



NATIONAL NUCLEAR REGULATOR

For the protection of persons, property and the environment against nuclear damage

MINUTES OF NATIONAL DOSE REGISTER STEERING COMMITTEE MEETING

Held

21 April 2015, Indaba Boardroom



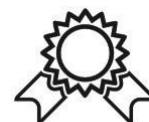
professionalism



integrity



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teamwork

APPROVAL RECORD

	Name	Designation	Signature	Date
Prepared	Alan Muller	Member	Approved	6 May 2015
Seconded	Steering Committee	Members		13 May 2015
Approved	Eljo Smit	Chairperson		14 May 2015

REVISION HISTORY			
Rev No.	Supersedes	Date approved	Next review date
0	None		

Project Name:	National Dose Register (NDR)	Date:	21 April 2015
Facilitator(s):	Alan Muller	Time:	14:00
Meeting Type:	Progress meeting	Location:	Kopanong, NNR
Attendees:	E Smit (DOH, Chair), A Muller (AM), N Mohlala (NM), G Dladla (GD), S Pheto (SP), J Boulton (JB), T Segacwi (TS) (All NNR), J le Roux (JleR, NTP), P Maine (PB, SABS), D Venter (DV, Harmony Gold), M Vermeijs (MV, Ashanti Gold), J Morake (JM, Sibanye Gold), R Erasmus (RE, SSA), M Souphy (MS, IAEA Expert)		
Apologies	M Strauss (MS, Parc RGM)		

1. WELCOME

Mr E Smit opened the meeting and welcomed the participants. The purpose of the meeting was to track actions identified in the approved Project Plan, and to plan the way forward. Mr J Morake from Ashanti Gold was welcomed as a new member of the Steering Committee, replacing Mr Z Zituta.

2. PROJECT PROGRESS

#	Project Deliverable(s)	Status	Comments/Issues/Action
1.	Pilot Study #2	<ul style="list-style-type: none"> After the 4th IAEA Expert Mission, 6 NORM holders expressed a willingness to participate in the Pilot #2. The NNR provided passwords, usernames, templates and the User's Manual to the interested holders 31 persons from 18 organisations attended the NDR meeting and training in the morning of 21 April 2015 The meeting to discuss NORM issues and training to populate the 	<ol style="list-style-type: none"> <i>NNR should send email to holders that attended the meeting, requesting them to participate in Pilot #2</i> <i>Upon response of the holders, all relevant files, documentation and access to the NDR Portal should be</i>

		<p>template and upload files to the NDR was regarded as successful</p> <ul style="list-style-type: none"> • In some cases where no exit medicals are conducted, the Regulatory Body should be approached to provide the dose histories from the NDR • All historical data should be provided by holders • SABS will be formally requested by DOH to upload records to the NDR • For NNR holders, the COR frequency of reporting should be used for uploads • Submission of hardcopy dose reports or changes to this process should be taken up as part of the revision of the NNRA and standards 	<p><i>provided by the NNR</i></p> <ol style="list-style-type: none"> 3. <i>The holders should upload 3 sets of data by end of June 2015</i> 4. <i>Another training session should be arranged by the NNR during the 4th IAEA Expert Mission</i> 5. <i>The NNR should conduct the training, and the IAEA expert should provide oversight.</i> 6. <i>NNR should provide SABS with a list of COR holders</i>
2.	NDR template and User's Manual	<ul style="list-style-type: none"> • Duplication of information in the fields /data in different worksheets should be minimized or handled through automation • "Other" should be added for dosimeter/dose type • The date format should be corrected • In addition to the base version, multiple versions of the template should be considered at the next IAEA Mission • The template should be locked to avoid errors, and later on passwords to unlock should be provided if necessary • The ID number, nationality and gender should be mandatory • An algorithm to check IDs should be included in the system • A notification message should alert Data Providers of missing fields, but not for historical data 	<ol style="list-style-type: none"> 1. <i>MS to update the template and User's Manual during Pilot #2</i> 2. <i>The NNR should provide template v1.4 and the updated User's Manual once finalized, to the Pilot #2 participants for use</i>
3.	ICT Strategy	<ul style="list-style-type: none"> • IT resources have been allocated to the project, and training on SQL is being arranged • The aim is to become semi-independent from IAEA support • Additional infrastructure such as storage, servers etc. is being considered for the NDR • A 3rd layer of security is already in place • Proposals for improving the IT infrastructure has been received from MS and should be considered 	<ol style="list-style-type: none"> 1. <i>NNR IT to discuss and consider the IT architecture proposals with MS</i> 2. <i>JB to provide a ICT strategy/report to the NDR Steering Committee by 30 May 2015</i>
4.	Final NDR Development	<ul style="list-style-type: none"> • The proposed NDR regulatory dose report types are acceptable • Development work relating to master and subaccounts in the NDR is ongoing • Historical data should be uploaded during the 4th IAEA EM, and NNR IT 	<ol style="list-style-type: none"> 1. <i>MS to continue developing the final NDR</i>

		<p>should also upload historical data thereafter</p> <ul style="list-style-type: none"> • The historical data should be in the new/final template format • A separate mechanism to upload historical data to the NDR Portal should be considered 	
5.	Legal Basis	<ul style="list-style-type: none"> • Review comments were received from 2 members of the Steering Committee on the NNR legal basis report • Major issues raised include the distinction between approval of DSPs by NNR and DOH, level of detail in NNRA vs regulation, phrasing of the proposed wording in the NNRA, alignment with template, obtaining consent from radiation workers before submittal of records to the NDR, provision of historical data etc. 	<ol style="list-style-type: none"> 1. <i>NNR Legal to consolidate comments, and circulate a revised proposal to the Steering Committee by 30 May 2015</i> 2. <i>NNR to draft the RG for the NDR by 31 October 2015.</i> 3. <i>DOH to provide SABS with a letter requesting historical data upload</i>
6.	Any Other Business	None	

3. RISK MANAGEMENT

Action Item	Assignee	Due Date
a. Implement skills transfer mechanisms for NNR NDR Custodian and IT staff	AM, JB	August 2015
b. Finalise NNR legal basis for NDR	TP	July 2015
c. Strengthen IT infrastructure for NDR (implementation of strategy)	JB	August 2015
d. Encourage more NORM holders to become involved in NDR project	SP, AM	August 2015

4. CLOSURE

Mr E Smit thanked the participants for their contributions in the meeting, their commitment to the project, and closed the meeting.

5. NEXT MEETING

August 2015