



INDC

INTERNATIONAL NUCLEAR DATA COMMITTEE

METHODS OF WORK

of the

INTERNATIONAL NUCLEAR DATA COMMITTEE

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February 1976

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Foreword

This version of the Methods of Work of the INDC was approved by the Committee at its Eighth meeting, October 1975, in Vienna. This revision incorporates Committee practices which have evolved during the past years.

International Nuclear Data Committee

METHODS OF WORK

Under the Terms of Reference of the International Nuclear Data Committee (INDC), hereinafter referred to as the Committee, approved by the Director General of the IAEA in October 1967, the Committee is authorized to determine its own Methods of Work, including preparation of its agenda, establishment of ad-hoc and standing subcommittees, and working groups, keeping of records and other procedures. The Committee will have the dual purpose of serving as a means of promoting international cooperation in all phases of nuclear data activity of general usefulness to nuclear energy programmes and other peaceful applications of nuclear science and technology and of advising the Director General of the IAEA in this field.

I. Scope

The Committee shall be concerned with:

- (i) the availability of and requirements for nuclear data,
- (ii) the collection, exchange and dissemination of basic nuclear data relevant to nuclear energy programmes and other peaceful applications of nuclear science and technology,
- (iii) the various aspects of measurements and interpretation of nuclear cross sections and other nuclear constants, and
- (iv) the instrumentation and techniques related thereto.

The Committee shall, as appropriate:

1. Nuclear Data Measurement and Interpretation

monitor current and existing nuclear data through its membership and critically review the existing state of knowledge of nuclear cross sections and other nuclear constants and reference data, identify those gaps in the knowledge which are of long range or of special significance, to the nuclear energy and other peaceful nuclear science and technology programmes of the countries concerned, recommend expeditious methods for obtaining the required data and assist in their dissemination and exchange;

2. Nuclear Data Compilation, Evaluation, Exchange and Dissemination

promote the broad and reciprocal exchange and dissemination of nuclear data and related research information among IAEA Member States and associated international organizations, receive reports from and comment on the activities of relevant nuclear data compilation groups and recommend methods for adequate presentation of nuclear cross sections and other nuclear data;

3. Equipment and Techniques

review the facilities, techniques and effort available for the determination of nuclear cross sections and other nuclear data, consider present and future needs for the techniques, equipment and facilities and recommend appropriate actions;

4. Research Materials

keep itself informed of special materials available for research and recommend to the IAEA and Member States arrangements for pooling, purchasing and exchanging samples as required for projects of joint interest;

5. Equipment and Personnel Exchanges

consider and recommend arrangements involving the pooling and exchange of equipment and personnel;

6. Research Proposals

at the request of the Director General of IAEA, review and comment on the relevant scientific and technical aspects of the research proposals in the nuclear data field which have been submitted to the IAEA for support;

7. Scientific and Technical Meetings

recommend the holding of, and assist in the organization of, scientific and technical meetings to further the objectives of the Committee and of IAEA in the field of nuclear data and their applications; and

8. Advice to Director General

advise the Director General on all matters of concern to the IAEA in the nuclear data field.

II. Limitations

It is recognized that the participation of Member States in the activities of the Committee will be on a voluntary basis and will be governed by their technical interests, national policies, and applicable laws, regulations and agreements.

III. Committee Organization

1. Chairman

The executive function of the Committee shall be vested in a Chairman who shall be a member of the Committee and who shall serve for two successive meetings, the date of taking up office being left to the discretion of the Committee. This office shall rotate in an order that is established by listing the Member States participating in the work of the Committee alphabetically, in English: UK, USA, USSR, etc. The responsibilities of the Chairman shall remain in effect between meetings, and he shall be kept informed by all Committee members and the Scientific Secretary of relevant activities and developments, preferably in writing.

2. Secretaries

There shall be appointed by the Chairman from the membership of the Committee an Executive Secretary. His term of office shall be the same as, and concurrent with that of the Chairman.

The IAEA will appoint a Scientific Secretary who will come from the IAEA Secretariat and who will serve as a member of the Committee. He shall be a scientifically qualified individual and shall assist the Chairman in the preparation and conduct of meetings.

3. Scientific Advisers and Observers

Each member may be accompanied by advisers. Observers and ad-hoc members may be invited by the Director General, upon the advice of, and in consultation with, the Chairman and the Scientific Secretary of the Committee, to attend all or specified portions of meetings and participate in the Committee's deliberations. A list of participants to a given INDC meeting, including the names of designated advisors and observers should be sent to all committee members at least four weeks before the meeting.

4. Subcommittees

The Committee has established the following four standing subcommittees:

- Subcommittee on nuclear standard reference data;
- Subcommittee on discrepancies in important nuclear data and evaluations;
- Subcommittee on nuclear data for energy applications;
- Subcommittee on nuclear data for non-energy applications.

Other standing and ad-hoc subcommittees may be established by the Committee as appropriate. Subcommittees may have non-Committee members. The current membership of each standing and ad-hoc Subcommittee and their reports to the Committee will always appear in the minutes.

5. Liaison Officers

- (i) The IAEA may request a Member State or International Organization not represented on the INDC to nominate a liaison officer to provide a communication link between the INDC and the scientists producing and/or using nuclear data in that state.
- (ii) Liaison Officers shall be provided with lists of all official Committee documents, copies of which they may request from the Scientific Secretary. The Scientific Secretary shall send the tentative agenda to all liaison officers at the same time that it is sent to the participants.
- (iii) Where active interest in items of an INDC meeting is indicated by a liaison officer, he may request approval from the Chairman of the INDC through the Scientific Secretary to attend that meeting as an observer at no expense to the IAEA.

IV. Meetings

Meetings shall normally be held at such a frequency as will take cognizance of the activities of committees with related objectives. It is desirable that the Committee meet from time to time away from IAEA Headquarters, to familiarize itself with nuclear data activities in IAEA Member States.

1. Local Secretary

When INDC meetings are held away from IAEA Headquarters, the host country shall appoint on an ad-hoc basis a Local Secretary, other than the Committee member, to assure appropriate local arrangements for the meeting in consultation with the Scientific Secretary. The Local Secretary will be permitted to attend all except executive sessions of the Committee.

2. Notification of Meetings

An invitation to each meeting shall be sent by the Director General of the IAEA to the Governments concerned so as to be received at least six months in advance of the meeting. The Scientific Secretary shall endeavour to keep the members informed as to who will be attending to facilitate the distribution of documents.

3. Agenda

A draft agenda shall be sent by the Scientific Secretary to the Committee members and to the Director General of the IAEA so as to be received at least sixty days in advance of the meeting. Comments on and additions to or changes in the draft agenda shall be sent by the Committee members to the Scientific Secretary with copies to the Chairman so as to be received at least thirty days in advance of the meeting.

The Scientific Secretary, with the approval of the Chairman, shall then issue a tentative agenda so as to be received by the participants at least two weeks in advance of the meeting and the final agenda shall be approved by the Committee prior to proceeding with the meeting.

4. Documents to be discussed at meetings

Documents to be discussed at meetings shall normally be sent so as to be received by Committee members and other participants at least thirty days in advance of the meeting. The tentative agenda should relate the documents to the items on the agenda. Substantive agenda items should be supported by appropriate working papers which should be submitted to the Scientific Secretary and all other participants at least thirty days in advance of the meeting.

5. Chairman

The Chairman is expected to be in charge of the meeting. If he is unable to fulfil the duties of his office, the next Chairman, as specified in paragraph III(1), normally shall serve as Chairman pro tem.

6. Executive Secretary

The Executive Secretary is expected to assist the Chairman in the conduct of the meeting. He is also expected to prepare the official records of the meeting, to arrange with the Scientific Secretary for their reproduction and distribution, and to maintain records of the Committee business between meetings.

7. Scientific Secretary

The Scientific Secretary will be expected to provide liaison between the Committee and the IAEA, arrange for the Secretariat services required for the work of the Committee (including meeting facilities, interpretation and recording services during the Committee meetings, limited translation services, reproduction and distribution of documents, maintenance of permanent Committee archives at the IAEA, etc., as required) and provide a point of contact between the Committee and other Member States, not directly represented on the Committee, through their nominated liaison officers.

8. Scientific Advisers and Observers

8.a. Scientific Advisers

Scientific Advisers must come from the same Member State as the Committee member who may authorize their attendance at all or part of the Committee meetings. With the approval of the member, his advisers may also serve on subcommittees. If a member is unable to attend a meeting, one of his scientific advisers should be designated as alternate member by the Member and with the consent of the Committee chairman.

8.b. Observers

- (i) Observers are defined to include experts, specialists or other individuals who are invited on an ad-hoc basis to attend all or specific portions of INDC meetings.
- (ii) Any Member of the Committee may request the Chairman to invite an observer for a specified portion or the whole of the meeting. The Scientific Secretary, with the approval of the Chairman, extends the invitation.

- (iii) Representatives of international organizations (e.g. NEA, CEC, etc.) may be invited by the Director General to participate in INDC Meetings as observers.
- (iv) At the beginning of each meeting, the Chairman shall consult with the Committee to determine which session the observers shall attend.

The Scientific Secretary shall keep the members informed well in advance of meetings regarding the attendance of observers and scientific advisers.

9. Executive Sessions

With approval of the Members, the Chairman may call for an executive meeting of the Committee.

10. Language

The official languages of the Committee are those of the IAEA (English, French, Russian and Spanish). The "working" language of the Committee shall be English although the IAEA Secretariat will be expected to provide interpretation services so that the Committee members may use any of the four official languages.

V. Reports and Recommendations

The Committee shall issue such reports and recommendations as it may deem appropriate.

1. Committee Recommendations

Formal Committee recommendations, including matters specifically referred to the Committee by the Director General, shall be adopted by common agreement amongst its members, and transmitted to the Director General of the IAEA. Informal recommendations shall be included in the record of the meetings and may also be issued in the form of special reports of the Committee.

2. Chairman's report

At the end of his term of office, the Chairman shall prepare a report on the activities of the Committee during his time in office, which shall be modified as appropriate, and approved by the Committee prior to transmittal to the Director General of the IAEA and further distribution.

3. Record or Minutes of Meetings

Copies of the draft record, or minutes of each meeting, prepared by the Executive Secretary, shall be sent by him to each of the members so as to be received in about sixty days, but not later than ninety days after the close of each meeting. Amendments or corrections to the draft record shall be submitted by the members to the Executive Secretary so as to be received by him within 120 days of the close of the meeting, after which the edited but unapproved record or minutes shall be issued by the Executive Secretary. The edited but unapproved record of the meeting shall be corrected and approved by the Committee at its next meeting and any further changes shall be reflected in the record of that meeting.

Technical minutes of each meeting shall contain those sections of the minutes, including appendices, having substantial technical content or describing activities and programmes supported by the Committee that are of general interest to the scientific and technical community. Administrative

matters, relating primarily to the operation of the Committee and its relations with other organizations, and information or discussions of a delicate nature, shall be excluded from the technical minutes.

The Executive Secretary shall indicate in the draft of the full minutes those sections which, in his judgement, should be included in the technical minutes. Suggested changes to the selection of material included, or in wording, shall be submitted by members to the Executive Secretary along with corrections to the draft minutes. The edited technical minutes shall be given a U distribution and may be issued without further approval of the Committee.

4. Committee Documents

The Committee may issue such documents, in addition to those referred to in V.1., 2., and 3. above, as may be required for the conduct of its business. Such documents shall be labelled with a numbering series preceded by the letters INDC. The series shall start on January 1, 1968. Numbers shall be assigned by the Scientific Secretary. All Committee documents formally submitted must be approved by the Committee prior to issuance.

5. Language of Documents and Recommendations

All documents and recommendations (V.1-4) shall be issued in English. In addition, subject to available funds at the IAEA, the Scientific Secretary will, on the request of any member, arrange for translations of such documents and recommendations in French, Russian or Spanish.

VI. Contributed Documents

All documents submitted to the Committee shall become a part of the official file of the Committee and shall be appropriately labelled and dated by the originator. Wherever possible the author's name and address should be included in the document. All documents submitted to the Committee by Member

States shall be labelled with a numbering series preceded by the letters INDC and shall include a symbol to identify the country of origin. The series shall start on January 1, 1968.

VII. Committee Files

The Chairman, Executive Secretary and Scientific Secretary shall each keep a continuing official Committee file to be passed on to their successors. The file of the Scientific Secretary shall be kept in the IAEA Secretariat and shall be the permanent file and archives of the Committee. One copy of all official Committee correspondence shall be provided to the Chairman, the Executive Secretary and the Scientific Secretary for their files.

Rules concerning the distribution of Committee documents shall be established by the Committee. No documents from permanent file or archives may be permanently withdrawn or destroyed without prior approval of the Committee. The archives shall be open to any Member State.

VIII. Committee Secretariat

The IAEA Secretariat will provide administrative and secretariat services to the work of the Committee. Such services shall be arranged for by the Scientific Secretary.

IX. Relations with other International Organizations and other Committees

All formal contacts between the Committee and other international organizations shall be through or by the Director General of the IAEA, including the participation of observers (IV.8.). Technical liaison that may be required between the INDC and other committees shall be carried out by correspondence between the Chairman of the INDC and the Chairmen of those committees.

X. Amendments

Amendments or changes to the "Methods of Work" may be adopted by common agreement amongst the members of the Committee and unless otherwise agreed, will become effective at the start of the following meeting.