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OPERATING UTILITY ENGAGEMENT PLAN

JOINT STEERING COMMITTEE
TERMS of REFERENCE

R2, 2012-10-05

Juris Grava, Chair – Design & Materials Division (DM)
Jacques Plourde, Chair – Nuclear Operations & Maintenance Division (NOM)

OBJECTIVE

Activities at both Divisions are currently focused on the delivery of two major conferences:

- The *CANDU Maintenance* Conference (CMC)
- The *Steam Generators to Controls* Conference (SGC)

To date, although complementary in nature, these two events have not been coordinated as a single package.

Furthermore, the contents of these conferences are of significant interest to the Operating Utilities, yet a strong, well established, link between the plant operators and the CNS does not exist.

With the recent execution of CMC 2011 in December 2011, and the upcoming SGC 2012 in November of this year, steps have been taken to:

- Align the conference themes so that CMC 2011 flows into SGC 2012, and so on as these two conferences alternate every 18 months.
- Improve Operating Utility participation through direct contact between the conference organizers and key Utility executives

A sustainable long-term approach was proposed jointly in a White Paper by the Division Chairs, and CNS Council approved the plan at their Council Meeting held on February 17, 2012.

JOINT STEERING COMMITTEE (JSC)

The plan calls for the immediate creation of a Joint Steering Committee to address both challenges - program alignment and Operating Utility interface.

This will firmly establish the 'Needs and Interests of the Operating Utilities' as the driving force for the Branches, NOM and DM Divisions. The Divisions can help the Branches take a leading role in supporting the Operating Utilities, and the Branches can in turn drive the Division (and CNS) programs to address their needs.

JSC Structure

The JSC is composed of:

- The Chair
- The Co-Chair
- One (1) Representative from each Operating Utility Branch:
 - Darlington and Pickering (potentially merged into Durham Region)
 - Bruce
 - New Brunswick (Point Lepreau)
 - Chalk River (NRU)

This Utility Rep must be:

1. *A CNS member in good standing, and member of the Branch in question,*
2. *An employee of the associated Utility, ideally located at an operating site and in a position to interface with the site's management team (eg, the New Brunswick Branch Utility Rep would be an employee of NB Power, ideally working at Point Lepreau), and*
3. *Recognized by the Utility as having this role, and supported accordingly.*

For the calendar year where the DM Chair is organizing the SGC, he/she would be Co-Chair while his/her NOM counterpart would chair the JSC. Roles would then reverse the following year. Therefore, following this pattern, for the first two years:

- 2012 – NOM is Chair of JSC; DM is Co-Chair
- 2013 – DM is Chair of JSC; NOM is Co-Chair

JSC Meetings

Once launched, the JSC will meet:

- Quarterly, by teleconference
- Annually, face-to-face, at the CNS Annual Conference (typically held in June)
- At either the SGC or CMC (if held in the given year)

Meetings will be working meetings aimed at brain-storming and problem-solving. A meeting agenda will be prepared by the Chair in advance of each meeting. Minutes will be recorded in the form of an Actions List with clear 'what, by whom, by when', monitored by the Chair.

JSC Roles & Responsibilities

The Chair

- Organize and chair JSC meetings
- Monitor JSC action plan
- Interface with CNS Council on JSC affairs, including securing the necessary support, financial or otherwise.
- Promote Branch involvement in NOM & DM Division programs

The Co-Chair

- Support and advise the Chair

The Utility Rep

- Attend and take an active role in JSC meetings.
- Promote a strong link between the Branch and the CNS by driving the programs of the NOM and DM Divisions into better alignment with Operating Utility needs and interests.
- Interface with the management team at the operating site to strengthen their understanding of the CNS, and to gain their buy-in for staff participation in CNS-sponsored events.

To assist with the task of communicating with Operating Utility executives, CNS Branches at the sites and CNS Council, the JSC will provide on a yearly basis:

- A detailed plan (1 year) with associated budget
- A strategic plan (5 years) with appropriate financial forecast

JSC Funding

The CNS will fund:

- Teleconferencing and other administrative expenses associated with communication among JSC members.
- Each member of the JSC attending up to two(2) conferences per year (CNS Annual + one of SGC or CMC where applicable) – registration, travel and accommodation.
- A visit at each operating site once per year by the Chair and Co-Chair to help the Branch promote their programs – travel and accommodation.

Time spent on JSC affairs, at site or while travelling, is the responsibility of the JSC member to negotiate with his/her employer.

JSC Launching

The following very aggressive timeline is aimed at launching JSC activities in time for the 2012 CNS Annual Conference in Saskatoon, June 10-13.

2012-Q1 Concurrence of CNS Council to high-level plan, including initial funding for the next steps - **COMPLETE**

Creation of JSC and launching meeting via teleconference - **COMPLETE**

2012-Q2 to 4 Roll-Out to four (4) Operating Utility Branches – **IN PROGRESS**

First face-to-face meeting of JSC in Saskatoon (CNS Annual) - **COMPLETE**

Second face-to-face meeting of JSC in Toronto (SGCC)