

**MINUTES OF THE NEPLG PROCESS REVIEW SUB-GROUP MEETING OF 24
MAY 2006 AT DTI, KINGSGATE HOUSE, LONDON.**

Attendees:

Louise Robson	DTI	Nick Rowe	Local Authorities
Dawn Ferrier	DTI	Keith Pearce	British Nuclear Group
Lesley Prosser	HPA-RPD	Bobbie Ronnie	Scottish Executive
Bob Powell	HSE	Matt Furber	GDS
Rob Wharton	HSE	Phil Causer	GDS
Nigel Shrimpton	DEFRA		

Agenda Item 1. Minutes of the last meeting – 3 December 2005.

1. No amendments were put forward and the minutes of the last meeting were approved.

Agenda Item 2. Actions Arising.

2. The following actions arising from the last meeting have been completed.

Action: DTI to update the Horizon Scanning paper and distribute to the group for comments.

Action: DTI to update the NEPLG Terms of Reference Paper and circulate with a view to putting recommendations to the summer meeting of NEPLG.

Agenda Item 3. Updates to Consolidated Guidance.

3. Matt Furber and Phil Causer of the Government Decontamination Service gave the meeting an overview of how the GDS came into existence and its role in respect of emergency planning. A new chapter detailing the GDS is to be added to chapter 4 of the NEPLG Consolidated Guidance.

Agenda Item 4. Horizon Scanning Paper

4. The Horizon Scanning Paper was discussed in the meeting. Updates and items to be removed were agreed.

Action: DTI to update the paper and circulate to NEPLG members.

Agenda Item 5. Action Tracking Paper

5. Amendments to the Action Tracking Paper were discussed during the Lessons Learned meeting.

Action: DTI to update the paper and circulate to NEPLG members.

Agenda Item 6. Membership, Terms of Reference and Structure of NEPLG, and its sub groups.

6. An updated version of the paper incorporating comments that had arisen from the previous PRSG meeting was circulated to the group.

The NII were in favour of NEPLG being held once a year and suggested the wording in the paper be changed to 'a minimum of once a year' to ensure that it could meet more often if required.

The terms of reference should require all subgroups to include a participant from PRSG.

John Skegg was unable to attend the meeting but added these comments via email;

- that PRSG meets face to face or electronically a minimum of 4 times a year.
- that the reason for the agency membership on each of the sub groups be defined.
- whether NEPLG executive functions can be actioned via email.

On the last point, PRSG agreed that they could.

This issue will be discussed at NEPLG on 4 July.

Agenda Item 7. NEPLG Agenda.

7. The agenda for NEPLG would include:

i) Reports from sub groups:

PRSG
LLSG including the Action Tracking Paper
MBC User Guide Sub Group
IAEA Standards Sub Group
NEPLG Remit Sub Group
Alignment of Emergency Declaration States Sub Group
Training Sub Group

ii) Horizon Scanning Paper.

iii) Consolidated Guidance updates.

iv) New Developments and Issues

Membership, Terms of Reference and Structure of NEPLG, and its sub groups.

Agenda Item 8. Date of Next Meeting.

8. The dates of next year's meetings would be as follows:

- i) NEPLG - 4 July 2006.
- ii) PRSG – 6 December 2006.

Agenda Item 9. Any Other Business

9. The issue of extendibility was raised under AOB.

There are a lot of grey areas regarding extendibility and a clearer picture is need of what it covers. Questions were raised regarding the establishment of the 4 and 15km zones.

It was agreed that this issue would be discussed further within the NEPLG Remit Sub-Group.

Action: DTI to look at previous files for information

Action: Lesley Prosser to look into NRPB's recommendations.

Action: NII to look at what they prepared for the Hinkley Point C enquiry in 1989.

10. It was agreed that a new NEPLG Training Sub-Group be formed to address various issues concerning the MANERS course. The first meeting will be held at 9.00am on Tuesday 4th July at EPC to be chaired by DTI.

DTI
EITU
28 June 2006