

Moorside Technical Group - Terms of Reference

1. Purpose (or Mission Statement)

To bring together key technical, planning and operations stakeholders in an effective, productive and collaborative multi-party working environment to ensure that they are informed about the Moorside NuGeneration project and enable them to better inform NuGen's choices over aspects of the consultation and engagement process and proposed development of the site.

2. Terms of Reference

- a. Ensure key technical, planning and operations stakeholders are fully aware of the planning proposals related to the development of a nuclear power station at Moorside;
- b. Enable key technical, planning and operations stakeholders, including NuGen, to identify and consider issues related to the development of a nuclear power station at Moorside and explore potential courses of action (or mitigation) where appropriate;
- c. Provide a sounding board including advice, alternative points of view and even challenges for NuGen over any key and/or detailed strategic, operations and engagement process decisions to ensure project plans are robust and that appropriate contingencies are considered;
- d. Enable timely and informed stakeholder inputs to the development process are considered in line with the proposed programme (or any revisions) to aid NuGen's development plans;
- e. Ensure any stakeholder deliberations are appropriately attended, informed, fair, balanced and conducted with mutual respect; and
- f. Help determine any project and process success criteria to aid both on-going evaluation, review and improvement, as well as establishing what overall success will look like.

3. Working Principles and Practices

3.1 Membership

Members of the MTG must be:

- a. Nominated representatives as needed of statutory & non statutory organisations & groups with a demonstrable interest in an issue or issues within the scope of the MTG
- b. Empowered or trusted to speak on behalf of their organisation or group
- c. Empowered to deliver any agreed actions
- d. Able to make appropriate decisions when necessary?
- e. Able to demonstrate suitable & robust feedback mechanisms to their organisation & back to the MTG (NuGen will provide inputs to any internal boards, committees etc. on request)
- f. Willing to observe any agreed MTG Ground Rules or Working Agreements



3.2 Attendance

- a. Members are expected to attend full MTG meetings and any related activities or subsidiary workstreams (see 3.4.l.) as agreed within the MTG
- b. Members may nominate substitutes in the event that they cannot attend an MTG
- c. NuGen will provide an induction for any new participants, and substitutes for a regular MTG member
- d. Regular MTG members are welcome to attend & contribute to any Inductions which will be conducted in a short session immediately before the full MTG

3.3 MTG Frequency & Location(s)

- a. The MTG will meet four times a year, at intervals determined by any intervening work programme or agreed activities
- b. The MTG will meet in suitable venues in and around Whitehaven, depending on availability and meeting plans regarding space required

3.4 Operations

- a. Venue and catering costs for MTG meetings will be funded by NuGen
- b. MTG meeting will be professionally designed and facilitated by an independent stakeholder dialogue practitioner, funded by NuGen
- c. A calling notice with Aims and Agenda will be issued by NuGen at least three full calendar weeks in advance to provide sufficient notice of any MTG
- d. A forward programme of anticipated dates will be provided and updated by NuGen as and when
- e. MTG members can submit potential Agenda items for NuGen & Facilitation Team to consider, ideally at least 5 working days before any Calling Notice and Agenda are issued
- f. Each MTG Agenda will contain 'Aims and Agenda Review' and 'Relevant Updates' sections so potential items not signalled in advance can be considered as appropriate on the day
- g. Expert reports or information specially required for particular meetings will be funded by NuGen or other agreed arrangements
- h. Meeting reports will be compiled & issued as working drafts within 8 working days of any MTG for comment & further review by MTG participants
- i. MTG reports will be based on any MTG flipchart records, meeting notes & worksheets from meetings
- j. MTG reports and any related meeting papers will be circulated to MTG members following the meeting
- k. Participants and/or their organisations will be responsible for resourcing their attendance and any related activities (subject to the outcome of MTG11-3 Action 9.)
- l. The MTG may form specific task or topic related sub-groups to undertake more detailed explorations and deliberations

- m. Such 'Working Groups' or 'Task Groups' will be governed both by these MTG ToRs and an MTG memorandum detailing their expected activities, schedule and form of any report(s) back to MTG

3.5 Evaluation

- a. NuGen will ensure there are both facilitated 'informal' meeting progress checks, as well as formal written evaluations of MTG meetings
- b. Both MTG meeting progress checks & written evaluations will be noted in meeting reports
- c. Suggested process Actions or changes resulting from these evaluations will be discussed & implemented at future meetings, as appropriate

3.6 Communications

- a. NuGen will issue media bulletins about the occurrence of MTGs both before and after each Workshop
- b. Any bulletin content beyond the occurrence of MTGs relating to the issues at hand, such as challenges, agreements or ways forward, will be agreed within the MTG or any sub-group agreed and formed for the purpose