

European Nuclear Safety Regulators Group (ENSREG) Criteria for material to be uploaded under 'News' and 'Documents' to the ENSREG Website

Background

On behalf of ENSREG, 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.

Each page of the website has a link to 'News' and 'Documents'.

It was agreed that criteria should be developed to clarify the type of material to be uploaded in each of these sections. These are set out below.

News:

News:

- News includes
 1. Notification of upcoming ENSREG Plenary meetings
 2. Issuing of statements from the Chairman following ENSREG meetings
 3. Notification of publication of ENSREG reports
 4. Issuing of Press releases
 5. Other ENSREG related items or items that may be of interest to a wide audience across Europe (In general, news items should not be focussed on the work of individual nuclear regulators or events in one country)
- News items relate primarily to ENSREG; its work and activities.
- Full News items should be short (no more than a single page) and can include attachments.
- News items should have headlines which should be concise, yet informative and include a reference date.
- The responsibility for uploading News items falling into categories 1, 2 and 3 above will be under the contractor under supervision of the Commission secretariat. Preparation of items falling into categories 4 and 5 will involve the ENSREG Chairman and the Commission secretariat, in consultation with the Chairman of WG3, as necessary.
- The first 4 News items are rotating in the latest news box on the first page of the website.

Retention: News items should be retained for one year following the date of issue and should then be deleted or rendered invisible to the public by the contractor but maintained in the database.

Documents:

As a general rule, all documents uploaded onto the website should be listed in only one of the following categories. All documents uploaded onto the website should be retained indefinitely on the website, but the complete list should be reviewed on a 5- yearly basis by WGTA to ensure this policy remains best practice:

- General

This section includes up-to-date details of the ENSREG membership and its working groups. It also includes correspondence addressed to ENSREG and other documents which do not fall into the categories below.

Retention: Only the most up-to-date list of ENSREG members should be on the website, the other list of ENSREG members and its working groups should be deleted or rendered invisible to the public by the contractor but maintained in the database. Other documents should be retained indefinitely on the website, but the complete list should be reviewed on a 5- yearly basis by WGTA to ensure this policy remains best practice.

- Work Programmes

This section contains final documents agreed by ENSREG which set out the work programme for ENSREG and its working groups. Summary and longer versions may be available and both will be uploaded.

- Reports

This section contains all final versions of reports agreed by ENSREG. Typical reports include reports on progress to the Council and Parliament and other reports generated by ENSREG.

- Meeting agendas

ENSREG Plenary Meeting draft agendas will be uploaded to the Website under this section as well as Agendas of other ENSREG meetings (i.e. Public Meetings, ENSREG Conferences)

- Minutes of meetings

The final minutes of the ENSREG Plenary Meetings will be uploaded to the website once they are agreed.

- Statements from ENSREG

Following each ENSREG meeting the Chairman issues a statement. Statements should be uploaded to the website as soon as they are available.

- Press Releases

From time to time, ENSREG will issue press releases. Press releases will be uploaded to the website as soon as they are available.

- Other Documents

Documents which cannot be assigned to one of the sections mentioned above shall be uploaded to this section.