

**Safety Directors Forum -
Security Sub Working Group
Terms of Reference**

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1 Introduction

1.1 Document Purpose

The purpose of this document is to set out the terms of reference of the Safety Directors Forum - Security Sub Working Group (SSWG).

This committee is endorsed by the Safety Directors Forum (SDF).

1.2 Responsibility

The SSWG provides direction, support, and guidance to the SDF to enable them to effectively present security related concerns, as a single industry voice, to key external stakeholders notably DESNZ (formerly BEIS), NPSA (formerly CPNI) and ONR.

The SSWG will:

- Enable the SDF to present a common industry position on relevant security issues and concerns to the key industry stakeholders notably, but not exclusively, DESNZ, ONR and the NPSA.
- Identify and share appropriate and relevant security best practice especially in relation to risk management and appetite, security standards, governance, and assurance.
- Report any matters of significance to the SDF.
- Engage with and maintain a mutually supportive relationship with the Senior Leadership Security Forum.

1.3 SSWG Meetings

SSWG meetings are to take place every four months with the option for impromptu Teams meetings in between centralised meetings.

2 Constitution

2.1 Membership

Membership will include, but is not limited to:

- Safety & Assurance Director – EDF Generation
- Director Security & Resilience – Sellafield Ltd
- Director Security & Resilience – Dounreay
- Director of Security – NTS
- Director EHSSQ – Magnox Ltd
- Head of Security and Resilience – National Nuclear Laboratory
- Nuclear Safety Manager – INA EDF Generation
- Head of Security & Safeguards – Magnox Ltd
- Head of Nuclear Security – EDF Nuclear Services
- Central Security Evaluator – INA EDF Generation
- Head of Security & Nuclear Safeguards - Springfields
- Site Security & Safeguards Manager – Urenco Capenhurst
- Head of Security – Rolls-Royce SMR
- Head of Security – NDA
- Head of Security & Resilience – Nuclear Waste Services
- Security and Safeguards Officer – Nuclear Waste Services GDF Programme
- Business Resilience Group Manager – UKAEA

Membership is limited to those who lead the Security function of an organisation within the Nuclear Industry.

Members may delegate attendance to an appropriate senior manager within their respective organisations.

In addition, the SSWG may also be supported, as needed, by advisors or technical experts.

2.2 Chair

The Chair and Deputy Chair of the SSWG will be nominated by the membership every two years.

If neither can attend a planned meeting, they will nominate an Interim Chair preceding the meeting date.

2.3 Secretary

The Secretary will be nominated by the membership annually.

Duties:

1. Agendas and related papers shall be circulated at least five working days prior to each meeting.
2. Minutes of meetings including action items and offline issues, will be distributed fourteen working days after each meeting.
3. Workshops / Tasks undertaken by small groupings for SLSF.

2.4 Meeting Norms & Expectations of Attendees

Meeting Attendees are expected to:

Participate in a constructive manner

- Treat everyone with respect: We will express our opinions responsibly, focusing on the issues and not on personal differences, and speak both honestly and kindly.
- Not interrupt each other. We recognise that we all interrupt at times by mistake or to build on others' statements. However, we will strive to allow each person the space to finish his or her thoughts.
- Engage each other's thoughts, ideas, and opinions. We recognise the value and richness of a meeting when everyone has a chance to participate. This norm also includes gracious acceptance of opinions different from our own.

Be concise and to the point

- Express ourselves completely and concisely. This recognises the value of each other's input and time.
- Stay focused on the topic under discussion. We will stay focused on the agreed upon topics unless the group makes a conscious decision to alter the agenda.

Commit to attendance

- Members should either delegate or provide out of session comments if they cannot attend a meeting.
- Delegations are permitted, on the provision that those who attend the meeting are aware of the issues being dealt with and have the authority to make informed decisions.

Decision Making

- Decisions shall be by consensus where possible, with the final decision to be taken by the Chair if necessary.

2.5 Quorum

For the SSWG meeting to be effective, a minimum of five members and chair (or nominated deputy) are required for the meeting to be quorate.

Decisions and recommendations will be formally recorded.