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Rules of procedure for NKS.

NKS Board and NKS chair.

The Parties establish the NKS board by appointing one member each to the NKS Board. The Parties appoint one board member as chair. A Chair serves for a period of four years with a possible extension of up to another four years.

The responsibilities of the NKS Board include:

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

The role and responsibilities of the NKS board are further described in Annex 1.

The responsibilities of the NKS Chair include:

- Chairing the meetings of the board and monitoring that its decisions are implemented.
- Ensuring that Board meetings are prepared and the required documentation available.
- Acting as NKS's official spokesperson and being a shared resource for NKS as a whole.

The role and responsibilities of the NKS Chair are further described in Annex 1.

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. In addition to 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 Advisory Group works by consensus.

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

The role and responsibilities of the Advisory Group are further described in Annex 1.

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.

The role and responsibilities of the NKS Secretariat are further described in Annex 1.

Program Coordinators (PCs) coordinate the NKS research program. The board appoints the PCs, 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 program 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 for another three years. The role of PCs rotates between the countries. Change of PCs is coordinated to ensure continuity in the functioning of NKS.

The role and responsibilities of the NKS PCs are further described in Annex 1.

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

Annex 1.

Roles and responsibilities.

The NKS Board:

The NKS Board is responsible for the NKS business's framework including strategies, budget and finances.

- Appoints members of the Advisory Board according to rules stated in NKS rules of procedure
- Appoints the Auditor for NKS and approves the annual accounts
- Appoints the Secretariat for a set period on terms set out in a written agreement
- Appoints the program coordinators for a set period on terms set out in written agreements.
- Decides on co-operation with external parties, including financial aspects as well as other terms and conditions.
- Secures the majority of the financing.
- Approves the list of research projects to be funded
- Determines guidelines for structure, work methods and general administrative issues.
- Delegates tasks and responsibilities to an appropriate level in the NKS structure as needed.
- Determines the general guidelines for external and internal information, communication and results dissemination, and identifies the most important target groups.
- Ensures a framework for NKS outreach activities.
- Ensures that NKS lives up to the standards for good public governance and transparency that apply to the public sector in the Nordic countries, and that funds are used to run an efficient nuclear safety research program.
- Determines the guidelines for the evaluation process.

The NKS Chair:

The NKS Chair is responsible for the NKS Program being carried out in accordance with set plan and budget.

- Convenes Board meetings and ensures their preparation in a timely fashion i.e. agenda and required documentation.
- Chairs Board meetings, ensures that minutes to be approved are taken and monitors that Board decisions are implemented

- Convenes Advisory group meetings and ensures their preparation in a timely fashion i.e. agenda, required documentation.
- Chairs Advisory group meetings and ensures that minutes to be approved are taken and outcomes shared with the Board.
- Acts as NKS's official spokesperson, is the publisher/editor responsible for the newsletters and represents a shared resource for NKS as a whole.
- Monitors the work in the various areas of the NKS Program.
- Monitors the coordination of the program areas. Calls for and chairs coordination meetings with program managers and Secretariat to prepare Board and Advisory group meetings and to facilitate the work of NKS.
- Ensures implementation of NKS outreach activities.
- Ensures that NKS's structure and administrative routines, including policy documents and the Administrative Handbook, are revised as needed.
- Enters into agreements within the budget for NKS, signs letters and signs off on invoices on behalf of NKS.
- Carries out other tasks as decided by the Board.

The Advisory group:

- Is chaired by the NKS Chair who ensures flow of information between the Board and the Group, as needed.
- Evaluates research projects according to guidelines determined by the NKS Board.
- Advises the Board on the research program.
- Puts forward proposals for policy changes to the Board

The Secretariat:

The Secretariat takes care of the NKS administrative issues, including financial issues such as payments and the NKS website.

- Appointed by the Board for a set period on terms of service (tasks, payment etc) set out in a written agreement.
- Represents an administrative support function for NKS, participates in Board and Advisory group meetings as needed, and takes minutes at these meetings as required.
- Distributes meeting material (calls for meetings, agenda, reports etc.) to the Board, Advisory group, program coordinators and others as required.
- Is responsible for financial management, handles bookkeeping and disbursements for the whole NKS program, orders auditing of the accounts, handles agreements, reservations, contracts, etc.
- Compiles financial reports for the Board and program coordinators.
- Handles filing of documents and bookkeeping documentation as well as organisation of reference library and library services.

- Requires funds from the owners and other financiers according to agreements.
- Processes and edits NKS reports such as technical reports, final reports and evaluation reports, distributes both printed and electronic reports; handles printing contacts, procures printing services, maintains and updates the NKS website and sends out the NKS electronic newsletters.
- Participates in the review of administrative routines, including contract and VAT issues. Revises the Administrative Handbook in consultation with the Chair and Program Coordinators. Creates and updates lists of addresses and administrative documents.
- Prepares and participates in Coordination meetings with Program Coordinators called for by the Chair to prepare Board and Advisory group meetings and to facilitate the work of NKS.
- Assists in the preparation of NKS seminars.
- Carries out various tasks, within the framework of NKS activities, decided by the Board or the Chair as well as tasks set out in the agreement with NKS, activity plans and the Administrative Handbook.

The Program Coordinators:

The main task of a Program Coordinator is to recommend a research plan to the Board and to ensure that the research program is implemented in accordance with the framework program, Board decisions and objectives.

- Appointed by the Board for a set period on terms of service (tasks, payment etc) set out in a written agreement.
- Expected to work part-time as described in the written agreement.
- Lead the work on Call for Proposals and propose new activities and tasks to the Board. Active in the Advisory group when planning the NKS research plan. Manage and participate in activities on behalf of NKS.
- Maintain active contact with relevant Nordic professional environments and end users to anchor NKS's work, bring actors and stakeholders together and identify requirements and trends at an early stage.
- Maintain regular contact with the Chair and Secretariat. Participate in Coordination meetings called for by the Chair to prepare Board and Advisory group meetings and to facilitate the work of NKS.
- Coordinate activities and maintain regular contact with the persons responsible for the activities. Ensure that the activities are implemented and reported in compliance with contracts and other agreements. Review final reports, to ensure good overall quality, and approve them. Lead and monitor information activities in the program area concerned.
- Report to and participate in Advisory group meetings. Participate in board meetings as needed.
- Responsible for dissemination of results to the parties concerned in the form of seminars, scientific articles, reports, documents, work materials, etc. in accordance with the guidelines set out in the Administrative Handbook.
- Disseminate information from the board meetings to persons and organisations concerned.

- Lead in the preparation of NKS seminars.
- Carry out various tasks, within the framework of NKS activities, as decided by the Board and the Chair as well as the tasks set out in the agreement with NKS, activity plans and the Administrative Handbook.