

SD:SPUR Learning Network

Work plan (2006/7 Financial Year)

VERSION CONTROL

DOCUMENT TITLE: SD:SPUR Learning Network – Work plan (2006/7 Financial Year)

VERSION AND DATE: Final, 27/07/06

PRIMARY AUTHOR: Mark Bentley

PREPARED FOR: SD:SPUR PSG

HISTORY: Replaces “Draft 2 work plan”, 30/06/06

1. Introduction

This document sets out the six main tasks to be undertaken by the SD:SPUR Learning Network during the current programme (2006/7 Financial Year). These tasks, and their scope, have been developed in consultation with the SD:SPUR Project Steering Group (PSG) and build upon the outcomes of the previous work programme (2005/6 Financial Year), which sought to:

- Raise awareness of the SD:SPUR guidance and seek feedback on issues related to its implementation and development.
- Scope the requirements for supplementary guidance and supporting information.
- Collect information on the experiences of industry and related stakeholders.

For a longer term view of SD:SPUR please refer to the accompanying “Vision Document”. This describes the outcomes of the previous work programme and sets the context for the current work.

2. Background to the SD:SPUR Learning Network

“**SD:SPUR**” stands for **S**ite **D**ecommissioning: **S**ustainable **P**ractices in the **U**se of **R**esources.

SD:SPUR is an established multi-stakeholder learning network which seeks to promote sustainable practices in the management of assets and decommissioning wastes on nuclear sites through the development and dissemination of good practice guidance.

For more detail on the history of the Learning Network please visit www.sdpur.com/background.

2.1 Mission statement

To provide a network for developing and disseminating good practice guidance on the application of sustainable practices to the management of assets and decommissioning wastes arising on nuclear sites.

2.2 Aims

Aim 1: To promote and maintain SD:SPUR guidance

Aim 2: To develop further SD:SPUR supporting documents

Aim 3: To provide information and address barriers on policy, regulatory and technical issues

Aim 4: To provide a forum for debate and encourage stakeholder participation

2.3 Scope

The scope of the Learning Network is limited to consideration of the management of assets and decommissioning wastes that fall into the following radiological categories:

- Radiologically clean wastes that have never been contaminated with artificial radionuclides.
- RSA'93 exempt wastes that contain concentrations of artificial radionuclides that are so low that they are free from specific regulatory control under RSA'93.
- Slightly radioactive wastes, due to contamination or activation, at the lower end of the Low Level Waste (LLW) category.

3. List of tasks to be undertaken during the current programme

The six main tasks to be undertaken by the SD:SPUR Learning Network during the current programme are as follows:

Task 1: Develop key principles

Task 2: Develop practical flow diagrams

Task 3: Produce a regulatory framework paper

Task 4: Collate summary information to support the comparison of waste management options and techniques

Task 5: Develop a specification for the update of the SD:SPUR guidance

Task 6: Develop and implement a plan for engagement with NGOs, CBOs and local site stakeholders

These six main tasks are described in further detail in section 4 below.

In addition, the following activities will run through the programme in order to support the general development and management of the network:

- Develop network membership (100 members) and newsletter (x3)
- Review, update and maintain the website
- Manage project steering group (x3) and project team meetings (x3)
- Produce progress reports (x3)
- Manage ad-hoc small consultancy contracts as required
- Communicate and liaise widely to promote SD:SPUR
- Publicity and marketing

4. Detail of tasks to be undertaken during the current programme

4.1 Task 1: Develop key principles

Aim: To develop key principles that incorporate the diverse range of views within the learning network.

Origins of the idea	:	PSG
Learning Network aim it contributes to	:	All
Start date of work	:	June 2006
Likely duration	:	7 months
Technical consultant	:	Facilitation support from Carl Reynolds Associates
Methodology	:	Formulation of draft principles with PSG and further drafts processed through a stakeholder workshop followed by electronic consultation.

The PSG have requested that SD:SPUR key principles be developed for the management of assets and decommissioning wastes. In agreeing the key principles it will be important to involve a broad range of stakeholders. This will help to ensure 'buy-in' to the SD:SPUR approach going forward. A stakeholder workshop will be used to discuss them and reach consensus.

The agreed key principles will be included in the SD:SPUR guidance when it is updated (see task 5 below). Links between particular key principles and management stages will be made explicit.

The key principles will ultimately be embedded within the main guidance. However, in the interim the principles will be set out in a short (one-page) document that will be placed on the SD:SPUR website. A note from the stakeholder workshop will also be made available on the website.

4.2 Task 2: Develop practical flow diagrams

Aim: To produce practical flow diagrams that support the development and implementation of the SD:SPUR guidance.

Origins of the idea	:	Site visits, Metals workshop, PSG
Learning Network aim it contributes to	:	1 & 2
Start date of work	:	June 2006
Likely duration	:	7 months
Technical consultant	:	TBC
Methodology	:	Formulation of draft flow diagrams with PSG and further drafts processed through a stakeholder workshop followed by electronic consultation.

The PSG have requested that the following flow diagrams be produced to support the implementation of the SD:SPUR guidance:

1. Flow diagram (1) which sets out the key stages of asset and waste management. This diagram will inform the future update of the main SD:SPUR guidance by demonstrating when and how sustainability considerations, key principles, stakeholder engagement and SD:SPUR supporting documents (e.g. on options comparison) apply.
2. Flow diagram (2) which provides practical information on the links between the SD:SPUR guidance and 3 – 4 initiatives relevant to sustainable waste management in the SD:SPUR context, including:
 - Integrated Waste Strategy (IWS),
 - Nuclear Industry Code of Practice on Clearance and Exemption
 - WRAP Quality Protocol
 - possibly the ICE Demolition Protocol

This flow diagram will support sustainable asset and waste management practices by providing clarity on the primary focus of each of these initiatives and by highlighting the inter-relationships between them.

The two practical flow diagrams will ultimately be embedded within the main guidance (see task 5 below). However, in the interim they will be set out in a short paper that will be placed on the website.

4.3 Task 3: Produce a regulatory framework paper

Aim: To produce a regulatory framework paper that addresses areas of uncertainty and inconsistency in the interpretation, application or understanding of the regulations that apply to the management of radioactive and non-radioactive wastes.

Origins of the idea	:	Site visits, PSG
Learning Network aim it contributes to	:	3
Start date of work	:	June 2006
Likely duration	:	7 months
Technical consultant	:	TBC
Methodology	:	Communication of the areas of uncertainty to the regulators, followed by the drafting and re-drafting of a regulatory framework paper that incorporates the regulators' response.

The PSG have requested that a co-ordinated response be sought from the regulators to the areas of uncertainty and inconsistency in the interpretation, application or understanding of the radioactive and non-radioactive waste regulations identified during site visits undertaken as part of the previous work programme.

These uncertainties and inconsistencies, which relate largely to the reuse/recycling of clean and RSA exempt materials, and related storage, will be set out in a short paper and picked up during initial discussions with the regulators.

The response from the regulators will be captured within a regulatory framework paper that will build upon the summary information provided in Appendix B of the SD:SPUR main guidance. The paper will be published on the website as a stand alone document, forming one of the key supporting documents within the developing suite of SD:SPUR guidance.

4.4 **Task 4: Collate summary information to support the comparison of waste management options and techniques**

Aim: To collate summary information to support the comparison of asset and waste management options and techniques.

Origins of the idea	:	Site visits, Metals workshop, PSG
Learning Network aim it contributes to	:	2 & 3
Start date of work	:	June 2006
Likely duration	:	10 months
Technical consultant	:	TBC
Methodology	:	Desk study to collect baseline information, followed by a multi-stakeholder workshop

The PSG have requested that information be collated to inform and support the comparison of available asset and waste management options and techniques. In light of the size of this task, it is intended that the following summary information be produced during the current programme:

- List of waste streams to be considered (material type and radiological category).
- Summary information for options and techniques (drawing on industry experience both within the UK and internationally) categorised against each of the waste streams.
- Summary information on the available options comparison methodologies (BPEO, BAT, BPM etc.).
- Stakeholder perspectives on the key issues to inform the assessment of options and techniques.
- An understanding of where in the decision-making process wider stakeholder perspectives might most effectively be incorporated.

The summary information will be collated (probably in a single report) and published on the website. The report will provide a useful output in its own right, but will also enable the PSG to identify particular areas of interest (opportunities, gaps, learning etc.) and to make informed decisions as to the focus (e.g. a particular waste stream) and form (detailed report, database etc.) of any future work on options comparisons.

4.5 **Task 5: Develop a specification for the update of the SD:SPUR main guidance**

Aim: To produce a specification for the update of the SD:SPUR main guidance.

Origins of the idea	:	PSG
----------------------------	---	-----

Learning Network aim it contributes to	:	1, 2 & 3
Start date of work	:	Jan 2006
Likely duration	:	3 months
Technical consultant	:	n/a
Methodology	:	Initial drafting of the specification by CIRIA followed by PSG consultation and subsequent re-drafting.

Flow diagram (1) and the key principles produced during the current programme will provide the basis for an update of the SD:SPUR guidance planned to begin in April 2007. It is proposed therefore that, following the completion of Tasks 1 and 2, a specification for the update of the SD:SPUR guidance be produced in early 2007. This specification will set out the process for embedding the key principles within the guidance and structuring the document around the key stages set out flow diagram (1). It will also clarify the relationships between the main guidance, the supporting guidance/information (e.g. regulatory framework paper) and other relevant guidance (e.g. C&EWG CoP).

4.6 **Task 6: Develop and implement a plan for engagement with NGOs, CBOs and local site stakeholders**

Aim: To develop and implement a plan for engagement with NGOs, CBO's and local site stakeholders, which provides opportunities for these stakeholders to express views/ concerns on the asset and waste management issues addressed by SD:SPUR.

Origins of the idea	:	PSG
Learning Network aim it contributes to	:	4
Start date of work	:	June 2006
Likely duration	:	On-going
Technical consultant	:	n/a
Methodology	:	Formulation of a plan for engagement with support from the PSG, followed by initial stages of implementation.

The PSG have requested that a plan be developed and implemented for engagement with NGOs, CBOs and local site stakeholders on the asset and waste management issues addressed by SD:SPUR.

Throughout the development of the SD:SPUR Learning Network it has been recognised that stakeholders, both individuals and organisations, hold a range of diverse but legitimate views on the reuse and recycling of wastes from nuclear sites. A number of mechanisms including the multi-stakeholder Project Steering Group, stakeholder workshops and electronic document consultation, have been used to enable engagement. The plan will seek to:

- demonstrate the practical benefits of engagement for all parties;
- identify ways to address particular barriers to engagement experienced by NGOs, CBOs and local site stakeholders; and

- consider how the diversity of views represented can inform the management of assets and wastes on site.

The agreed plan and a summary of the output from engagement activities undertaken during current programme will be published on the website.

5. Milestones, deliverables, progress reports and invoicing dates

Milestone	Deliverables for FY 2006-07	Progress report	Invoice date
1. Preparatory information	<ul style="list-style-type: none"> • Key principles • Practical guidance flow diagrams • Regulatory framework paper • Comparisons of waste management options paper 	1	End July 06
2. Interim drafts	<ul style="list-style-type: none"> • Key principles • Practical guidance flow diagrams • Regulatory framework paper • Comparisons of waste management options paper • Route map for engagement with NGO, CBO and site stakeholders 	2	End Nov 06
3. Final drafts	<ul style="list-style-type: none"> • Key principles • Practical guidance flow diagrams • Regulatory framework paper • Comparisons of waste management options paper • Specification for the update of the main SD:SPUR guidance document • Route map for engagement with NGO, CBO and site stakeholders • Summary report on the output of engagement activities undertaken during the current work programme. 	3	End Feb 07

6. Programme

