

NDA WASTE MATERIALS ISSUES GROUP (WIG)

Second Meeting, 20th/21st March 2006

Draft Report

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1. REVIEW ACTIONS

Actions from last meeting			
What	Who	When by?	Progress (✓= done, ✗ = not done)
Ask TEC if you want a copy of the Magnox Decomm. dialogue report	All	Ongoing	✓
Produce one page summary on wste volumes	NDA	14-Feb	✓
Circulate figures on volume of HLW as a % of total waste	NIREX	Done	✓
Inventory workshop - meeting report to be circulated	NIREX	21-Mar	✗ TEC to follow up
Meeting reports to be sent out after each meeting requesting feedback	TEC	Ongoing	✗ TEC to do before NSG
Identify gaps in group membership (particularly environmental groups)	TEC / NDA	Next meeting	✓ See 2. Reports from Last Meeting
Draft terms of reference	TEC	Next meeting	✓
Speak to June Love (LLW) re. next meeting presentation on LLW	Jo Fisher	Next meeting	✓
Develop WIG work programme	TEC / NDA	Next meeting	✓
Find out venue for SSG	RM	14-Feb	✓
Ideas on venue - speak to Maeve	All	Ongoing	✓
Transcript report	TEC (PW)	13-Feb	✓
Photo report sent	TEC (MOK)	17-Feb	✓
Distribute Harwell glossary	Terry Joslin	Next meeting	✗ TEC to circulate CoWRM glossary instead.

2. REPORTS FROM LAST MEETING

- As requested by the WIG, The Environment Council (TEC) approached a range of stakeholders in order to improve the balance of representation within the group. The purpose of this was to fill gaps identified by the group at the previous meeting.

Organisations approached by TEC to join WIG			
Organisation	Individual	Membership gap*	Response
Welsh Assembly	Claire Bennett	Regional representation	Interested in joining
Welsh Development Agency	John Humphreys / Cheryl Whitaker	Regional representation	Considering joining
UKAEA	Doug Graham	Site licensed company	Joined
N/A	Fred Barker	Environmental group (would also have represented NuLEAF & brought CoRWM experience to Group)	Not joining because too busy as new Executive Director of NuLEAF.
Welsh Anti-Nuclear Alliance	Hugh Richards	Regional representation & environmental group	Interested in joining after the energy review as currently too busy.
Scottish Friends of the Earth	N/A	Environmental group	No response

* The organisations approached by TEC for membership of the WIG have been selected according to whether they will help to fill the gaps in representation identified in the first WIG meeting. Please note, that this category is not intended to stereotype organisations.

3. UPDATES

3.1. SD:Spur

- Update handout from SD: Spur to be circulated.*
- SD:Spur produce guidance on recycling and reuse options on industrial sites.
- Have recently conducted a series of site visits to discuss the guidance. SD:Spur have taken issues raised to policy-makers and regulators.
- Have had a meeting specifically aimed at metals (summary report available on website).

3.2. NDA Nuclear Materials Issues Group (NIG)

- Second meeting continued to develop work programme. Decision made that it will focus on macro-economic studies (for Plutonium and Uranium), and Spent Fuel Management Review.
- NDA presentation on THORP options. Summary paper now available on NDA website.
- Presentations on (1) spent fuel management review and (2) nuclear materials (plutonium and uranium).
- Next meetings on May 10th/11th and September 19th/20th.

3.3. Nuclear Decommissioning Authority

- Update handout from NDA + handouts to circulated.*
- Low-level waste (LLW) Defra review has significant implications for Nuclear Decommissioning Authority (NDA) programme.
- Competitive tender for LLW planned. The contractor will have responsibility for LLW site management and national level concerns.
- Capacity issues at low-level waste repository (LLWR) at Drigg. Capacity has been extended until 2008 through the use of temporary higher stacking.

4. GROUND RULES

- The group accepted the draft groundrules produced by TEC.

5. TERMS OF REFERENCE

- The group discussed the first draft terms of reference produced by TEC.
- The group proposed a series of amendments. The changes aimed to;
 - clarify the relationship between the WIG and NSG.
 - emphasise the WIG's social, political and economic focus.
 - increase the flexibility of criteria for choosing topic areas.
 - outline how the group will approach its work.
 - be less specific about the group's outputs.
 - remove the references to membership as this is covered by the groundrules (see 4. Groundrules).
- Following amendments, the Terms of Reference were approved by the group and will be reported to the NSG at the April 21/22 meeting.

6. WORK PROGRAMME

6.1. Topic areas

- The group noted that actual issues fall within the 'issue' headings identified in the last meeting. To avoid confusion, the group decided to rebadge the WIG issues as 'topic areas'.
- Following a lengthy discussion, the group decided that it is not useful to choose topic areas to work on. Rather than excluding any of the topic areas identified in the last meeting, the group decided to work through the list of topic areas, using last meeting's prioritisation (i.e. first two topic areas are LLW and siting).
- The group recognises that the topic areas are dynamic, and that a sequential work programme moving through different topic areas is undesirable. Instead, the group will start on the priority topic areas (see Meeting 1 report) but will be conscious of potential links with other topic areas.

6.2. Focus

- The group will focus on the social, political and economic aspects of the waste issues raised.
- Notwithstanding this focus, the group recognises the technical nature of many waste issues and will draw on the technical knowledge of the group's membership.

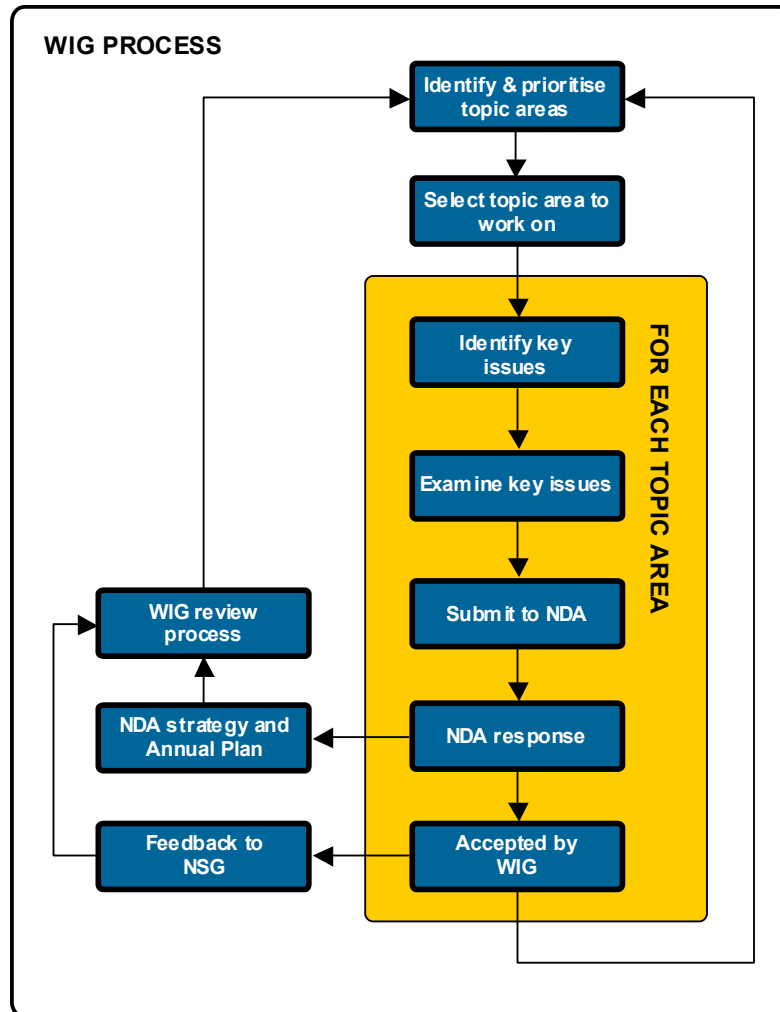
6.3. Process (see diagram 1. on page 4)

- The group will adopt an iterative process for working on the topic areas identified.
- The scope of this process will be bounded by the group's terms of reference.
- On top of the topic areas, the group decided to allow the NDA to raise issues which it would like discussed at the meeting. This fits with the group's requirement to act as a sounding board for the NDA. The process for this will be;
 - NDA to submit agenda points to the convenor (currently TEC) to be included in the next meeting's agenda.
 - Agenda points will be subject to the group's agreement at the beginning of meetings.

6.4. Outputs / products

- The group will outputs will be;
 - **Summary reports** produced on a biannual basis for the NSG. These will be concise summaries of the key principles and recommendations of the group. The reports will also feature feedback from the NDA.

- **Meeting reports** produced during each meeting will capture the key decisions made by the group.
- **Anecdotal feedback** to the NDA will capture the group's thinking on NDA strategy, activities and action plans.



[Diagram 1. WIG Process Flowchart](#)

7. LOW LEVEL WASTE (LLW)

7.1. Key issues

- To inform the work programme, the group discussed the key issues within the LLW topic area.
 - Many issues were raised. The NDA will summarise and conceptualise these issues and present them in an appropriate format (perhaps a flow diagram or a matrix).
 - This summary will be used to inform the LLW presentations planned for the next WIG meeting (see below).
- The group attempted to identify key issues from the list.
 - Quantity, capacity and short-term management options for the LLWR at Drigg were flagged up as an urgent issue.
 - However, it was also noted that the group shouldn't focus only on urgent short-term issues to the detriment of longer-term waste management issues.

7.2. WIG meeting (end of May)

- Presentations to be given on LLW topic area.
- The group expressed concern that the social, economic and political focus of the group may be lost because of the technical nature of LLW issues.
- To minimise this risk, the group agreed the following strict guidelines for the LLW presentations;
 - Not too much technical detail.
 - Presentations to be informed by NDA summary of LLW issues (see 7.1. Key issues) to ensure that content is relevant to group's needs.
 - Presenters need to be aware of the group's terms of reference.
 - Presentations to be circulated in advance (as required in the NSG draft groundrules).
 - Presentations to be broken up by follow-up discussions/activities.
- The convenor and presenters will endeavour to make the briefing sessions interactive and involving. Possible methods include (1) break-out groups, (2) information boards and (3) post-it activities.

8. FEEDBACK TO THE NSG

- To help frame its feedback to the NSG, the group first reviewed its work against the expectations set by the NSG.
 - The group felt that some of the expectations from the NSG were not applicable to the WIG. However, overall, the group felt that its work programme would meet NSG expectations.
 - As an additional check, the WIG also compared its work programme with the expectations set by the group itself in its first meeting.
- The group agreed on two channels for feeding back to the NSG at the April meeting; a summary report and a presentation of that report.
- **Summary report.** The first summary report would outline the work done by the WIG including;
 - Terms of reference
 - Process
 - Progress to date
 - Topic areas (including NDA summary of LLW issues)
 - Work programme
 - Outputs / products
 - Membership list
- **Presentation.** The summary report will be introduced to the NSG in a brief presentation to be given by two volunteers; Mark Bentley and Jo Fisher.

9. WAY FORWARD

9.1. Meetings

- The group does not want to leave a big gap between meetings over the summer. An interim meeting (Meeting 4) could combine a shorter meeting and a site visit in July. This event would involve a two night stay.
- Possible dates;
 - Meeting 3 in central Manchester (May 24th/25th).
 - Meeting 4 (July 5th/6th)
 - Meeting 5 (September 13th/14th)

9.2. Reports

- Photo-report for circulation only within the group. Summary meeting report will be publicly available on NDA website.

9.3. Actions

Actions			
What	Who	When by	
Review the second draft of the Terms of Reference	FW	21-Mar	Done
Record summary of who's been invited to become a member and why they declined	TEC	21-Mar	Done
Make three copies of CoRWM glossary	TEC	21-Mar	Done
Collect sub-group notes to go into work programme	TEC	21-Mar	Done
Insert reference to socio, political and economic aspects into Terms of Reference	FW, JC	21-Mar	Done
Approach Richard Bramhall (LLR Campaign) regarding membership	RM	22-Mar	
Circulate draft meeting report to group for comment	TEC	23-Mar	
Produce updated work programme to include in draft report to NSG	TEC	28-Mar	
Prepare draft report to NSG and circulate to WIG for comment	RH	29-Mar	
Produce a flow diagram/matrix based on list of key issues generated in meeting	RM, JF	31-Mar	
Send comments on draft NSG report to TEC	All	31-Mar	
Type and circulate to WIG desired outcomes metaplan from Meeting 1	TEC	31-Mar	
Circulate transcribed photo report to group	TEC	31-Mar	
Send 2nd draft report to NSG presenters	TEC	04-Apr	
Prepare draft NSG presentation	JF, MB	06-Apr	
Send hardcopy of NDA strategy to all group members	TEC	07-Apr	
Email and chase by phone WIG to request response regarding availability for May 24th / 25th	TEC	07-Apr	
Circulate draft NSG presentation to group for comment	TEC	07-Apr	
Send comments on draft NSG presentation to TEC	All	11-Apr	
Final presentation completed		13-Apr	
Produce draft guidelines for presenter (including: key issues flow diagram and what info to give to group in advance of meeting) & circulate to group for comment	TEC	24-Apr	
Send comments on draft presenter guidelines to TEC	All	28-Apr	
Co-ordinate presenters for next WIG meeting	NDA	01-May	
Send final presentation guidelines to presenters (to include flow diagram of issues to be addressed) & to group	TEC	02-May	
Contact Fiona Walthall re CORWM update	TEC	01-Sep	
Standing order: Trevor Hawkings (Suffolk Coastal District Council) to receive all A3 documents in hard copy	TEC	Ongoing	

10. ATTENDANCE

10.1. Participants attended

Peter Addison	Nuclear Installations Inspectorate (NII)
Mike Ainscough	Springfields Site Stakeholder Group (Springfields SSG)
Andy Baker	Environment Agency
Mark Bentley	SD: SPUR Learning Network
Jim Cochrane	Scottish Environment Protection Agency (SEPA)
Phil Davies	Nuclear Decommissioning Authority (NDA)
Joanne Fisher	Nuclear Decommissioning Authority (NDA)
Tony Free	British Energy
Doug Graham	The United Kingdom Atomic Energy Authority (UKAEA)
Trevor Hawkins	Sizewell Site Stakeholder Group (SSG)
Terry Joslin	Harwell Site Stakeholder Group (SSG)
Peter Kane	General and Municipal Boiler Makers' Union (GMB)
June Love	Dounreay Site Stakeholder Group (Dounreay SSG) (and UKAEA Dounreay Communications)
Alastair MacDonald	Dounreay Site Stakeholder Group (Dounreay SSG)
Carni McCarron-Holmes	West Cumbria Site Stakeholder Group (West Cumbria SSG)
James McKinney	Nuclear Decommissioning Authority (NDA)
Richard Mrowicki	Nuclear Decommissioning Authority (NDA)
John Roberts	University of Sheffield
Eileen Turner	British Nuclear Group (BNG)
Fiona Walthall	Committee on Radioactive Waste Management (CoRWM)
Louisa Whenday	Dungeness Site Stakeholder Group (Dungeness SSG)
Steve Whittington	Department for Transport (DFT)
John Whitton	Nexia Solutions
Elaine Woodburn	West Cumbria Site Stakeholder Group (West Cumbria SSG)

10.2. Apologies

Fred Dawson	Ministry of Defence (MoD) <i>Briefing to be done Fiona Walthall</i>
Peter Clements	British Nuclear Group (BNG) <i>Briefing to be done by Peter Kane</i>
Stuart Conney	Food Standards Agency (FSA) <i>Briefing to be done Maeve O'Keeffe</i>
Paul Gilchrist	Nuclear Decommissioning Authority (NDA) <i>Briefing to be done by Phil Davies</i>
Ann McCal	Nirex Ltd. <i>Briefing to be done by Andy Baker</i>
Shirley Williams	British Nuclear Group Sellafield <i>Briefing to be done by Elaine Taylor</i>
John Hetherington	NuLEAF <i>Briefing to be done by Richard Mrowicki</i>
John Whitton (came for first day only)	Nexia Solutions <i>Briefing to be done by James McKinney</i>

10.3. Facilitation team

Rowena Harris	Independent facilitator
Maeve O'Keeffe	The Environment Council
Joe Hulm	The Environment Council
Praveen Wignarajah	The Environment Council

11. GLOSSARY

- BNG : British Nuclear Group
- CoRWM : Committee on Radioactive Waste Management
- HLW : High level waste
- ILW : Intermediate level waste
- LLW : Low level waste
- NDA : Nuclear Decommissioning Authority
- NIG : National Issue Group
- NSG : National Stakeholder Group
- SSG : Site Stakeholder Group
- TEC : The Environment Council
- THORP : Thermal Oxide Reprocessing Plant
- WIG : Waste Management Issue Group