



ISOLUS Project

ISOLUS Advisory Group
Technical Options Study Workshop
Ramada Plaza Hotel, Bristol
5 December 2007

Summary Report

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	 <p>MINISTRY OF DEFENCE</p>
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1. BACKGROUND

This report is a summary of the discussions and decisions of an IAG Workshop held on 5 Dec 2007 at the Ramada Plaza Hotel, Bristol. The workshop had been requested by the IAG, primarily to discuss the proposed Process and Scope of Work for a Technical Options Study, but also to review the format and presentation of Assessment Phase Studies.

The workshop was chaired by Les Netherton, the IAG Chairman, with facilitation support provided by Nick Hutchinson and Vicki Lucas of the Equipment and Support Development Consultancy, under Task ref 07145.

This document has been produced by ESDC as an aide-memoir for the ISOLUS team rather than a detailed record of the debate. The flipchart comments captured on the day are reproduced in the Annexes.

2. AIMS AND OBJECTIVES

The objectives of the workshop were:

- To review and agree the proposed Process for a Technical Options Study
- To review and agree the proposed Scope of Work for a Technical Options Study
- To receive IAG advice on the format and presentation of a summary of Assessment Phase Studies, prior to publication.
- To receive IAG advice on the handling of future studies.

The underpinning aim for the ISOLUS team was to continue to demonstrate its commitment to openness, transparency and consultation.

3. WELCOME, INTRODUCTIONS AND DOMESTICS

The Chairman opened the workshop and after stressing the importance of reaching agreement on the Technical Options Study items passed over to ESDC to run through introductions, domestics and ground rules for the day. Apologies were received from David Whitworth (Institute of Nuclear Engineers), Sonia Sutcliff (Member of the Public), Dr Kate Rawles (Ethicist), David Warner (Nuclear Decommissioning Authority) and Jane Talents (Nuclear Submarine Forum).

4. REVIEW OF AGENDA

A draft agenda had been issued to IAG members on 9 Nov. The agenda was revised in the light of comments received by the Chairman and a copy of the final version is at Annex A. Attendees were given a brief opportunity to make any final comments on the agenda. There were no further suggestions and the agenda was agreed as is.

5. REFRESH ON ISOLUS SCOPE

Lt Steve Woodley of the ISOLUS team gave a presentation to remind those present of the scope of the project. The project team stated that this presentation could be given to other forums and that a copy of the slides could be made available.

6. PEER REVIEW AND PREVIEW

Dr Jane Hunt gave a short presentation on Peer review and preview, explaining the difference and highlighting the importance of stakeholder engagement at all times. Jane stressed the need for peer engagement at the early stages of any decision making process and cited the workshop as an example of 'preview' in regard to the Technical Options Study.

7. TECHNICAL OPTIONS STUDY

Review of Requirement.

Chris Hargraves, ISOLUS Deputy Project Manager, provided a short reminder of the purpose of the proposed study and the 3 technical options for the interim storage of Intermediate Level Radioactive Waste which the eventual study contractor would be asked to consider.

Review of Proposed Process.

There was a lengthy and detailed debate about the draft Process which the ISOLUS team had issued to the IAG. A key suggestion was to split the Study into 2 phases; data gathering and option consideration. IAG and other Stakeholder consultation at all stages was also emphasised and there was a suggestion that 'co-working/joint fact-finding' would add credence to the data gathering phase.

Given the widely differing views represented at the workshop and in the interests of good time management it was agreed that a small group of volunteers would produce a modified draft over the lunch period and present back to the workgroup. This was successfully concluded and following further debate the Process attached at Annex B was eventually agreed by a show of hands.

Review of Draft Scope

The proposed scope of work for the Technical Options Study contractor was then discussed. It was agreed that the revisions to the Process and the list of 'Comments for MOD' captured on flipchart would substantially affect the draft scope and that a modified draft should be drawn up by the ISOLUS team. The draft will be distributed to the IAG members in readiness for debate and agreement at the next IAG meeting, scheduled for 10 January 2008. A copy of the 'Comments for MOD' is attached at Annex C.

During the general debate on the Technical Options Study a number of other comments and issues were raised for discussion at the next IAG meeting. These are listed at Annex F.

8. ASSESSMENT PHASE STUDIES

Review of Format and Presentation

Although the workshop had primarily been called in order to discuss the Technical Options Study it also provided an opportunity to provide early feedback on the summary of Assessment Phase Studies, issued to IAG members by the ISOLUS team on 2 Nov 07 with a request for comments by 7 Dec 07.

The summary of completed studies is soon to be published on the ISOLUS website and the discussion resulted in a number of comments and suggestions being made regarding the layout, content and readability of the document. These are listed at Annex D.

Handling of Future Studies

A number of comments and suggestions were also made as part of the debate on how best to handle future studies. These are listed at Annex E.

9. REVIEW OF ISSUES

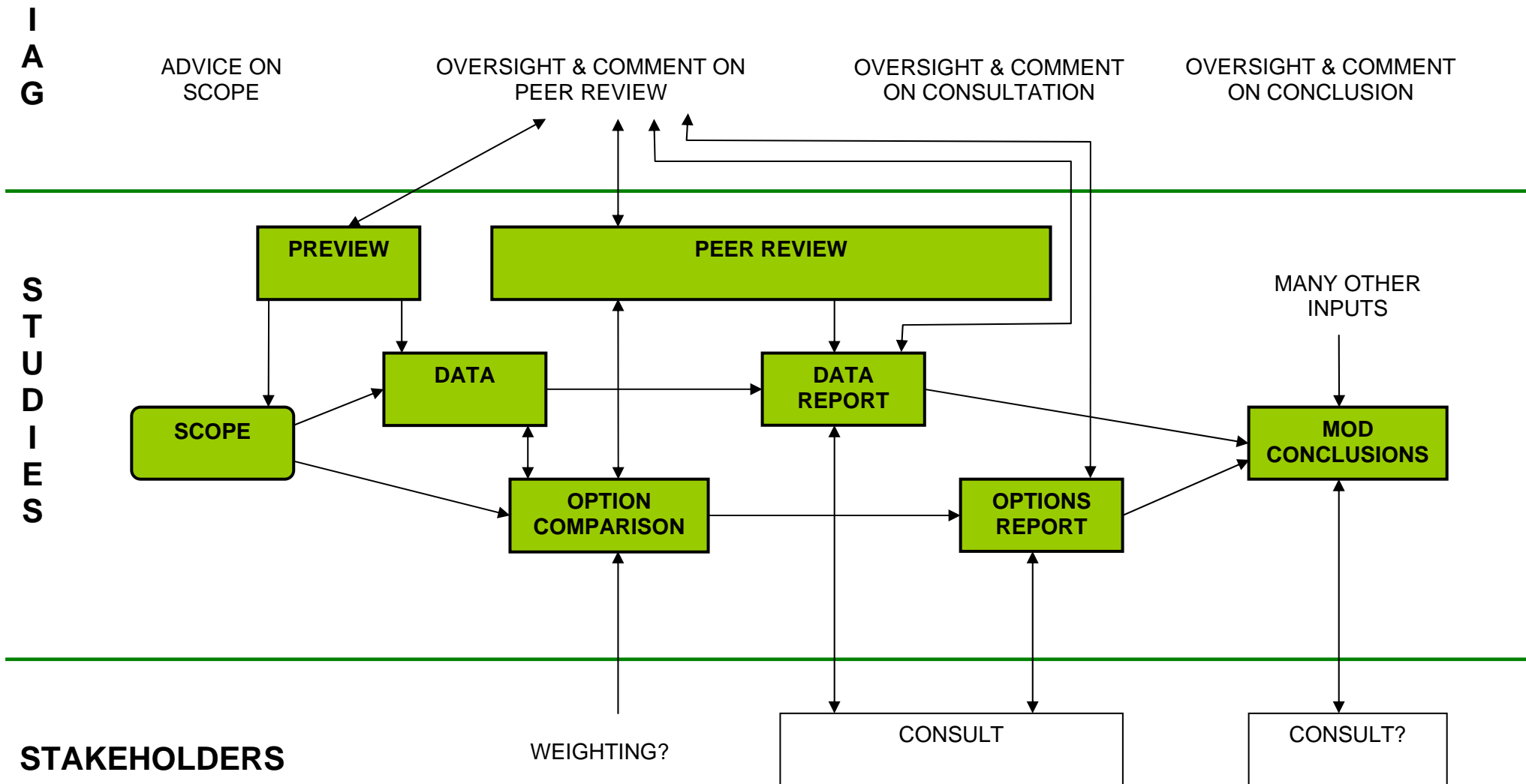
The workshop concluded with a review of the main discussion points for each agenda item and a sanity-check of the comments captured on the flipcharts.

IAG WORKSHOP: 5/12/07. BRISTOL

- 1: 10:15 ARRIVAL AND COFFEE/TEA
- 2: 10:30 CHAIRMAN WELCOME AND BRIEF INTRODUCTION OF NEW MEMBERS
- 3: APOLOGIES
- 4: 10:40 BRIEF REVIEW OF AGENDA
- 5: 10:45 REFRESH ON SCOPE OF ISOLUS PROJECT: CHRIS HARGRAVES
- 6: 10:55 PEER REVIEW AND PREVIEW: DR JANE HUNT. FOLLOWED BY BRIEF DISCUSSION
- 7: 11:15 TECHNICAL OPTIONS STUDY: ALL IAG MEMBERS:
 - ~ REVIEW OF REQUIREMENT
 - ~ REVIEW OF PROPOSED PROCESS
 - ~ REVIEW OF THE DRAFT SCOPE
- 8: 12:45 LUNCH
- 9: 14:00 ASSESSMENT PHASE STUDIES: ALL IAG MEMBERS
 - ~ REVIEW OF FORMAT AND PRESENTATION
 - ~ HANDLING FUTURE STUDIES
- 10: 15:00 REVIEW OF ISSUES AND IDENTIFICATION OF ISSUES REQUIRING FURTHER CONSIDERATION BY IAG. (NEXT MEETING 10/01/08).

PLEASE NOTE THAT THE TIMINGS ARE INDICATIVE AND THE DISCUSSION WILL ASSISTED BY FACILITATORS WHO WILL COLLECT THE VIEWS OF THE GROUP.

ISOLUS TECHNICAL OPTIONS STUDY PROCESS



COMMENTS FOR MOD ON TECHNICAL OPTIONS STUDY SCOPE

- Split the process into phases:
 - 1st phase** – Data gathering, neutral technical and social research, explicit outings of uncertainties and assumptions, joint fact findings/co-work in most contested areas
 - 2nd phase** – Options comparison, criteria for acceptance, scope of work challenges, theoretical data
 - 3rd phase** – Early peer review/preview
 - 4th phase** - Decision making
- Identify issues that are unique to the project and those that are not
- Build into contract provision to resolve uncertain or contested data – proposal to next IAG
- Develop more detailed scope of work
- Interactive exploration of sensitivity to weighting
- Write into the contract for future studies that executive summaries should be provided in 'plain English' by the contractor.

COMMENTS FOR MOD ON ASSESSMENT PHASE STUDIIES SUMMARY

- Update glossary with explanation of acronym
- All acronyms to be spelt out
- Facilitate the rewrite of the whole document in 'plain English'
- Ensure persistent use and style of language throughout
- Ensure different terminology is given to different actions/tasks e.g. "Cutting Up" is used to describe two different actions
- Number the lists
- Ensure it is clear that the report is historic and not agreed by IAG
- ISOLUS investigation should be number 1
- Insert the dates of the duration of the study through the link in the summary column
- Reduce the length of time taken to issue documents onto the internet
- Include an MOD overview of "Bridging the Gap" between CIOP and now
- The comments column is useful , keep it in. Include more detailed comments
- Reference the new contracts in the covering table
- Group table in topics and in date order within the topic
- Ensure full title of study is in the study column
- Include the methodology in the report and ensure the language used is consistent

COMMENTS FOR MOD ON HANDLING OF FUTURE STUDIES

- All studies on website should be split into the following groups:
 - Old
 - Current
 - Future
- The default should be that all proposed studies should be included on the website unless they are exempt from Freedom Of Information (FOI), e.g. commercially sensitive, subject to Parliamentary Questions (PQ)
- MOD to seek advice from IAG for any studies excluded from the website
- Include a preview of the study – be specific
- Include a column to show which studies the IAG are seeking opinion/comment
- Ensure consistency of language

ITEMS FOR DISCUSSION AT THE NEXT IAG

- Update on 'Submarine Disposal International Best Practice' paper – October 2005
- Further detail on Smelting/Melting
- Briefing on Regulatory framework
- Peer Review – MOD to circulate draft proposals
- Proposal to resolve uncertain or contested data
- More developed scope of work