

Travelling abroad

BSS/CAN/018

Target Audience:
All ND Staff

Date issued: 2007-07-04	OG Status: Fully open
Review date: 2010-07-04	Author Unit/Section: ND Division 4, Communications & Stakeholder Engagement and International Team

Purpose & scope
Policy
Responsibilities
Definitions
Procedure
Report of international meeting or conference

1 Purpose & Scope

1.1 This document details the procedures to be followed when planning to travel on official business to a meeting, congress, symposium, seminar or conference held abroad. It should be read in conjunction with guidance G/BSS/CAN001 (Guidance - Travelling Abroad), HSE's Travel Guide and Expenses Guide Section A and Section G, which can be found on the Intranet.

2 Policy

2.1 All applications to travel abroad should be made on HSE form OV1, which must be authorised by the appropriate Approving Officer, normally the Director of ND or delegated SCS member (see ref. to OV1).


2.2 In the case of applications from several members of staff wishing to attend the same event, Division Heads, Topic Leads and ultimately the Director of ND will decide on the level of representation.

2.3 Wherever possible travel arrangements should be made by the member of staff through the HSE in-house travel agent (Carlson Wagonlit Travel [CWT]).

3 Responsibilities

3.1 Members of staff wishing to attend an international event must obtain the prior approval of their line manager and Division Head.

3.2 Line managers and Division Heads must ensure that attendance at that particular event is justified and meets the objectives set down in ND's current Plan of Work (see BSS/FPG/001), ND's International Strategy, and the current Annual International Plan.

3.3 Members of staff should ensure when planning an overseas journey that they are familiar with HSE's group insurance cover  for medical emergencies and personal loss. (see HSE's Expenses Code).

3.4 Members of staff who are DV or SC cleared should inform HSE's Departmental Security Officer, via their line manager, at least ten working days in advance of travel. This will enable sufficient time for the Security Officer to issue the relevant briefings.

3.5 Topic Leads are ND Management Board members who have responsibility for agreeing the ND Annual International Plan and for agreeing changes in their topic area.

KEY WORK AREA	RESPONSIBILITY
INRA and WENRA	Chief Inspector
OECD/NEA (CNRA and CSNI),	L Creswell
IAEA (standards and non standards work e.g. IRRS)	A Hall
Conventions (CNS, Joint Convention)	R Gray
Bilaterals, Research, European Commission, Assistance, G8	S Mackenzie
New Build	L Creswell
Conferences and Seminars not related to above	Division Heads

4 Definitions

- 4.1 IAEA – International Atomic Energy Agency.
- 4.2 IRRS – International Regulatory Review Service.
- 4.3 WENRA – Western European Regulators Association.
- 4.4 INRA – International Nuclear Regulators Association.
- 4.5 OECD – Organisation for Economic Cooperation and Development.
- 4.6 NEA – Nuclear Energy Agency.
- 4.7 CSNI – Committee on the Safety of Nuclear Installations.
- 4.8 CNRA – Committee on Nuclear Regulatory Activities.
- 4.9 CRPPH – Committee on Radiation Protection and Public Health.
- 4.10 EC – European Commission.

5 Procedure

- 5.1 All international travel on official business should be agreed in advance by the relevant Topic Lead (see paragraph 3.5) for inclusion in the ND Annual International Plan.
- 5.2 If the proposed travel on official business is not included in ND's Annual International Plan then attendance must still be agreed in advance with the Topic Lead before submissions are made to the Head of Division via line manager.
- 5.3 Each member of staff making a visit must complete HSE form OV1. The form should be forwarded to the line manager for agreement, who should send it to the Division Budget Holder who will issue a unique number (e.g. 0703/1.1.1.1.1, this identifies the year and

month of visit together with the related International Plan reference). The Budget Holder will then forward the form to their Division Head for approval.

5.4 The Division Head will return the approved OV1 form directly to the member of staff who is proposing to travel, unless it relates to visits to Canada and the USA. OV1 forms for Canada and the USA must be sent directly to Planning, Efficiency and Finance Division (PEFD) FINU3 (FISP) (with a copy to the member of staff) who will inform the relevant British Embassy that a member of HSE staff will be visiting the country. PEFD will retain the OV1 form, which will ultimately be linked to the member of staff's expenses claim when this has been submitted to them.

5.5 Should the OV1 not be approved the Division Head will contact the member of staff.

5.6 If the visit is to attend a conference for which a registration fee is payable, a separate application should be made in the same way as for national conferences. (See BSS/HRM/023 ND Participation and Attendance at Conferences).

5.7 If the member of staff is intending to visit a nuclear installation during their visit, they should contact ND's Radiological Protection Adviser, who will advise on the need for any additional personal dosimeter. Information is contained in BSS/HRM/019 – Local Rules under IRR99 for ND Staff Visiting Nuclear Sites.

5.8 After the visit the member of staff must complete a file report on the event using ND form OV2 (Report of International Meeting or Conference) (see below). This should include details of matters of significance, together with points of relevance to current issues and those arising from unscheduled contact with foreign regulators, international organisations and embassies. The report should:

1. Contain the serial number of the report allocated to the associated OV1 (see section 5.3).
2. Identify the effort put into the event, giving the preparation and travel time (in days) as well as the duration of the actual event.
3. Be copied to line managers, the Unit 4A International desk officer and also to any other interested party in ND/HSE (for example, research matters should be copied to the Research Unit).

5.9 Following the visit, all ND members of staff must ensure that their work recording reflects the effort put into the event, including preparation, travel and attendance. International work should be recorded against the charging number '502' – together with Activity P (Policy) and the following appropriate sub number as below. Charging Number '504' should be used for British and International Standards, and '507' should be used for CEEC/FSU and TSO work.

SUB NUMBER	DESCRIPTION
9101	Information Exchange Meetings -includes time spent in the UK and abroad on matters relating to existing IEAs with foreign

	Regulators.
9102	Meetings with other Regulators -time spent in the UK and abroad where we do not currently have an IEA.
9104	IAEA -time spent in the UK and abroad on work related to IAEA activities. Includes Missions and International Regulatory Review Teams (IRRTs) organised through the IAEA. Excludes IAEA standards specifically – should be in 504.
9105	OECD-NEA activities (CNRA, CSNI, RWMC, CRPPM) e.g. work on regulatory effectiveness, information gathering and knowledge sharing. Exclude research – should be in 9108.
9106	EC -work in the UK or abroad on EC related activities. Exclude research – should be in 9108. Exclude EC directives – should be in 9114.
9107	Other International Organisations - e.g. WHO, ILO etc. Excludes research.
9108	Research – Influencing International Policy Making – includes OECD-NEA & EURATOM research.
9109	International Conventions /Treaties - e.g. the Nuclear Safety Convention.
9111	Other International Activities - e.g. training, courtesy visits.
9112	Conference/Seminars/Symposia – where delivering a paper and for the purpose of monitoring or keeping UK/ND up to date.
9113	Conference/Seminars/Symposia – primarily for personal development.
9114	EC directives
9115	Other International Regulatory Organisations – e.g. WENRA & INRA

Report of International Meeting or Conference

ND Form OV2

		FILE	
TO:		CC:	
FROM:			
DATE:			
REPORT OF INTERNATIONAL MEETING OR CONFERENCE			
Title of Meeting:			

Place:		Date:	
Organising Body:		Duration	
Briefing, Advice, etc received from	Other Govt. Departments, Agencies, etc		
ND Participants:		Preparation time	
		Travelling time	
		Work recording and sub number	

Summary

[Include a report on achievement (or otherwise) of key major anticipated outcome(s)]

*Full report attached/on file/not necessary - *Delete as appropriate