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Rules of procedure for NKS.

NKS Board and NKS chair.

The owners of NKS constitute the NKS board by appointing one member each to the NKS Board. The Board appoints one board member as chair. A Chair serves for a minimum of three years with a possible extension of another three years. The role of chair rotates between the owners.

The responsibilities of the NKS Board include:

- The NKS business's framework including strategies, budget and finances.
- Approve the research projects to be funded,
- Appoint the Auditor for NKS and approve the annual accounts.

The role and responsibilities of the NKS board are further described in the NKS Administrative Handbook.

The responsibilities of the NKS Chair include:

Chair the meetings of the board and monitor that its decisions are implemented.

Ensure that Board meetings are prepared and the required documentation available.

The role and responsibilities of the NKS Chair are further described in the NKS Administrative Handbook.

The Board shall ensure that NKS lives up to the standards for good public governance and transparency that apply to public sector in the Nordic countries, and that funds are used to run an efficient nuclear safety research program.

The Board shall ensure that NKS is actively engaged in outreach activities such as dissemination of NKS work and results.

Advisory Group

The NKS Board appoints an Advisory Group. Each owner may nominate up to two members of the Group, one for the B program area and one for the R program area. Each co-financier may nominate one member of the Group for either the B or the R program area. Except for the representatives from the owners there can be at most two members of the Group from each country. If there are more than two co-financiers in one country, they need to agree on a rotation scheme as needed. The co-financiers in a country may choose to be represented by one representative in the Advisory group covering both program areas.

The NKS Board can, by consensus, invite an organisation that does not provide funds to NKS to join the Advisory Group for a limited time.

The main role of the Advisory Groups is to evaluate proposals for research projects and advise the board on the research program.

The Chair of NKS is also the chair of the Advisory Group. The Chair may evaluate proposals keeping in mind that each owner can only make one evaluation of proposals in each program area.

Administration and coordination.

A Secretariat takes care of the NKS administrative issues, including financial issues such as payments and the NKS website. A contract regarding terms of service (time, tasks, payments etc.) is approved by the NKS board and signed by the chair.

The main task of the Secretariat is to ensure an efficient administrative support function for NKS and careful management of NKS funds.

Program Coordinators (PC's) coordinate the NKS research program. The board appoints the PC's, one for each program area, NKS-B and NKS-R. Extensive competence and overview within the relevant program area is required. A contract regarding terms of service (time, tasks, payments etc.) is approved by the NKS board and signed by the chair.

The main task of a PCs is to recommend a research plan to the Board at the January Board meeting and to ensure that the research programme is implemented in accordance with Board decisions.

The appointment of a PC is for one year and there is an expectation that a PC stays on for a minimum of three years, with a possible extension of another three years. The role of PC's rotates between the countries. Change of PC's is coordinated to ensure continuity in functioning of NKS.

The tasks of the Secretariat and the PC's are further described in the NKS Administrative Handbook.

The Chair, PC's and Secretariat form a Coordination group to prepare Board meetings and to facilitate the work of NKS.