TERMS OF REFERENCE FOR NUCLEAR INSTITUTE SPECIAL INTEREST GROUP (SIG)

REQUIRMENTS MANAGEMENT

1. Background

Requirements Management is a discipline that has been well established in software related industries for over 25 years and is closely linked to systems engineering approaches. Its use has increased steadily over this period in other sectors such as defence, petro-chemical, aerospace, automotive and major infrastructure to the point where it is now seen as business as usual. The key aspects of the approach are to ensure the genuine needs of stakeholders are identified, confirmed as valid with hard references, links established between inter-related requirements and delivery of the requirements verified by direct evidence. Requirements should be established as early as possible in the life cycle of a programme or project, with a clear flow down into more detailed requirements as work progresses. The United Kingdom's civil nuclear industry operates in a complex stakeholder environment where multiple sets of often conflicting requirements require a structured approach to delivery to ensure a robust, holistic product is produced that satisfies the varied needs of the stakeholder community.

The Nuclear Institute (NI) is the professional body and learned society for the nuclear industry, covering both the civil and defence nuclear sectors, with a purpose to facilitate the development, maintenance and recognition of high standards of nuclear professional practice in the sector.

The NI Special Interest Group (SIG) programme provides an opportunity for practitioners and related professionals to connect in order to advance their knowledge, learning, expertise and thought leadership in support of a common interest in advancing knowledge sharing, developing good practice and practical industrial application. It exists to support NI members' professional development and encourage working together to produce solutions to industry-specific problems.

The work of the SIG is coordinated by a steering group that reports to the NI CEO alongside a sponsoring NI Board of Trustee.

2. Areas of Interest

The Requirements Management Special Interest Group (RMSIG) will include the following topic areas:
- o Programme and Project interfaces;
- o Systems Engineering approaches;
- o Requirements specification, covering input to functional specifications, technical specifications, equipment specifications and procurement specifications;
- o Requirements Validation and Verification;
- o Information Management and IT platforms;
- o Integration with safety, environmental and security cases;
- o Integration with related disciplines, such as Building Information Management;
- o Stakeholder Management and Engagement.

A key goal is to encourage successful delivery of stakeholder needs, ensuring the sector delivers fit for purpose, holistic solutions to the UK's nuclear challenges, to provide a solid foundation for future growth.

3. Objectives

The RMSIG will have the following objectives, under the terms of Chatham House Rule :
- To provide a forum within which Requirements Management experience, challenges and good practice can be shared within the UK nuclear industry, including regulators;
- To provide a forum where Requirements Management experience in different industry sectors can be discussed and learning and good practice identified and shared;
- To advise and contribute to the NI activities on the subject of Requirements Management in the UK nuclear industry;
- To engage with SIG members at least four times a year using a mixture of traditional meetings, webinars and digital briefings;
- Where appropriate, to produce or review existing topic briefing papers or other documents to maintain a standard of subject guidance available to relevant readerships;
- To collaborate within the other Special Interest Groups on such matters of common interest as may arise.

4. RMSIG Outputs

The target audiences or readership for any RMSIG outputs are:
a) NI Members;
b) Consultation Bodies such as government or regulators;
c) The public and any other interested parties.

The RMSIG Steering Committee shall be responsible for advising on which documents or other products should be produced or reviewed. These shall be treated as the property of NI and will be subject to NI's quality control, copyright, publishing method, house style and other arrangements, unless specifically directed otherwise by NI. RMSIG outputs will include a quarterly newsletter summarising current RM issues and developments, RM deployment guidance documents, RM case studies, key contact and subject matter expert details and links to related events.

5. Membership

Anyone can join a SIG, membership is open to all NI members and non-members. For practical purposes and to ensure that all can benefit from the SIGs, it may be necessary to restrict membership of the SIG to those that are most active or have specific contributions of value to the development of the topic. The RMSIG will be relevant primarily to programme and project delivery professionals, leaders or policy makers within the UK nuclear industry, working full or part time in one or more of the following fields:
o Programme, Project or Engineering Management;
o Systems Engineering;
o Requirements Specification, covering input to functional specifications, technical specifications, equipment specifications and procurement specifications;
o Environment, Safety and Security Management;
o Requirements Validation and Verification;
o Facilities and Configuration Management;
o Stakeholder Management and Engagement.

Membership shall be reviewed every 3 years. Members can only act to represent the wider interests of their profession and not of a particular organisation or an employer. Members will be expected to abide by the Nuclear Institute's "Volunteers Code of Practice", at all times.

Anyone wishing to join the RMSIG can register interest by emailing RMSIG@nuclearinst.com. A RMSIG representative can communicate directly with interested individuals.

6. Steering Committee

The RMSIG shall be managed by a Steering Committee, appointed by and drawn from the RMSIG membership, consisting of:
- The RMSIG Chair;
  > The SIG Chair will report to an NI Board of Trustee who will act as SIG sponsor. The Chair will review RMSIG activities, outputs and plans with NI Event Manager. It is not expected that a person will discharge the role of Chair for more than 3 years after first appointment.
- A Deputy Chair;
- A Secretary;
- A representative of the UK nuclear industry;
- Others as required.

The Steering Committee will appoint a membership and communications coordinator to maintain a register of membership contact details. The Steering Committee's primary role will be to choose topics and formats for RMSIG meetings. The Steering Committee's meetings may take place over the telephone or by video conference. Sufficient meetings will take place to allow the Steering Committee to discharge its role of planning RMSIG meetings and outputs. The Steering Committee will keep other stakeholders and selected bodies informed about RMSIG activities and outputs.

7. SIG Activities

The attendee list, action list and essential points made will form a record of each RMSIG meeting; a full record of proceedings is not mandated. They will be made available to other parties on request to the Chair or Secretary. SIG activities may include; seminars, webinars, face-face meetings, task and finish groups, briefing paper, thought-piece articles for print or digital media and Subject Matter Expert presentations.

8. Expenses

Each SIG shall be self-funded, with no expenses reimbursement foreseen. If a situation does arise that requires consideration, the NI Event Manager should be consulted. SIG meetings will not be subsidised by the NI. It is encouraged that they be kindly hosted by a sponsoring organisation, including any catering costs.

9. Governance

A copy of the Terms of Reference in force relating to the RMSIG will made available on the NI website.

RMSIG members shall avoid any situation that may give rise to a conflict of interest between themselves, their employers, the Nuclear Institute and the RMSIG Steering Committee. Members shall make full and immediate disclosure to a Steering Committee member if any such conflict should occur and disqualify themselves from the relevant elements of RMSIG business.