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Organisation de Coopération et de Développement Économiques
Organisation for Economic Co-operation and Development

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NUCLEAR ENERGY AGENCY

NEA/SEN/SIN/WGHOF/A(2009)1
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**Committee on the Safety of Nuclear Installations
Working Group on Human and Organisational Factors**

NOTIFICATION OF THE SIXTH MEETING

To be held on 19-20 March 2009 at the NEA Headquarters, Issy-les-Moulineaux, France.

JT03257957

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I. INTRODUCTION

The sixth meeting of the CSNI Working Group on Human and Organisational Factors will be held on **19 -20 March 2009**. The meeting will take place **at NEA Headquarters, 12 Boulevard des Îles, 92130 Issy-les-Moulineaux, France**.

The meeting will start at **9.00 a.m.** on the first day, and is expected to finish by **4.00 p.m.** on the second day.

The NEA Internet site **www.nea.fr**, Nuclear Safety section, under the heading WGHOF, has at the bottom of the page a portion accessible only to members of the WGHOF - “WGHOF working area”. This site is password-protected and will contain the agenda for the forthcoming meeting. The URL is <http://www.nea.fr/download/wghof/welcome.html>.

The various documents supporting the agenda items will be placed on the same Internet site as soon as they become available. Delegates wishing to present documents, proposals etc., should send these to the NEA Secretariat radomir.rehacek@oecd.org with a copy to elisabeth.mauny@oecd.org in electronic form at **least two weeks in advance of the meeting**. These will be placed on the same Internet site and associated with the relevant agenda item.

If you are presenting a short “hot potato” please use the attached standard form that was issued by the Group and is attached beneath.

On Wednesday **18 March**, two meetings are planned at the same place starting at 9.30 a.m., one on “Identifying and Overcoming Barriers to Effective Consideration of Human and Organizational Factors in Event Analysis and Root Cause Analysis” and second on “Development of Research Program Topics on Human Performance in New Nuclear Plant Technology”. You all are kindly invited to participate in these preparatory meetings. The WGHOF chairs will meet in the same place in the afternoon.

Delegates participating are advised that the security arrangements in force at the OECD include the obligation to present an identity document bearing a photograph. This document may be requested at the time of issuing delegates cards for the meeting. It should also be presented subsequently together with the card every time OECD premises are entered from the outside. It is desirable that the delegates are aware of this requirement in order to avoid any difficulty in obtaining entry.

It would be helpful if the names and addresses of the participants of the meeting with the indication that they intend to attend also one of the planning meetings could be communicated to the NEA Secretariat as soon as possible, but not later than **2 March 2009**.

NEA Secretariat:

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II. AGENDA

Opening:

1. Opening of the Meeting. Presentation of new participants.
2. Adoption of the Agenda [NEA/SEN/SIN/WGHOF/A(2009)1].
3. Approval of the Summary Record of the last Meeting [NEA/SEN/SIN/WGHOF(2008)2].

NEA activities and recent meetings including brief situation report with selected WGHOF tasks:

4. Report by NEA Secretariat
 - a. NEA CSNI and CNRA activities
 - b. Progress with Actions from previous meeting
 - c. Situation with the issuing of the WGHOF documents.
5. Report by the WGHOF Chair. (Dr. C. Reiersen, NII)
 - a. CSNI December 2008 meeting
 - b. WGHOF Integrated plan.
6. WGOE activities and possible cooperation with WGHOF. (Ms. Kulvinder McDonald, WGOE Chair).

Detailed discussion about selected WGHOF tasks:

7. Workshop on Justification of Organisational Suitability: proceeding report, proposed further steps. (Dr. P. O. Sanden, SSM / Dr. C. Reiersen, NII / NEA Secretariat)
8. HOF in Event and Root Cause Analysis: results of the planning meeting, next steps. (Ms. Jackson, CNSC)
9. Development of Research Program Topics on Human Performance in New Nuclear Plant Technology: results of the planning meeting, next steps. (Dr. V. Barnes, USNRC / Ms. M. Kaarstad, HRP / Dr. L. Norros, VTT)
10. Organisational factors in the pre-operational phases of new Nuclear Power Plants: results of the preparatory meeting, further steps. (Dr. N. Koivula, STUK)
11. WGHOF and WGOE, WGRISK, WGIP and WGRNR co-operation. (Dr. C. Reiersen, NII / NEA Secretariat)
 - a. Workshop on "Maintaining oversight of licensee safety culture" follow up
 - b. Workshop "Simulator Studies for HRA Purposes": status of preparation (Dr. W. Preischl, GRS).

Information exchange:

12. Significant Events - discussion about selected events and analysis techniques.

- National WGHOF representatives are kindly asked to **notify** the Secretariat **as soon as possible** if they wish to discuss events **so that it can be scheduled onto the meeting agenda**. The electronic copy is asked to be sent to the Secretariat **not later than two weeks in advance of the meeting**.

13. National, IAEA, WANO, EU, HRP news and Hot Potatoes.

- A normal “five minutes per country” round will be carried out.

Wrap-up and planning of future:

14. Election of the new WGHOF Chair.

15. Summary of WGHOF future activities and next meetings. (Dr. Reiersen, NII and NEA Secretariat).

- Next meetings:
 - 23 – 24 September 2009, Paris
 - March 2010, Paris

16. Closure of the Meeting.

WGHOF Hot Potatoes Form:

Note: No more than one page per country.

Country:	Name of country, Organisation and person
Date:	Date Hot potato prepared
Issue:	Title of issue
Description:	Brief summary of issue, including points such as why it is an issue, what is being done, any problems, etc.
WGHOF liaison:	Any reports available to WGHOF members. Also, state if advice/input is sought from WGHOF members.
Repeat above three rows as necessary for all hot potatoes	

Thursday 19 March

- 9:00 CSNI WGHOF meeting, agenda items 1-3
- 9:30 CSNI WGHOF meeting, agenda items 4-6
- 11:00 Coffee break
- 11:15 CSNI WGHOF meeting, agenda items 4-6 cont'd
- 12:30 Lunch
- 13:30 CSNI WGHOF meeting, agenda items 7-8
- 15:00 Coffee break
- 15:15 CSNI WGHOF meeting, agenda items 9-11 cont'd
- 17:15 Adjourn

Friday 20 March

- 9:00 CSNI WGHOF meeting, agenda items 12-13
- 10:30 Coffee break
- 10:45 CSNI WGHOF meeting, agenda items 12-13 cont'd
- 12:30 Lunch
- 13:30 CSNI WGHOF meeting, agenda item 14
- 15:00 CSNI WGHOF meeting, agenda items 15-16
- 16:00 Depart