

NRRW Governance Group

8th July 2022

Meeting Minutes

Attendees

Organisation	Role	Abbreviation in text
Independent	Chairperson	Chair
UKHSA	Radiation Epidemiology Group Leader	UKHSA-1
UKHSA	Head of Radiation Effects Department	UKHSA-2
UKHSA	Database Manager	UKHSA-3
UKHSA	Secretariat	UKHSA-4
UKHSA	Statistician	UKHSA-5
UKHSA	Statistician	UKHSA-6
AWE	Materials and Analytical Science	AWE-1
EDF	Chief Medical Officer	EDF-1
GMB	Convenor	GMB-1
NDA	Epidemiology Research Manager	NDA-1
Sellafield	Deputy Head of ADS	Sellafield-1
Sellafield	Chief Medical Officer	Sellafield-2
Springfields	Archives, Dosimetry & OH Services Manager	Springfields-1
Springfields	Head of Radiological Protection	Springfields-2
UKAEA	Radiation Protection Advisor	UKAEA-1

Apologies

MOD	Civilian Consultant in Radiation Medicine	MOD-1
Prospect	Negotiation Officer	Prospect-1
Rolls Royce	Deputy Head of ADS	Rolls Royce-1
UKAEA	Safety, Health, Environment & Quality	UKAEA-2
UNITE	Convenor	UNITE-1

1. Introductions

1.1. KB welcomed the group and a round of introductions were made.

2. Background

2.1. The NRRW was set up in the 1970s and UKHSA, and its predecessor organisations, have managed the study since its inception. UKHSA are committed to continuing the

study long-term to strengthen knowledge of the risks of long-term, low dose exposure in the UK population.

3. History & Current Status

- 3.1. A presentation on the original aims of the study, the set-up and data collection was given.
- 3.2. Work is currently ongoing to merge 3 workforce cohorts into the NRRW – the ex-BNFL and UKAEA cohorts, currently owned by the NDA, and the AWE cohort, previously owned by AWE but now passed to UKHSA.
- 3.3. There was discussion around management of records for workers who are contractors and those who change employers. Due to the difficulty in ensuring complete dose histories for contractors, they have not previously been part of the cohorts, but data is now being collected from employers for contractors where possible.

ACTION 1: Circulate all presentation slides. (UKHSA-4)

4. Information Governance

- 4.1. A presentation on the current information governance arrangements for the NRRW was given.
- 4.2. An email address (radiationworkerepidemiology@UKHSA.gov.uk) is published on UKHSA pages of the www.gov.uk website so that members of the study can contact if they have any queries about their records.

5. Recent analyses

- 5.1. UKHSA statisticians gave presentations on recent analyses of the NRRW cohort looking at cancer and heart disease, respectively.

6. Terms of Reference

- 6.1. Draft Terms of Reference (ToR) were circulated to group members prior to the meeting.

Membership

- 6.2. As requested by the Research Ethics Committee (REC) as part of the ethical approval submission for the NRRW, a cohort representative is being sought to join the Governance Group. The current plan is to advertise the position via the nuclear pension scheme. The group will discuss the best way to choose the appointee, ensuring openness and transparency at the next meeting.
- 6.3. UKHSA-1 proposed that the UKHSA Head of Research Governance (HRG) was invited to join the group to provide advice on ethics processes. It was agreed that the HRG should not be a member of the group, but they, or other subject experts, could be invited to join particular meetings if issues were raised where their expertise would be valuable.

- 6.4. The quorum for the group was discussed. It was agreed that the quorum should be the chair, one member from each of UKHSA, workforces (unions), an Occupational Health physician and at least two data providers.
- 6.5. There was discussion regarding whether a deputy chair was required for the group. It was agreed given the difficulty in finding a suitable, independent person and the low frequency of meetings, a deputy chair will not be appointed. Meetings will be rearranged if required.

Meeting schedule

- 6.6. The group agreed to hold the next meetings in January and July 2023, both in person. Meetings may subsequently alternate between teleconference and in-person, but this will be reviewed at the next meetings.

Approval process

- 6.7. Any research proposals will be brought to the group for approval. It was noted that sometimes deadlines for proposal submissions, such as for EU funding, might fall in between meetings. It was agreed in these cases the researchers may circulate the proposal to the group and then give a presentation at the next meeting.
- 6.8. It was agreed that any research papers should be circulated to the group at the point of submission for information and to give the group the opportunity to raise any significant concerns. The researchers, however, would not require approval of the group in advance of a paper submission. It was recognised that papers may change during the peer-review process.
- 6.9. Researchers will be expected to give a presentation to the group on results once a paper is accepted for publication.

Publication of material

- 6.10. UKHSA-1 proposed publishing details of the Governance Group on the UKHSA webpages including membership and meeting minutes. It was noted that it was standard practice for other similar committees to publish summary minutes.
- 6.11. The group were happy with simplified minutes and details of the group being published, subject to any comments from NDA legal.

ACTION 2: Discuss publication of the minutes with NDA legal. (NDA-1)

- 6.12. The ToR will be updated and circulated prior to the next meeting with a view to approval of the ToR at the next meeting.

ACTION 3: Update and circulate the Terms of Reference. (UKHSA-4)

7. Current Projects

7.1. A presentation on current projects including INWORKS2, iPAUW, plutonium dosimetry and occupational health data collection was given.

8. Dates of future meetings

8.1. It was agreed the next meetings will be arranged for Fridays in January and July 2023. These meetings will be held in-person.

ACTION 4: Circulate suggested dates for the January and July 2023 meetings. (UKHSA-4)

ACTION LOG

Meeting	Ref.	Action	Owner	Due date	Status
08/07/22 [01]	01-01	Circulate all presentation slides.	UKHSA-4	31/08/22	In progress
08/07/22 [01]	01-02	Discuss publication of the minutes with NDA legal.	NDA-1	31/12/22	In progress
08/07/22 [01]	01-03	Update and circulate the Terms of Reference.	UKHSA-4	31/12/22	In progress
08/07/22 [01]	01-04	Circulate suggested dates for the January and July 2023 meetings.	UKHSA-4	31/08/22	In progress

ABBREVIATIONS

AWE	Atomic Weapons Establishment
BNFL	British Nuclear Fuels Ltd
EDF	Électricité de France
EU	European Union
GMB	GMB Trade Union
HRG	Head of Research Governance
MOD	Ministry of Defence
NDA	Nuclear Decommissioning Agency
NRRW	National Registry for Radiation Workers
REC	Research Ethics Committee
TOR	Terms of Reference
UKAEA	UK Atomic Energy Authority
UKHSA	UK Health Security Agency