

Integrated Regulatory Review Service Mission to Ireland - 2015

Project Plan



IRRS Ireland 2015

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1. Introduction

The IAEA Integrated Regulatory Review Service (IRRS) was established to strengthen and enhance the effectiveness of national regulatory infrastructure for nuclear safety, radiation safety, radioactive waste and transport safety, and the security of radioactive sources, while recognising the ultimate responsibility of each Member State to ensure safety in these areas. The IRRS process sets out to accomplish this expressed purpose through consideration of both technical and policy issues of a regulatory nature against IAEA safety standards and, where appropriate, good practice elsewhere.

The regulatory review process directly draws upon the wide-ranging international experience and expertise of IRRS review team members. Peer exchange on technical and policy issues gives insight into the efficiency and effectiveness of the legal and governmental framework and regulatory infrastructure for safety. Through this process, opportunities for improvement are explored and potential improvement strategies identified which may be shared with other States.

IRRS missions provide an opportunity for sharing regulatory experiences, harmonising regulatory approaches among States, and creating mutual learning opportunities among regulators. IRRS discussions focus on issues arising from the State's self-assessment and the evaluation of technical areas and policy issues.

There are binding legal requirements in both the Euratom Nuclear Safety and Radioactive Waste Directives that the national regulatory framework, including the regulatory body, is subject to a periodic international peer review. In practice these peer reviews are organised by the IAEA through an agreement with the EU and comprise a detailed examination of national provisions against the IAEA's Safety Standards.

Ireland applied for its peer review mission on the 28th September 2010 and in an exchange of letters, 2015 was agreed between the IAEA and Ireland with a follow up mission foreseen for 2018 (Appendix 1). This time is in line with the requirements of both the Nuclear Safety Directive and the Radioactive Waste Directive.

The project will be taking place in the context of the merger with EPA and when the mission happens in 2015 RPII will no longer exist. However, for now as RPII is the legal entity the term RPII will be used in this and associated documents but will be amended to EPA post merger.

2. IRRS Mission Ireland 2015

The IRRS is a review of Ireland's radiation protection regulatory framework against the IAEA standards and not just the RPII, though clearly RPII will have a very important driving role.

The IRRS project will have a number of different phases including raising awareness, training, stakeholder engagement, self assessment, a series of pre-meetings with the IAEA and then the actual mission itself. The self assessment is a critical and intensive

part of the project where Ireland assesses itself against the international standards using an extensive computer-based questionnaire supported by the IAEA. The output of the self assessment forms the core of the evidence that the actual mission will assess and verify in 2015.

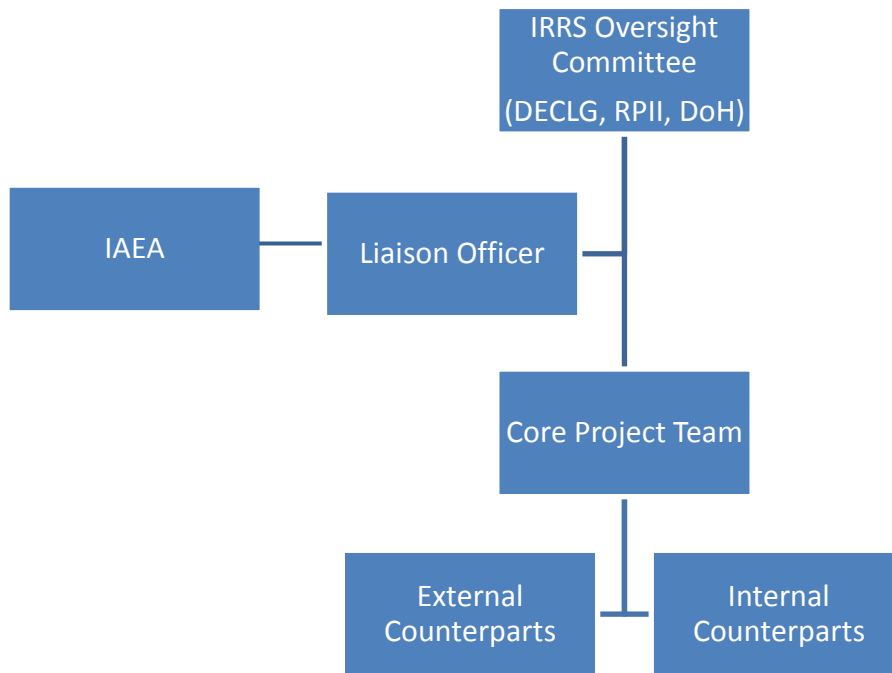
The IRRS Team will be comprised of typically fourteen regulatory experts drawn from around the world. They will carry out a structured audit over 10-12 days including discussions with Government officials and site visits. They will produce a draft report which will be presented on the final day and provide a summary during a press conference. Once finalised, the report is made public.

3. Project Objective

The objective of the project is to prepare for and host a successful IRRS project in 2015 that will fulfil Ireland's legislative requirements and deliver value to Ireland in terms of a continual improvement of the regulatory infrastructure and regulatory effectiveness.

4. Project Management

The IRRS is a review of Ireland's radiation protection regulatory infrastructure and will involve a number of different agencies. However, the RPII will be central to the project and the core project planning will be done within RPII in conjunction with the Department of Environment, Community & Local Government (DECLG) and other counterparts such as the Department of Health (DoH). To this end the project management structure will include a Core Project Team (CPR), with an Oversight Committee chaired by DECLG and including the main participating agencies including RPII and the DoH. The Core Project Team will liaise with both the internal and external counterparts and the IAEA Liaison Officer will liaise between the IAEA and the project management.



IRRS Oversight Committee

The IRRS Oversight Committee will be comprised of representatives from DECLG, RPII, DoH and the IAEA Liaison Officer. It's role is to ensure coordination between the main agencies and to review the progress of the project implementation plan. It will meet periodically and as often as the chair deems appropriate.

Liaison Officer

The IAEA Liaison officer has a defined role within the IRRS and includes being responsible for:

- Arranging logistics, administration, scheduling and documentation
- Being the main contact and focal point with the IRRS Team Leader and IAEA Coordinator in the preparatory phase during the mission
- Being the conduit between the IRRS team and the regulatory body
- Assisting in staff appreciation of what the mission entails
- Attending team meetings throughout the mission and
- Being available throughout the mission

The Liaison Officer for the 2015 IRRS mission to Ireland is Dr Tom Ryan, Director, Regulation and Information Management at RPII.

Core Project Team

As the RPII is the central competent authority for the mission, it is appropriate to appoint a Core Project Team from within RPII to define and drive the project and to draw in other

agencies that will be involved or interested in the mission. The main functions of the Core Project Team will be:

- to project plan the IRRS mission
- to engage with relevant counterparts and stakeholders
- to take leadership roles in the implementation of the project plan
- to be the key decision making group for the project implementation
- to periodically report progress to the IRRS Oversight Committee

Within RPII:

The Project Sponsor will be Dr Ann McGarry CEO RPII who will liaise with the Core Project Team to ensure that objectives and milestones are being met and to help resolve issues that might arise in the course of the project.

The Project Manager will be Dr Tom Ryan, Director, Regulation and Information Management who will lead the project team to deliver a successful mission for Ireland.

The Core Project Team members will include:

- Mr Jarlath Duffy, Senior Inspector (Regulatory Service), who has special responsibility for the project logistics and, in terms of the reviewing process, the transport thematic area
- Dr Stephen Fennell, Manager (Regulatory Service) will have special responsibility for the Advanced Reference Material and, in terms of the review, will share responsibility for Module 3 dealing with the responsibilities and functions of the regulatory body
- Dr Ciara McMahon, Director (Environmental Monitoring and Assessment), will have special responsibility for Module 10 dealing with Emergency preparedness and response
- Ms Tanya Kenny, Senior Inspector (Regulatory Service), will have special responsibility for the medical thematic area and will have responsibility for Module 5 dealing with Authorisation
- Dr Kilian Smith, Scientific Officer (Nuclear Safety), will have special responsibility for project communications and, in terms of the review, will have responsibility for Module 2 dealing with the global nuclear safety regime
- Ms Sharon Wade, (Business Support), will have special responsibility for liaison with Corporate Services including project administration and budgeting

Internal Counterparts

Internal counterparts are colleagues within RPII who have been identified as having a role in the reviewing process as set out in Section 5. The range of counterparts may expand as the project need's require. The primary roles of the internal counterpart will be

- to undergoing training as a reviewer,
- to be assigned a specific module for the self assessment

- to take responsibility to ensure completion of the self assessment of assigned modules;
- to participate in any necessary quality control of the self assessment;
- to participate in the validation of the action plan arising from the self assessment
- to act as a counterpart for the assigned module during the mission

External Counterparts

The main external counterparts are those organisations outside of the RPII that will have an active role both in the preparation of the mission and during the mission. While these have yet to be determined the obvious ones are DECLG (who has a leadership role in the project) and the DoH and its agencies. The main role will be in project coordination and, where appropriate, to assist RPII in terms of the review process and to be available to the IRRS Team during the mission. It will be desirable that each counterpart would appoint a lead person for liaison with the Core Project Team.

There will also be other counterparts that might be described as interested parties such as the Radiation Protection Advisors (RPAs) and licensees and it will be important to keep them informed of the progress of the project and to include them in project information meetings.

5. Review Team Assignments

Colleagues have been assigned to lead in each of the modules and thematic areas and are supported by a reviewer. It is the responsibility of the 'lead' to ensure that all actions related to the assigned module are completed including the self assessment, quality control and interaction with the IRRS Team. The lead is supported in all these roles by a reviewer. The specifics of this process will be determined following training by the IAEA scheduled for November 2013.

Modules	Lead	Reviewer
Module 1: Responsibilities and functions of government	T Ryan	A McGarry
Module 2: Global nuclear safety regime	K Smith	V Smith
Module 3: Responsibilities and functions of the regulatory body	S Fennell	K Smith K Kelleher
	J Madden	P McGinnity

		S Long
Module 4: Management system of the regulatory body	D Pollard	L Currivan
Module 5: Authorisation	T Kenny	S Long
Module 6: Review and Assessment	J Madden	H Synnott
Module 7: Inspection	H Synnott	N Cunningham
Module 8: Enforcement	S Long	D Fenton
Module 9: Regulations and Guides	N Cunningham	S Powell
Module 10: Emergency preparedness and response	C McMahon	C O'Connor P McGinnity
Module 11: Transport	J Duffy	N Cunningham
Module 11: Control of medical exposures	T Kenny	C O'Connor
Module 11: Occupational radiation protection	V Smith	J Duffy
Module 11: Control of radioactive discharges and materials for clearance	C Organo	C McMahon
Module 11: Environmental monitoring associated with authorised practices for public radiation protection purposes	L Currivan	L McKittrick
Module 11: Control of chronic exposures	D Fenton	S Long

6. Project Time Line and Key Milestones

There will be several phases to the planning and Mission including staff briefing and orientation; project design; self assessment; pre-mission preparation and then the mission itself. These key milestones are set out in the figure below with explanatory text in the following table.

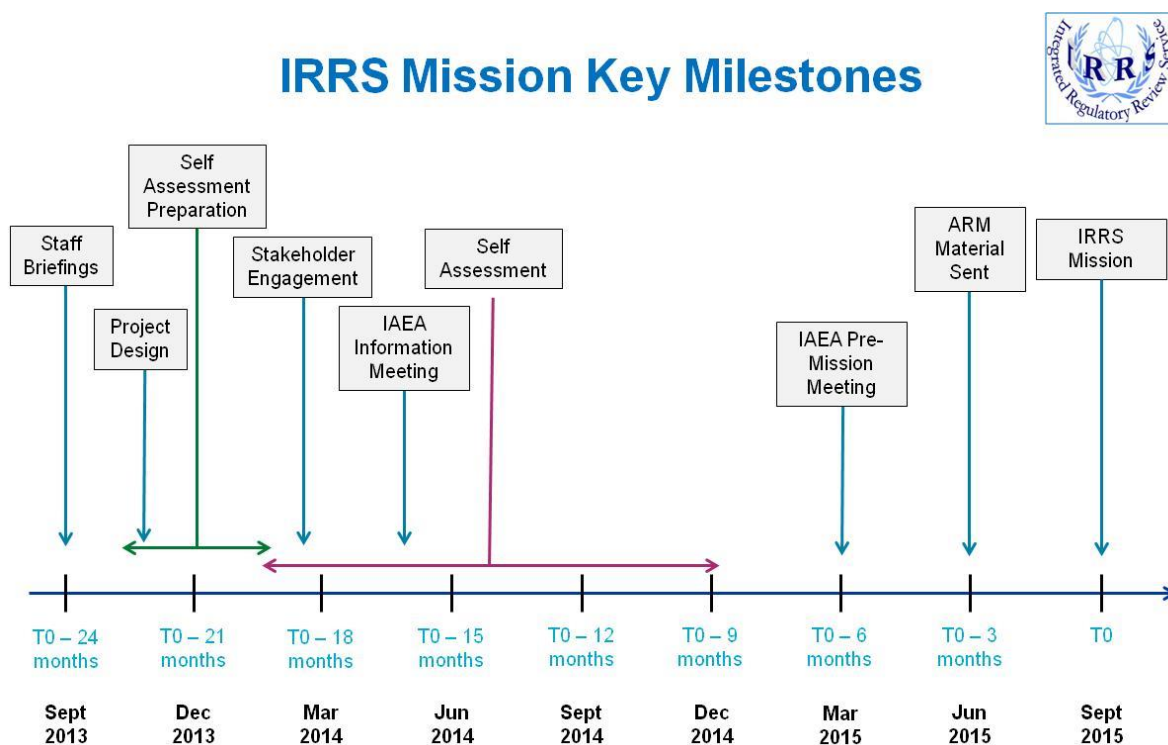


Figure 1. Key Milestones in Ireland's 2015 IRRS Mission

Key Mile Stones

This section identifies the key project milestones with some explanatory text. The detailed project implementation plan (Appendix 2) is based on these milestones.

Proposed Timing	Action	Comment
2013 Q1	RPII Staff Briefings on IRRS	<p>This should be an initial briefing introducing RPII staff to the IRRS concept and what the expectations will be over the following 2 years</p> <p>This will be done by staff with experience in IRRS missions – so will be a mixture of process and experience</p> <p>This is an important exercise as it will serve to underline the importance of the mission and also the scale of what is about to be undertaken.</p> <p>Briefings should be an ongoing feature of activities to build momentum and maintain enthusiasm – this is a marathon!</p>
	Appointment of liaison officer	The liaison officer will have responsibility for the overall coordination with the IAEA and Ireland.
	Initial formation of organising committee	<p>It will be the function of the committee to carry out a detailed project scoping exercise.</p> <p>It will be useful to talk to people that were involved in IRRS planning as a host to inform the RPII planning</p>

2014 Q1		process
	Initial identification of other national stakeholders/counter parts	There will include the HSE, DoH, HSA etc
	Organisation of a meeting with national stakeholders	The idea here would be to brief them on the IRRS process and expectations of them over the following 2 years including appointment of points of contact. This may be done as a group or in bilateral.
2014 Q1	IAEA Information meeting	IAEA to present IRRS process to Ireland. It will be a repeat of the initial staff briefing but from the 'horse's mouth' and should bring RPII staff and external counter parts together
2013 Q4	Arrange training for staff on the Self Assessment Tool (SARIS) from IAEA	<p>This training will need to be provided to all colleagues involved in preparing the self assessment (SA)</p> <p>IT issues will need to be addressed with IT Section including forward planning about an external accessible file share for uploading SA results and supporting documentation. Early planning will be important.</p>
2013 Q4	Assign staff members to SARIS modules and commence practicing answering the questionnaire	<p>At this stage it will be important to build competence with the SARIS as the questioning style is difficult.</p> <p>This will involve a substantial number of staff across the Institute.</p> <p>There will be limited involvement of external counter parts in dealing directly with the self assessment</p>

		questionnaire.
		Significant quality control efforts will be required here in terms of answering the SA and coordinated approach is advised with overall reviewers appointed
2014 Q4	Ensure that IT requirements are fully assessed with a view to the share file being in place and tested in early 2015	
2014 Q1	Commence identifying and assembling the advanced reference material and upload on share file	This may involve having to digitise a substantial amount of documentation.
		This will be an ongoing process as the SA is being completed.
2015 Q1	Finalise dates for the IRRS with the IAEA in 2015	There will be a pre-mission meeting which lasts for a day and a half which will take place about six months prior to the main mission and tentative dates should be scheduled with IAEA also.
		Once the mission dates are set then this time should be block booked for all foreseeable involved in the mission
2014 Q2	The full scope of the mission should be agreed within RPII and with relevant counterparts including the thematic areas to be covered and policy areas to be discussed	
2014 Q3	Scope out the logistical issues and put a plan in	This will include consideration of transport, hotels meals, wifi, meeting rooms, information pack, identity

2014 Q2	place	badges for all, social programme, staff availability.
		The number and type of site visits needed during the mission will need to be considered and the associated logistical issues but this will only be possible after the pre-meeting with the IAEA.
2014 Q4	Develop a communications strategy for the mission	Generally there is a press conference and an IAEA director will attend
		IAEA will issue their own press release
2015 Q1	Complete Self Assessment	The self assessment should be finished 6 weeks before the mission but it is no harm to have a stretch goal and get it done early – there will be a lot to do!
	Develop action plan	
	Complete the assembly of advanced reference material	
2015 Q2	Logistical considerations will need to be finalised when the team is known	The team should be in the same hotel with good meeting facilities and wifi
		Visas may be an issue depending on the team composition
2015 Q2	Pre-mission meeting with IAEA	A draft mission programme will have been developed in advance
2015 Q2	Detailed Mission programme finalised with IAEA	This will be very detailed and will account for all activities and logistical issues during the mission
		It will involve the agreement of a substantial number of people in the

	RPII and external counterparts.	
2015 Q3	IRRS Mission takes place	This will be an intensive 10 days for the organisation!
2015 Q4	IRRS Mission report is finalised and published	

In addition, the initial SARIS plan is included in Appendix 3.

7. Communications

There will be a ‘whole of organisation’ approach to hosting the IRRS but with colleagues in RPII having various levels of responsibilities and at different times during the period of planning an execution. In this context it will be important that all staff are kept informed of significant developments in the project and the status of preparations. Kilian Smith has been tasked with responsibility of keeping the whole of organisation aware of the project and its status. This will be done in a variety of ways including periodic briefings, the weekly bulletin and periodic information posters. An IRRS information slide will be developed for use by RPII staff in external presentations.

External communication will also be important in terms of engagement with other counterparts. A communications strategy in terms of information to the public in the run up to and during the mission will need to be developed in conjunction with DECLG and DoH. This may include an information piece in the public sector times; posting on websites and social media, press releases and media briefings. During the mission there will be some media engagement with a post mission press conference, press release from Ireland and IAEA as part of the general process.

Apart from participating external counterparts there will be a range of interested stakeholders such as the Radiation Protection Advisors that will need to be briefed and as appropriate included as the project progresses.

Early and ongoing engagement with the RPII communications section will be important.

8. Information Technology and Management

Early and ongoing engagement with RPII’s information technology/information management section will be important. There will be IT support requirements in terms of SARIS training; SARIS use as well as presenting the Advanced Reference Material. Security issues will need to be addressed during the mission including access to WIFI and internet.

9. Resources

It is difficult to be very specific about the resources required to complete this project in terms of staff time given the unique nature of the project and desirability of including as many staff as practical in what is a joint endeavour. However, for business planning purposes it is important to define the requirements as carefully as possible. The above the line costs of the mission which covers the IAEA team expenses including training, information meeting and the mission itself has been estimated at €100,000 to be met substantially by DECLG following appropriate negotiations with IAEA and others.

There will be about 20 RPII reviewers and each will be trained for two days in November 2013 and would be expected to spend at least three other days during 2013 familiarising themselves with the SARIS software. While there will be variations in the level of involvement in actually completing the SARIS questionnaire depending on the modules assigned – each reviewer should allocate at least two to four weeks (depending on the module) devoted to SARIS in 2014 and a further one week in 2015 for review and finalisation. The mission itself will last for at least ten days in September 2015, so each reviewer should allocate that time also when business planning. Participants will need also to be available at least in the week running up to the mission to finalise preparations for the mission.

Other colleagues will be assigned special responsibilities such as leading the training, communications and logistics and the time allocation in the business plans for these will be dealt with on a case by case analysis in the usual way.

10. Close of Project

The output from the IRRS will be a mission report for Government which will contain a summary of activities and observations of the team together with any recommendations, suggestions or good practices identified in the course of the mission. When finalised, the report will be published by the IAEA.

It is expected that the recommendations and suggestions will be incorporated into an action plan which will have been developed in the course of the self assessment and that the action plan is implemented. A follow up mission scheduled for 2018 will focus on progress in implementing the action plan. For the purposes of project planning, implementation of the action is viewed as a separate project that will have to be carefully planned and resourced.

11. Risks to Project Delivery

The project is taking place during a significant time of change in the administration of radiation protection regulation in Ireland where there are competing priorities and it will be important that resources are available to undertake and complete the project - both financial and human.

It will be important that there is clarity of expectation of both internal and external stakeholders and that the requisite engagement of all is achieved.

12. Guiding Principles

- ***This is a review of Ireland's regulatory framework***
 - RPII has a leadership role
 - There are many other actors
- ***Transparency***
 - We have nothing to hide
 - We have confidence in our work, trust in our people
 - We are open to learning and improving
- ***Whole of organisation approach***
 - We are all involved
 - Communicate, communicate, communicate

Appendix 1

Exchange of letters between RPII and IAEA

BUAN-MHISEAN NA hÉIREANN
D'EAGRAÍOCHTAÍ IDIRNAISIÚNTA VÍN



PERMANENT MISSION OF IRELAND
TO THE
INTERNATIONAL ORGANISATIONS
IN VIENNA

Mr. Yukiya Amano
IAEA Director General
International Atomic Energy Agency
Vienna
Austria

28 September 2010

Dear Director General,

I am writing to request an Integrated Regulatory Review Service (IRRS) mission to Ireland. The Radiological Protection Institute of Ireland (RPII) will act as the lead Agency for the Irish authorities. This request is made further to Ireland's commitment to continual improvement in regulatory practice through peer review, as well as the requirements of the Euratom Council Directive on Nuclear Safety, and the cooperation between the EU and the IAEA in this regard. While we are aware that the IAEA will be central in the ultimate selection of final dates, we would propose to host a full-scope IRRS mission in 2015 with a follow-up mission in 2018. To facilitate this, we would anticipate the IRRS self-assessment talking placing in the second half of 2014.

We understand that an information meeting with relevant IAEA staff will need to be arranged to agree the exact scope and dates of the mission. In this regard, Dr Tom Ryan, Director of Regulatory Services and Nuclear Safety at the RPII, will act as the primary contact point for this process.

With kind regards

Ambassador Frank Cogan



IAEA

Atoms for Peace

الوكالة الدولية للطاقة الذرية
国际原子能机构
International Atomic Energy Agency
Agence internationale de l'énergie atomique
Международное агентство по атомной энергии
Organismo Internacional de Energia Atómica

HE Mr James BRENNAN

Resident Representative of Ireland to the IAEA
Permanent Mission of Ireland
Rotenturmstraße 16-18
5th Floor
A-1010 VIENNA

Vienna International Centre, PO Box 100, 1400 Vienna, Austria
Phone: (+43 1) 2600 • Fax: (+43 1) 26007
Email: Official.Mail@iaea.org • Internet: <http://www.iaea.org>

In reply please refer to: J5.05.1-IRE
Dial directly to extension: (+431) 2600-25999

2012-02-21

Sir,

I have the honour to refer to your letter dated 23 January 2012 informing Mr Denis Flory, Deputy Director General of the Department of Nuclear Safety and Security on the planned date for inviting an Integrated Regulatory Review Service (IRRS) mission to Ireland. I thank you for this information and I wish to inform you that your request has been inserted into the IRRS schedule of the IAEA.

It is my pleasure to inform you that the IAEA is prepared to carry out IRRS missions in response to this request. The first mission could be conducted in 2015 and the follow-up mission in 2018 as per your request. The missions will be comprised of high level international experts with extensive regulatory experience. These missions will be preceded by preparatory meetings in accordance with the IRRS guidelines. Please note that I will inform my staff to contact you to make the necessary arrangements to hold the first preparatory meeting.

If you have any questions concerning the arrangements for this mission, please contact Ms Adriana Niciu, Acting Head, Regulatory Activities Section, Division of Nuclear Installation Safety, Tel: +43 1 2600 22031; Fax +43 1 26007 22682; E-mail: a.niciu@iaea.org who is responsible for the IRRS programme.

Accept, Sir, the assurances of my highest consideration.

James E. Lyons
Director
Division of Nuclear Installation Safety

For the DIRECTOR GENERAL



IAEA

Atoms for Peace

الوكالة الدولية للطاقة الذرية

国际原子能机构

International Atomic Energy Agency

Agence internationale de l'énergie atomique

Международное агентство по атомной энергии

Organismo Internacional de Energia Atómica

Ambasáid na hÉireánn
Embassy of Ireland

28. Okt. 2010

VIENNA

Vienna International Centre, PO Box 100, 1400 Vienna, Austria

Phone: (+43 1) 2600 • Fax: (+43 1) 26007

Email: Official.Mail@iaea.org • Internet: <http://www.iaea.org>

In reply please refer to: J5.05.1-IRE

Dial directly to extension: (+431) 2600-22667

HE Mr Frank COGAN

Ambassador

Permanent Mission of Ireland to the IAEA

Rotenturmstraße 16-18

5th Fl.

1010 VIENNA

2010-10-20

Sir,

I have the honour to inform you, with reference to your later dated 28 September 2010, that the International Atomic Energy Agency (IAEA) appreciates your invitation to conduct an Integrated Regulatory Review Service (IRRS) mission to Ireland. We take note of your proposal to host a full scope mission in 2015 with a follow-up mission in 2018, and that the Radiological Protection Institute of Ireland (RPII) will act as the lead Agency for the Irish authorities.

I am please to inform you that Mr Ahmad Al Khatibeh, Head, Regulatory Infrastructure and Transport Safety Section, Division of Radiation, Transport and Waste Safety (tel: +43 1 2600 26366; email: a.al-khatibeh@iaea.org) will be the primary contact point at the IAEA, and he will be in contact with Dr Tom Ryan, Director of Regulatory Services and Nuclear Safety at the RPII to make the appropriate arrangements.

Accept, Sir, the assurances of my highest consideration.

Denis Flory

Deputy Director General

Head, Department of Nuclear Safety and Security

For the DIRECTOR GENERAL

Appendix 2

IRRS Project Implementation Plan

The implementation plan will form the core of a living document that will change and be updated as new issues arise and are identified. The implementation plan will be used to track the progress of the project and for reporting purposes to the Oversight Committee.

	Lead	Start	End	Status	Comment
Provide presentations to RPII staff on IRRS mission	TR	Oct 13	Dec 13	Completed	
Agree project management structure	AMcG	Oct 13	Dec13	Completed	Presented to the Board of RPII, Dave Walsh assistant Sec with DECLG to chair
Appoint IAEA Liaison Officer	AMcG	Oct 13	Oct 13	Completed	Tom Ryan
Agree an IRRS project plan	CPT	Oct 13	Dec13	Completed	Plan will be flexible and will change with circumstances
Identify internal counterparts and assign duties	CRT	Oct 13	Dec13	Completed	May change as roles change through merger and colleagues become available/unavailable
Identify external counterparts	CPT	Oct 13	Dec 13	Completed	List of invitees to IAEA information day
Establish external counterpart contact points	TR	Oct 13	Mar 14	Ongoing	DoH confirmed

Establish High Level Review Committee	AMcG	Oct 13			Action to be reviewed
Initiate discussion with DECLG about organisation and funding	TR	Oct 13	Sept 15	On going	
Organise IAEA lead SARIS training programme	SF	Oct 13	Nov 13	Completed	IAEA trainer came to Dublin in November
Complete additional internal SARIS training	SF	Nov 13	Apr 15	On going	This will be provided to new reviewers as required
Identify additional pool of staff interested in direct participation	TR	Nov 14	Sept 15	On going	New roles are likely to be identified throughout the project and needs and interest will be gauged throughout the project
Define a strategy for the self assessment including guidelines	TR	Nov 13	Feb 14	Completed	Strategy in place and guidelines for SARIS answering has been developed, circulated and discussed
Define a quality control process for the self assessment	TR	Dec 13	Dec 14		
Complete self assessment	ALL	Jan 14	Mar 15		
Develop an action plan following self assessment	CPT	Mar 15	June 15		
Organise IRRS Pre- meeting with IAEA and Team Leader	TR	Jan 15	Mar 15		

Propose possible Team Leaders for IAEA consideration	AMcG/TR	Oct 13	Jan 14	Completed	IAEA have invited ASN Commissioner Ms Margot TIRMARCHE
Organise IAEA lead counterpart information meeting	JR/SW	Oct 13	May 14	Completed	Facilitated by DECLG, held in custom House, Good attendance
Assess information technology needs of the project	CPT	Oct 13	Dec 14		Need to ensure that these requirements are captured through the merger.
Provide information technology needs of the project	IT		Sept 15	Ongoing	
Complete self assessment including quality control review	CPT	Feb 13	Apr 15		
Identify all necessary Advance Reference Material (ARM)	SF	Feb 13	Apr 15		SF will lead but all reviewers will contribute on an ongoing basis
Assembly Advanced Reference Material and submit to IAEA	SF/SW		June 15		
Organise pre-mission meeting with the IAEA in Dublin	TR		Mar 15		The timing of this will be dependent on the final dates for the mission but will likely take place in March 2015
Agree a communications strategy for the mission	KS/TR		Nov 14		This will be high level and flexible identifying modalities and events throughout the project
Identify RPII budgetary needs for project and mission 2014/2015	TR/SW			ongoing	To be dealt with in the normal course of annual budgeting – monies allocated for

				2014, though some discussion with DECLG still required
Agree a logistics strategy for the mission	JD	Feb 13	Dec 15	
Put logistical arrangements in place for the mission	JD		Sept 15	
Draft detailed mission programme	TR		Mar 15	
Agree detailed mission programme with the IAEA	TR		Mar 15	
Host IRRS Mission	All		Sept 15	Dates still to be finalised

Appendix 3

SARIS Plan

Ireland IRRS 2015

01/01/2014

31/05/2015

Expand

Collapse

Today: 19/06/2014
Project Manager: Dr Tom Ryan

2014

Qtr 1			Qtr 2			Qtr 3			Qtr 4		
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

SARIS Plan (1/3)

WBS	Status	Task Name	Dur.	Start	Finish	Work Days	Used Days	Balance	Reviewers	Dependant
1	On Schedule	Control of Medical Exposure Regulator	183	01/05/14	31/10/14	132	35	97	Tanya Kenny	
1.1	On Schedule	Justification	183	01/05/14	31/10/14	132	35	97	CO'C	
1.2	On Schedule	Optimization	183	01/05/14	31/10/14	132	35	97	CO'C	
1.3	On Schedule	Patient Release	183	01/05/14	31/10/14	132	35	97	CO'C	
1.4	On Schedule	Pregnant and Breast Feeding Women	183	01/05/14	31/10/14	132	35	97	CO'C	
1.5	On Schedule	Responsibilities of Registrants and Licensees	183	01/05/14	31/10/14	132	35	97	TK	
1.6	On Schedule	Responsibilities of the government	183	01/05/14	31/10/14	132	35	97	TK	
1.7	On Schedule	Responsibilities of the Regulatory Body	183	01/05/14	31/10/14	132	35	97	TK	
1.8	On Schedule	Reviews and Records	183	01/05/14	31/10/14	132	35	97	TK	
1.9	On Schedule	Unintended Exposures	183	01/05/14	31/10/14	132	35	97	TK	
2	On Schedule	Core Questions (GSR Part 1 and GS-R-3)	364	01/01/14	31/12/14	261	##	140	Tom Ryan	
2.1	On Schedule	Government Responsibilities for Safety	274	01/03/14	30/11/14	195	78	117	TR	
2.2	On Schedule	Management System for the Regulatory Body							TRD	
2.3	On Schedule	Responsibilities and Functions of the Regulatory Body	274	01/03/14	30/11/14	195	78	117	SF	
2.3.1	On Schedule	Question 1: Organisational Structure of Regulatory Body (R16)	122	01/07/14	31/10/14	89		97	KK	
2.3.2	On Schedule	Question 2: Allocation of Resources (R16)	289	01/03/14	15/12/14	206	78	128	TR	
2.3.3	On Schedule	Question 3: Effectiveness & Independence (R17)	182	01/04/14	30/09/14	131	57	74	SF	
2.3.4	On Schedule	Question 4: Staffing & Competence (R18)	75	01/03/14	15/05/14	54			SP	
2.3.5	On Schedule	Question 5: Management System (R19)								
2.3.6	On Schedule	Question 6: Liason with Advisory Bodies and TSOs (R20)	289	01/03/14	15/12/14	206	78	128	PMcG	
2.3.7	On Schedule	Question 7: Liaison between Regulatory Body and Authorised Par	30	01/04/14	01/05/14	23			SF	
2.3.8	On Schedule	Question 8: Stability & Consistency of regulatory Control (R22)	259	01/03/14	15/11/14	185	78	107	NC	
2.3.9	On Schedule	Question 9: Authorisation (R23)	44	15/02/14	31/03/14	31			KK	
2.3.10	On Schedule	Question 10: Authorisation (R24)	90	01/04/14	30/06/14	65	57	8	KK	
2.3.11	On Schedule	Questions 11, 12: Review & Assessment (R25, R26)	152	01/04/14	31/08/14	109	57	52	KK	
2.3.12	On Schedule	Questions 13, 14, 15: Inspections (R 27, 28, 29)	31	01/05/14	01/06/14	22			DF	
2.3.13	On Schedule	Questions 16, 17: Enforcement (R30, R31)	106	01/03/14	15/06/14	75			SL	
2.3.14	On Schedule	Questions 18, 19, 20: Regulations & Guides (R32, R33, R34)	259	01/03/14	15/11/14	185	78	107	NC	
2.3.15	On Schedule	Question 21: Safety Related Records (R35)	75	01/03/14	15/05/14	54			SP	
2.3.16	On Schedule	Question 22: Communication & Consultation (R36)	213	01/03/14	30/09/14	152	78	74	SL	
2.4	On Schedule	The Global Safety Regime	127	10/06/14	15/10/14	92	7	85	KS	
3	On Schedule	Emergency Preparedness and Response	138	01/08/14	17/12/14	99		130	Ciara McMahon	
3.1	On Schedule	Assessing the Initial Phase	91	01/08/14	31/10/14	66		97	CO	
3.2	On Schedule	Assessment of Threats	91	01/08/14	31/10/14	66		97	CO'C	
3.3	On Schedule	Authority, Organization, Coordination	91	01/08/14	31/10/14	66		97	CMcM	
3.4	On Schedule	Basic Responsibilities	91	01/08/14	31/10/14	66		97	CMcM	
3.5	On Schedule	Conducting Recovery Operations	58	01/10/14	28/11/14	43		117	CO	
3.6	On Schedule	Establishing Emergency Management and Operations	91	01/08/14	31/10/14	66		97	VS	

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SARIS Plan (2/3)

WBS	Status	Task Name	Dur.	Start	Finish	Work Days	Used Days	Balance	Reviewers	Dependant
3.7	On Schedule	Identifying, Notifying and Activating	58	01/10/14	28/11/14	43	117	CO'C		
3.8	On Schedule	Issuing Instructions and Warnings to the Public	58	01/10/14	28/11/14	43	117	CO		
3.9	On Schedule	Keeping the Public Informed	58	01/10/14	28/11/14	43	117	CO'C		
3.10	On Schedule	Logistical Support and Facilities	91	01/08/14	31/10/14	66	97	PMcG		
3.11	On Schedule	Managing the Medical Response	58	01/10/14	28/11/14	43	117	CMcM		
3.12	On Schedule	Mitigating the Non-Radiological Consequences of the Emergency	58	01/10/14	28/11/14	43	117	PMcG		
3.13	On Schedule	Plans and Procedures	46	01/11/14	17/12/14	33	130	CMcM		
3.14	On Schedule	Protecting Emergency Workers	58	01/10/14	28/11/14	43	117	VS		
3.15	On Schedule	Quality Assurance	46	01/11/14	17/12/14	33	130	PMcG		
3.16	On Schedule	Taking Agricultural Countermeasures, Countermeasures against Ir	46	01/11/14	17/12/14	33	130	CO		
3.17	On Schedule	Taking Migratory Action	46	01/11/14	17/12/14	33	130	VS		
3.18	On Schedule	Taking Urgent Protective Action	46	01/11/14	17/12/14	33	130	CO'C		
3.19	On Schedule	Training, Drills and Exercises	46	01/11/14	17/12/14	33	130	VS		
4	On Schedule	Occupational Radiation Protection	200	03/03/14	19/09/14	145	78	67	Jack Madden	
4.1	On Schedule	General Responsibilities of Registrants, Licensees and Employers	182	03/03/14	01/09/14	131	78	53	JM	
4.2	On Schedule	General Responsibilities of Workers	182	03/03/14	01/09/14	131	78	53	JM/HS	
4.3	On Schedule	Legal Regulatory Framework	182	03/03/14	01/09/14	131	78	53	JM/TR	
4.4	On Schedule	Monitoring Programmes Technical Services	110	01/06/14	19/09/14	80	13	67	VS	
4.5	On Schedule	Requirements for Radiation Protection Programmes	182	03/03/14	01/09/14	131	78	53	NC	
5		Public and Environmental Exposure Control, Waste Management								
5.1		Control of Radioactive Discharges and Materials for Clearance		01/03/13	01/03/13					
5.2		Environmental Monitoring Associated with Authorized Practices f		01/03/13	01/03/13					
5.3		Regulatory Framework for the Control of Public Exposure and Con		01/03/13	01/03/13					
5.4		Remediation Safety Requirements for Regulatory Authorities		01/03/13	01/03/13					
5.5		Safety Requirements for Decommissioning of Nuclear and Other F		01/03/13	01/03/13					
5.6		Safety Requirements for Disposal of Radioactive Waste		01/03/13	01/03/13					
5.7		Safety requirements for Existing (Chronic) Exposure and RADON		01/03/13	01/03/13					
5.8		Safety Requirements for Predisposal Management of Radioactive		01/03/13	01/03/13					
6	On Schedule	Safe Transport of Radioactive Material	244	01/03/14	31/10/14	175	78	97	Jarlath Duffy	
6.1	On Schedule	Audits of management system	244	01/03/14	31/10/14	175	78	97	JD/NC	
6.2	On Schedule	Design Assessment		01/03/14	01/03/14				N/A	
6.3	On Schedule	Emergency planning and exercises	244	01/03/14	31/10/14	175	78	97	JD/NC	
6.4	On Schedule	Enforcement actions and investigations of incidents	244	01/03/14	31/10/14	175	78	97	JD/NC	
6.5	On Schedule	Examination of maintenance and servicing arrangements	244	01/03/14	31/10/14	175	78	97	JD/NC	
6.6	On Schedule	International/Interdepartmental liaison/cooperation	244	01/03/14	31/10/14	175	78	97	JD	
6.7	On Schedule	Issuing of approvals	244	01/03/14	31/10/14	175	78	97	JD/NC	
6.8	On Schedule	Monitoring and inspections of transport operations	244	01/03/14	31/10/14	175	78	97	JD	

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SARIS Plan (3/3)

WBS	Status	Task Name	Dur.	Start	Finish	Work Days	Used Days	Balance	Reviewers	Dependant
6.9	On Schedule	Regulatory review and maintenance of effective legal framework	244	01/03/14	31/10/14	175	78	97	JD	
6.10	On Schedule	Training and distribution of information	244	01/03/14	31/10/14	175	78	97	JD	
6.11	On Schedule	Witnessing manufacture		01/03/14	01/03/14				N/A	
6.12	On Schedule	Witnessing testing		01/03/14	01/03/14				N/A	
7	On Schedule	Safety and Security of Radioactive Sources	182	03/03/14	01/09/14	131	78	53	Hugh Synnott	
7.1	On Schedule	Questions 1, 2: Foreward	182	03/03/14	01/09/14	131	78	53	TR	
7.2	On Schedule	Questions 3, 4: Basic Principles Paragraph 7	182	03/03/14	01/09/14	131	78	53	HS	
7.3	On Schedule	Questions 5, 6: Basic Principles Paragraph 7	182	03/03/14	01/09/14	131	78	53	TR	
7.4	On Schedule	Questions 7, 8, 9: Basic Principles Paragraph 8	182	03/03/14	01/09/14	131	78	53	HS	
7.5	On Schedule	Questions 10, 11, 12: Basic Principles Paragraph 8	182	03/03/14	01/09/14	131	78	53	TR	
7.6	On Schedule	Questions 13, 14, 15, 16: Basic Principles Paragraph 8	182	03/03/14	01/09/14	131	78	53	JD	
7.7	On Schedule	Question 17: Basic Principles Paragraph 9	182	03/03/14	01/09/14	131	78	53	HS	
7.8	On Schedule	Question 18: Basic Principles Paragraph 9	182	03/03/14	01/09/14	131	78	53	JD	
7.9	On Schedule	Question 19: Basic Principles Paragraph 9	182	03/03/14	01/09/14	131	78	53	HS	
7.10	On Schedule	Question 20: Basic Principles Paragraph 9	182	03/03/14	01/09/14	131	78	53	JD	
7.11	On Schedule	Question 21: Basic Principles Paragraph 9	182	03/03/14	01/09/14	131	78	53	HS	
7.12	On Schedule	Questions 22, 23: Basic Principles Paragraph 10	182	03/03/14	01/09/14	131	78	53	JD	
7.13	On Schedule	Question 24: Basic Principles Paragraph 11	182	03/03/14	01/09/14	131	78	53	HS	
7.14	On Schedule	Question 25: Basic Principles Paragraph 12	182	03/03/14	01/09/14	131	78	53	JD	
7.15	On Schedule	Question 26: Basic Principles Paragraph 13	182	03/03/14	01/09/14	131	78	53	JD	
7.16	On Schedule	Question 27: Basic Principles Paragraph 14	182	03/03/14	01/09/14	131	78	53	HS	
7.17	On Schedule	Questions 28, 29, 30, 31, 32: Basic Principles Paragraph 15	182	03/03/14	01/09/14	131	78	53	HS	
7.18	On Schedule	Question 33: Basic Principles Paragraph 16	182	03/03/14	01/09/14	131	78	53	JD	
7.19	On Schedule	Questions 34, 35: Basic Principles Paragraph 17	182	03/03/14	01/09/14	131	78	53	TR	
7.20	On Schedule	Questions 36, 37, 38: Legislation and Regulations Paragraph 18	182	03/03/14	01/09/14	131	78	53	JM	
7.21	On Schedule	Questions 39 to 51: Legislation and Regulations Paragraph 19	182	03/03/14	01/09/14	131	78	53	JM	
7.22	On Schedule	Questions 52, 53, 54: Regulatory Body Paragraph 20	182	03/03/14	01/09/14	131	78	53	HS	
7.23	On Schedule	Question 55: Regulatory Body Paragraph 20	182	03/03/14	01/09/14	131	78	53	JD	
7.24	On Schedule	Question 56: Regulatory Body Paragraph 20	182	03/03/14	01/09/14	131	78	53	HS	
7.25	On Schedule	Question 57: Regulatory Body Paragraph 20	182	03/03/14	01/09/14	131	78	53	TR	
7.26	On Schedule	Question 58: Regulatory Body Paragraph 20	182	03/03/14	01/09/14	131	78	53	JD	
7.27	On Schedule	Questions 59, 60: Regulatory Body Paragraph 20	182	03/03/14	01/09/14	131	78	53	JM	
7.28	On Schedule	Questions 61 to 68: Regulatory Body Paragraph 22	182	03/03/14	01/09/14	131	78	53	HS	
7.29	On Schedule	Question 69: Regulatory Body Paragraph 22	182	03/03/14	01/09/14	131	78	53	JD	
7.30	On Schedule	Question 70: Regulatory Body Paragraph 22	182	03/03/14	01/09/14	131	78	53	HS	
7.31	On Schedule	Question 71: Regulatory Body Paragraph 22	182	03/03/14	01/09/14	131	78	53	JD	
7.32	On Schedule	Question 72: Regulatory Body Paragraph 22	182	03/03/14	01/09/14	131	78	53	JM	
7.33	On Schedule	Question 73: Regulatory Body Paragraph 22	182	03/03/14	01/09/14	131	78	53	JD	
7.34	On Schedule	Question 74: Regulatory Body Paragraph 22	182	03/03/14	01/09/14	131	78	53	JM	
7.35	On Schedule	Questions 75, 76, 77, 78: Regulatory Body Paragraph 22	182	03/03/14	01/09/14	131	78	53	TR	
7.36	On Schedule	Questions 79 to 86: Import & Export of Rad. Sources Paragraph 2:	182	03/03/14	01/09/14	131	78	53	HS	
7.37	On Schedule	Question 87: Import & Export of Rad. Sources Paragraph 31	182	03/03/14	01/09/14	131	78	53	JD	