material, the development of implementing guidance for the

transport regulations, and the review of other IAEA Safety Standards that may impact transport. The 2011 revision of the Terms of Reference added new responsibilities:

- Advise the Deputy Director General on the transport safety program for the development, review and revision of standards relating to transport safety and the program for their application.

- Recommend activities and areas for improvement to enhance the overall program and particularly to advise on the program for the application of the safety standards.

- Advise on transport safety program priorities

- Review reports on feedback from the Secretariat and TRANSSC members on the application and use of transport safety standards and to advise on enhancing their usefulness

In addition to the new work assigned to the TRANSSC committee, the IAEA Transport Safety Unit (TSU) was also being challenged to maintain ongoing work such as review and revision of transport Safety Guides, development and provision of transport training for developing Member States, supporting the work and activities of the International Steering Committee on Denial of Shipments, and maintaining the needed ongoing collaboration with other UN organizations involved in transport of radioactive materials. Also, TRANSSC routinely at its periodic meetings identifies additional new work and tasks for the TRANSSC committee and members to perform, or to request the TSU to conduct.

TRANSSC and the TSU recognized that a new management tool needed to be developed to assist both TRANSSC and the TSU in identifying, tracking and managing the status of the ongoing and newly assigned work activities. In mid-2011, TRANSSC and the TSU prepared a list of ongoing and planned tasks, and from that list developed the first draft Transport Work Plan. In October 2011, TRANSSC approved the first draft Transport Work Plan with the understanding that the plan would be evolving and dynamic with multiple changes anticipated throughout the year to reflect changes in status and addition or deletion of items. The work plan is to be reviewed at each TRANSSC meeting.

## DEVELOPMENT OF THE TRANSPORT WORK PLAN

In late 2010 and early 2011, TRANSSC and the TSU prepared a list of ongoing and future work planned. The initial list contained approximately 60 tasks. This initial list formed the basis of tasks to be included in the first Transport Work Plan. The first draft of the Transport Work Plan was initially referred to as the TRANSSC Three Year Work Plan for 2011- 2013. However, shortly thereafter, it was recognized that the work plan is much broader than a list of work activities solely for TRANSSC. The plan also included work of the TSU.

Initially the "Three Year" descriptor was used to match the "Three Year" term of the appointed members of TRANSSC. While some of the work tasks may be completed within the three year window, 2011-2013, it was also recognized that many tasks are of a much longer duration extending beyond 2013. The name of the plan evolved into the TSU and TRANSSC Transport Work Plan, now referred to as the Transport Work Plan.

The approximately 60 tasks included in the initial list of ongoing and planned work were categorized and listed in one of the following seven activity areas:

1. Review/revise transport safety requirements.

2. Review/revise/develop transport safety guides.
3. Recommend activities to enhance/improve transport program.
4. Advise on Agency priorities.
5. Review reports on feedback from use of transport standards.
6. Review relevant draft safety standards prepared by other committees.
7. Review upon request other IAEA draft documents.

The seven categories of tasks were developed from the TRANSSC Terms of Reference to assure the TRANSSC activities are responsive to the new work assigned to TRANSSC, and to assure that the activities were within the scope of TRANSSC responsibilities. An eighth category was added to the work plan to recognize and identify other tasks that may be assigned within IAEA to the TSU.

The new TRANSSC Terms of Reference also requested TRANSSC to advise IAEA on transport safety program priorities. This was a new and significantly challenging activity for TRANSSC. A simple four-level priority scheme was devised to prioritize the tasks. Priority 1, 2, 3 or 4 was assigned to each work task in each of eight categories according to the following considerations:

Priority Group 1 – Must Do

Priority Group 2 – Need to Do

Priority Group 3 – Should Do

Priority Group 4 – Could Do

The four priorities are subjective in nature; as there is no set method for determining and assigning priorities to the work tasks. That said, during TRANSSC deliberations on the first draft of the work plan, the simple priority scheme effectively facilitated discussion and resulted in TRANSSC agreement on the assignment of a priority to each activity. There was general agreement that efforts will generally be focused on Priority 1 and 2 tasks, but TRANSSC recognized that some Priority 3 and 4 tasks would also be addressed based on availability of resources and volunteer support from a Member State (or States).

The next step in development of the Transport Work Plan was the preparation of a short statement on each task and the projected outcome of the task, identification of who has lead for the task (for example, a TRANSSC member may have volunteered to lead the development of the activity, or the activity may be led by the TSU with Member State support), list of milestones, and expected completion date. For many of the ongoing tasks, information on the task statement, identification of task lead, the schedule and milestones and planned completion date were already available. However, for some of the tasks, especially newly suggested work activities, the identification of task lead, schedule and completion date were identified as “to be determined.” For those tasks, TRANSSC solicited Member States to volunteer to lead the activity. This discussion also led to some tasks being reassigned in priority. For example if a task was initially identified as Priority 2 but there were no resources available to conduct the task and no volunteer to lead the task, then a discussion ensued as to whether the task was really a “Need to Do” or a ”Should Do” work activity. Again the simple priority scheme worked well to facilitate TRANSSC discussion and agreement in assignment of priorities. TRANSSC concluded that Priority 1 and 2 tasks (that is, a “Must Do” or a “Need to Do” task) will typically have a lead, a schedule and an expected completion date.

## USE OF THE TRANSPORT WORK PLAN

The development and use of the Transport Work Plan was a new activity for both TRANSSC and the TSU. As with most new initiatives, there was a growing and learning process involved with its development and use. Previously TRANSSC maintained a list of actions from TRANSSC meetings and the TSU would provide TRANSSC a status on ongoing and planned transport safety standards work. Many of these TRANSSC and TSU actions are now included in the Transport Work Plan, as appropriate. The periodic updating, review and use of the Transport Work Plan has evolved over the past two years. The review of the work plan has now become a routine part of TRANSSC meeting preparations. Additional improvement and refinements of the work plan have been made as a result of TRANSSC recommendations. To facilitate easy identification of active and non-active tasks, the organization of the work plan has been restructured into four subgroups:

- Active Tasks
- Routine Tasks
- Tasks With No Action (i.e., no resources assigned)
- Completed Tasks

The format of the work plan, an Excel spreadsheet, has been formatted to fit letter size paper for ease of review and printing. Example excerpts of some active tasks from the Transport Work Plan are provided below:

| Task No. | Priority (1 - 4) | TRANSSC Function/Topical Area | Work/Task | Budgeted (Y/N) | Lead (TRANSSC, TSU, or MS) | New or Ongoing Work | How to be Initiated, Conducted and/or Completed | Next Step or Milestone | Estimated Completion Date |
|---|---|---|---|---|---|---|---|---|---|
| 2 | 1 | Review/revise transport Safety Requirements | Consider new requirements for authorizing/certif ication of large components | N | Canada | New | Virtual CSM and correspondence group (Working Group includes: Canada, Germany, UK, US and WNTI). Additional interested MS should contact Canada. initiate process based on previous Canadian issue | WG reviewing revised text, Canada will provide proposal as input to 2013 review cycle and provide update at TRANSSC 26. TRANSSC 27 to determine if SSR-6 revision is warranted. | October 2013 (TRANSSC 27) |
| 3 | 1 | Review/revise transport Safety Requirements | Review requirements for Special Arrangements | N | Canada | New | Virtual CSM and correspondence group (Working Group includes: Canada, Germany, UK, US and WNTI). Additional interested MS should contact Canada | Canada will provide proposal as input to 2013 review cycle and provide update at TRANSSC 26. TRANSSC 27 to determine if SSR-6 revision is warranted. | October 2013 (TRANSSC 27) |
| 5 | 1 | Review/revise transport Safety Requirements | Continue two year review cycle for TS-R-1 as directed by BOG, note this may be influenced by outcome of New Task #4 | Y | TSU | New | IAEA to initiate next two-year review cycle with call for MS proposals for change to SSR-6. SSR-6 review cycle to be intiated in early 2013. TRANSSC 27 to determine if SSR-6 revision is warranted. | TRANSSC 25 approved WG4 report on how to proceed with 2013 review cycle for SSR-6. IAEA issued Note Verbale to MS on 17 Jan 2013 to start review cycle, comment period ends mid-May. TRANSSC 27 to determine if SSR-6 revision is warranted | October 2013 (TRANSSC 27) |
| 5 | 1 | Review/revise transport Safety Requirements | Continue two year review cycle for TS-R-1 as directed by BOG, note this may be influenced by outcome of New Task #4 | Y | TSU | New | IAEA to initiate next two-year review cycle with call for MS proposals for change to SSR-6. SSR-6 review cycle to be intiated in early 2013. TRANSSC 27 to determine if SSR-6 revision is warranted. | TRANSSC 25 approved WG4 report on how to proceed with 2013 review cycle for SSR-6. IAEA issued Note Verbale to MS on 17 Jan 2013 to start review cycle, comment period ends mid-May. TRANSSC 27 to determine if SSR-6 revision is warranted | October 2013 (TRANSSC 27) |

The work plan has also provided a means to record decisions and recommendations from TRANSSC and other IAEA transport deliberations. For example, the Transport Work Plan provided the basis for TRANSSC to determine that the main priorities of the Commission on Safety Standards that are applicable to transport were already being addressed by TRANSSC and the TSU. Actions resulting from the International Steering Committee on Denial of Shipments have been added to the Transport Work Plan. And, the outcome of an IAEA 2013 Technical Meeting reviewing the recommendations resulting from the October 2011 IAEA International Conference on the Safe and Secure Transport of Radioactive Material will be reviewed by the TSU and the recommendations, as appropriate, will be proposed to TRANSSC for inclusion in the work plan.

## CONCLUSIONS

The use and refinement of the Transport Work Plan continues to evolve. TRANSSC will continue to review and revise the plan periodically throughout the year. Additional changes to improve use of the work plan are expected and welcomed by the IAEA. Overall, the Transport Work Plan has evolved into a very useful management tool for both TRANSSC and the TSU. Use of the Transport Work Plan by TRANSSC has enabled the committee to meet the new responsibilities and expectations assigned to TRANSSC in the 2011 Terms of Reference.

## ACKNOWLEDGMENTS

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## REFERENCES

1. TRANSSC Membership found at http://www-ns.iaea.org/committees/files/TRANSSC/199/TRANSSC-Membership2011-2013.pdf
2. TRANSSC Terms of Reference found at http://www-ns.iaea.org/downloads/standards/ss-committees-tor.pdf