

**Terms of Reference
CRPA-CNSC Working Group
Record of changes to terms of Reference**

Date of change	Affected page or section	Substance of Change	
September 2014		Establishment of working group	
June 4, 2017	Footer	Date updated added to footer	
June 4, 2017	P2 Observer status	Added provisions for observers	
June 4, 2017	P2 Meeting Procedures and quorum	Added section on quorum and clarified meeting procedures	
May 10, 2021	P2 Membership	<ul style="list-style-type: none"> • Addition CNSC member and alternating Chair and additional representative from CRPA • Remove refining membership 	
	P3 Membership	<ul style="list-style-type: none"> • Addition of guest status 	
	P2 Scope	Editorial	

Terms of Reference

CRPA-CNSC Working Group

The mission of the CRPA-CNSC Working Group is to provide a forum for communication and information sharing, involving stakeholders in the regulated community, with the aim of promoting a strong radiation safety culture in licensees across Canada.

Scope

The CRPA-CNSC Working Group is focussed on issues of interest for licensees conducting activities in respect of nuclear substances and radiation devices and has the following objectives:

- Discussion of the implementation of best practices
- Review the effectiveness of regulatory communication
- Reach licensees across Canada
- Discussion of some proposed regulatory changes so as to promote smart input into regulatory expectations.

Membership

Membership on the Working Group shall consist of:

- Director, Nuclear Substances and Radiation Devices Licensing Division (NSRDLD)
- Director, Operations Inspection Division (OID)
- Two Licensing Project Officers, NSRDLD
- Four persons nominated by the CRPA Board of Directors, hereinafter referred to as the “CRPA members”.

Of the four persons representing the CRPA, two must hold the designation CRPA(R) and the remaining members shall be chosen by the CRPA Board from CRPA membership at large. Wherever possible, the CRPA members of the working group should reflect the geographic and professional makeup of the CRPA.

The term of the CRPA members will be for three years with the possibility of renewal.

Membership issues, including revocation of membership, must be endorsed by the Chair of the working group.

Chair and Co-chair

The Chair of the working group will be the Director, NSRDLD in alternation with the Director OID. The Co-Chair will be a person selected by the CRPA Board of Directors.

Secretary

The Secretary of the working group is responsible for recording the minutes of the meeting and preparing the agenda for the next meeting. The position of Secretary will be a rotating position, open to all and decided at the start of each meeting.

Observer status

There shall be provision for persons to participate as observers. There shall be a standing observer nominated from the CRPA-CNSC-COMP (C3) working group and up to 2 other, non-standing, observer from each of the CNSC or CRPA. The participation of the non-standing member shall be by agreement, in advance, between the Chairs as ratified by the members by email. Observers may participate in discussions however will not have voting privileges.

Guest status

There shall be provision for persons with specific technical knowledge to attend so that their knowledge may contribute to the conversation. Notification of guest participation shall be in advance and documented on the agenda.

Meeting procedures and quorum

The principle for scheduling meetings is to arrange for meetings when all persons can be present together. Quorum is established as the Chair of the Working Group plus one CNSC Licensing Project Officer and 2 representatives from CRPA. Participation may be in person or via teleconference or video conference. Persons holding Observer or Guest status can not be used to establish quorum.

Meetings will be held at least twice per year with one meeting being held at the time of the CRPA annual meeting.