

## European Nuclear Safety Regulators Group (ENSREG) Protocol for Maintenance of the ENSREG Website

### Background

On behalf of ENSREG, the working group WGTA (Improving Arrangements for Transparency) has developed a website to provide independent, authoritative information on nuclear safety, radioactive waste and spent fuel management, and their regulation in the European Union.

The website was developed by contractors retained by the European Commission (DG ENER and the Publication Office, OPOCE) services and a maintenance contract has been established with the contractor to provide for:

- The uploading of new documents to the website as they become available;
- The amendment of existing website text, as and when required;
- The development of new web pages as necessary (e.g. for the two-yearly Nuclear Safety Conference).

As contained in the original contract to develop the website, the Commission Secretariat to ENSREG WGTA has received some training in web maintenance so may be in a position to undertake some urgent uploading of documents or posting news headlines if required.

### Responsibilities

#### 1. ENSREG

The website is the responsibility of the ENSREG membership and the Commission's services. Authority to develop and decide upon required website content is delegated to WGTA. Country specific information (such as that contained in the country profiles) is the responsibility of the individual members of ENSREG.

#### 2. ENSREG WGTA

Overall, WGTA (on behalf of ENSREG) is responsible for the development and mandating required maintenance of the website within the limits of the available financial budget. The Chairman of WGTA is responsible for the clearance of all material to be uploaded onto the website in line with agreement of WGTA and where necessary, ENSREG. The Commission services together with the contractor form the basis of the editorial team.

#### 3. Commission DG ENER

The Commission secretariat to WGTA is the point of contact between WGTA and the web contractors. All material for uploading to the website is forwarded by the Chairman of WGTA (or his/her appointee) to the Commission secretariat. Where possible, the Commission secretariat will make the necessary amendments/uploads. Otherwise, he/she will forward them to the contractors for their attention.

The Commission secretariat (DG ENER) will execute all required maintenance, within the limits of the contract, to be made by the contractor through the OPOCE service responsible for the management of the Framework contract.

4. OPOCE /Website Contractor

The 4-year maintenance contract covers agreed modifications to text on existing pages and uploads of documents, news etc. as well as some further development of the website within the framework budget. More substantial development of the website may need to be considered under a separate contract.

## **Procedures**

### New Website Pages/Text

- All requirements for new web pages and / or text will be developed by the members of ENSREG and/or its Working Groups, as appropriate, and will be forwarded to the Chairman of WGTA for clearance and onward transmission to the Commission secretariat. For new material, the timetable from availability to uploading will be agreed between the Commission secretariat and the contractors (with input from the Chairman of WGTA).

### Regular uploading of material

- Without need for further consultation with the Chairman of WGTA, the Commission Secretariat will arrange for the uploading of the following as they become available.
  - Notification of upcoming ENSREG Plenary meetings (including the draft meeting agendas)
  - The final minutes of ENSREG Plenary meetings
  - The up-to-date list of ENSREG membership and its working groups (only the most up-to-date list should be available on the website)
  - The statements from the Chairman of ENSREG following each meeting
  - Final versions of documents agreed by ENSREG (e.g. details of work programme, reports etc.)

### Amendments to existing text

- From time to time, changes may need to be made to existing web page text (e.g. updates to Country profiles, corrections etc). These changes will be collected by the Chairman of WGTA and forwarded to the Commission secretariat as and when required. The changes will be made to the website in line with the terms of the contract agreed between the Commission secretariat and the contractors.