

Meeting: Nuleaf Steering Group
Date: 2nd June 2021
Item: 5
Subject: Format of meetings in the future
Author: Catherine Draper



Recommendation:

That the Steering Group directs the secretariat to follow one of the options outlined in Section 2, and also considers whether an annual event at the NDA Stakeholder Summit should be held.

1. Background:

1.1 Since the onset of the Covid-19 pandemic in the UK Nuleaf has held all Steering Group and Radioactive Waste Planning Group meetings, along with a number of single topic meetings, online using Microsoft Teams. These have worked well with few technical problems, an increased turnout and participation from a number of new faces.

1.2 With a slow easing of Covid-19 restrictions now underway, it is timely to consider the most appropriate format for the future. At the Steering Group meeting on 10th March 2021, members discussed the advantages and disadvantages of online and face to face meetings and requested an options paper for consideration and approval. A range of advantages and disadvantages of online and in person meetings were identified.

ONLINE	
Advantages	Disadvantages
Increased attendance	No opportunity to network
No travel time	Subject to participants technical problems
No travel costs	
Reduced time out of the office	
Able to increase frequency of meetings to accommodate ad-hoc topic based meetings.	
IN PERSON	
Advantages	Disadvantages
Networking opportunities	Travel time
Able to 'eyeball' speakers	Travel costs
	Time out of the office
	Subject to travel disruption

The option of 'hybrid' meetings was also considered, involving some members attending in person and others joining via video or phone link. Concerns were expressed that, based on experience, this did not always work well for those not 'in the room.' This option is not therefore proposed as one to be considered at this stage.

2. Meeting format options for consideration

Three main options are proposed for consideration:

1. A return to the old format of 4 Steering Group meetings held in person, two in London and two in Manchester, per annum. In addition, 3 or 4 meetings of the Radioactive Waste Planning Group would be held in person, in London. Any additional topic meetings would be held online.
2. All meetings held online including additional meetings on single topic subjects.
3. Two Steering Group meetings per annum held in person, one in Manchester and one in London. A further two Steering Group meetings a year, along with all Radioactive Waste Planning Group and other ad-hoc topic-based meetings would be held online.

In addition to any of the options above, Nuleaf could host an annual event in the margins of the NDA Stakeholder Summit. This could include the opportunity for a site visit if appropriate.

The option selected would be subject to review after 1 year.