

NUCLEAR SAFETY DIRECTORATE - BUSINESS MANAGEMENT SYSTEM		
BUSINESS SUPPORT NSD PARTICIPATION AND ATTENDANCE AT CONFERENCES		BSS/HRM/023
		ISSUE 001
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1. Purpose & Scope

1.1 This procedure describes NSD's arrangements for staff participating in Conferences abroad and in the UK. This procedure supplements the procedures and guidance listed under "Associated Documents".

2. Policy

2.1 NSD uses conferences as an opportunity to explain its regulatory strategy and experience and, on occasions, discuss its emerging thinking on specific topics.

2.2 NSD staff attend conferences to update their knowledge and benchmark HSE and UK activities against practice elsewhere.

2.3 NSD staff attending conferences need to be aware that they should be in a position to represent HSE's views.

2.4 NSD staff are encouraged to present papers/posters at and attend conferences for CPD.

3. Responsibilities

3.1 Staff wishing to attend a conference either as a delegate or to do a presentation/poster should have a discussion with their Line Manager and appropriate NTL.

3.2 Staff wishing to attend a conference should have the approval of the Head of Division and also the approval of the Director of NSD if the conference is abroad.

3.3 Staff attending conferences should be prepared to represent HSE's view. This may mean intervening to correct a misrepresented position since silence may be seen as consent. Clarifying the regulatory position may assist in the discussion.

3.4 Staff presenting papers at conferences should give some consideration as to supplementary questions which may be asked. These may be wider than the topic in the paper.

3.5 Staff who have attended a conference should report back to their Line Manager and relevant staff including the NTL after the event.

3.6 Divisional Admin Support Units will process authorised conference application forms (**CST1**), registration/booking forms and authorise payments of invoices.

3.7 HRU will maintain and circulate a monthly conference summary.

3.8 NTL, Line Managers, Heads of Division and NSD Director must ensure that attendance at conferences is justified.

3.9 NTL will ensure that conference attendees are briefed before attendance.

3.10 Head of Division should approve all attendance at conferences and accept the cost on the conference budget.

3.11 NSD Director should approve all attendance at conferences abroad.

4. Definitions

4.1 NTL - Nuclear Topic Lead

4.2 CPD - Continuing Professional Development

4.3 HRU - Human Resources Unit

4.4 OECD - Organisation for Economic Co-operation and Development

4.5 EN - Nuclear Energy Agency

4.6 EC - European Commission

4.7 IAEA - International Atomic Energy Agency

5. Procedure

5.1 HRU compile a summary of available conferences each month. The conferences information shown in the summary is obtained from various sources, internal and external. HRU will maintain and circulate this summary each month to Band 4's and above. **Staff who are aware of relevant conferences should bring them to the attention of HRU who will add them to the conference summary.**

5.2 The NTL for a specific topic or a suitable Head of Division (where there is no appropriate NTL) will identify suitable conferences for NSD participation and recommend the level of participation to Heads of Division.

5.3 When staff identify a conference they wish to attend or are asked to do a presentation/poster they should discuss their attendance with their NTL (if there is one) and their Line Manager.

5.4 The NTL will consider the justification of attendance as follows:-

- 1) Is this an opportunity for NSD to promulgate strategy or emerging thinking?
- 2) Is it an opportunity for CPD?
- 3) What is the audience?
- 4) What level of attendance is needed to ensure a sufficiently authoritative view is given?
- 5) Cost?
- 6) Are there opportunities for networking or visiting other regulators or sites?
- 7) How many people should go?

5.5 Staff and their line managers should ensure that NTLs are aware of any CPD needs and relevant output from Development Reviews.

5.6 If the Line Manager and NTL are in agreement that the attendance at a conference is justified, staff should complete a **conference application form** (CST1) (which is attached to this procedure and is also available from Admin Support) and the conference registration/booking form. If it is an overseas conference then also an OV1 form

should be completed but see G/BSS/CAN/001 and BSS/CAN/018 - Travelling abroad).

5.7 The CST1 form should be sent via the NTL and Line Manager to the Head of Division for approval. When CST1 form has been duly signed it should be put on the appropriate file and sent to Admin Support for processing. Regular (standing) meetings of OECD/NEA, EC and IAEA conferences, which are attended by nominated representatives of NSD/HSE do not require a CST1 to be completed.

5.8 The NTL will ensure that conference participants have appropriate briefing on relevant NSD strategy.

N.B. It is advisable to allow 8 weeks for the processing of applications

5.9 Conference participants are required to produce a report of the conference and circulate to interested inspectors including the NTL. The NTL will arrange for wider circulation if appropriate.

5.10 If staff obtain a copy of the conference proceedings, they should hand them in to the NSD library who will catalogue them.

6. Associated Documents

6.1 BMM Annex 6 - Nuclear Topic groups and leads and nominated specialists

6.2 BSS/CAN/018 - Travelling abroad

6.3 BSS/CAN/001 - Guidance: Travelling abroad

6.4 STD/006 - Submission, Clearance and Approval of Papers for Publication.

6.5 BSS/HRM/011 - Application for Training and Development Opportunities

6.6 CST1 - Conference Application form
