

Standards Committee Operational Bylaw

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Article 1 Purpose

The purpose of this Operational Bylaw is to provide for the matters concerning the operation of Standards Committee (hereinafter referred to as the “Committee”).

Article 2 Duties of the Committee

The Committee shall fulfill the following duties. In this regard, interpretive notes for Standard formulation activities and roles and duties of the Technical Committees and Subcommittees are provided as an addendum to this Bylaw.

1. Standard Formulation Duties

- (1) The Committee shall develop the basic policy on formulating standards such as specification and criteria regarding atomic energy-related facilities and equipments (hereinafter referred to as the “Standard”).
- (2) The Committee shall establish, revise (hereinafter interpreted to include the issuance of supplementary edition), and repeal the Standard according to the basic principle.
- (3) The Committee shall govern and oversee the Standard issued by AESJ.

- (4) The Committee shall review the consistency with other standards including international and Japanese standards and criteria.

2. External Duties

- (1) The Committee shall deliberate on the political aspect such as social implications of Standard issuance.
- (2) The Committee shall coordinate with other organizations concerned with the AESJ Standard.
- (3) The Committee shall explain the content of the issued Standard to the relevant government ministries and agencies.
- (4) The Committee shall explain the meaning and importance of the established Standard to the general public.
- (5) The Committee shall conduct research on the policy and trend regarding the International and Japanese Standard.

3. Organizational Duties

- (1) The Committee shall establish, reorganize, and discontinue the Technical Committees to prepare the Draft for the Standard establishment, revision, and repeal.
- (2) The Committee shall deliberate on, decide whether to accept or reject, and accordingly approve the proposals made by the Technical Committees regarding the following matters. Furthermore, it shall offer guidance and advice for the said Technical Committees as necessary.
 - a. The personnel and organization of Technical Committees.
 - b. The Technical Committee Operational Bylaw.
 - c. Other matters deemed necessary.
- (3) The Committee shall establish Secretary Groups and Task Groups for smoother Committee operation.

4. Other Duties

Other than the above-mentioned, the Committee shall deliberate on the matters directly asked by members of Technical Committees and Subcommittees.

Article 3 Composition of the Committee

The Committee shall consist of approximately 30 members including a Chair, a Vice Chair, a Secretary (hereinafter referred to as the “Officers”), and the Chair of a Technical Committee.

The Committee members (including the Chair of a Technical Committee) shall come from not less than five out of the seven following industries, and the number of Committee members elected from the same industry shall remain one-third of the total members.

When a Committee member belongs to multiple industries, the primary industry is deemed his/her professional affiliation. Furthermore, Committee members other than the Chair of a Technical Committee shall not redundantly serve as the member of a Technical Committee.

- a. Academic Expert
- b. Academic Organization
- c. Manufacturing
- d. Engineering Companies
- e. Power Industries
- f. Relevant Government Ministries and Agencies
- g. Not-for-Profit Organizations, Insurance Industries, and Others

Article 4 Committee Members and Regular Participants

1. Appointment, Retirement, and Dismissal of the Committee Members]

- (1) Committee members shall be elected by the Committee and appointed for commission by the President upon the approval of the Board of Directors.
- (2) Committee members shall have such technical expertise and administrative and management experiences that they may contribute to the Committee’s activities. Each potential member shall belong to different organizations; provided, however, that the certain members with

different technical expertise may come from the same organization, in which case the candidate may be appointed with the Committee's approval.

- (3) Committee members, in principle, shall have the membership of AESJ; provided, however, that a non-Society member may be appointed for commission to serve as a Committee member. AESJ welcomes membership of all nationalities.
- (4) Committee members may resign during their terms of office on their volition.
- (5) In the event that a member changes his/her category of industry as the result of career change or retirement, he/she shall notify the Chair and express his/her intent whether to continue serving on the Committee. Should he/she wish to continue, the Chair shall seek the approval from Committee.
- (6) Upon the Committee resolution, a member may submit to the Board of Directors a request to dismiss the member whose condition falls under the following. The member held for dismissal consideration may object at the Board meeting.
 - a. Exhibiting the behavior such that it is against the fairness, equity, and openness of the Committee activities.
 - b. Conducting significantly damaging acts against the Committee activities.
 - c. Judged to have shown no improvements regarding the low degree of contribution to the Committee, such as unsatisfactory participation to the Committee.

2. Term of Office

Committee members shall hold office for two years and may be reappointed; provided, however, that the elected head of a Technical Committee shall hold office for the term so stipulated for the head.

3. The Agent of the Committee Member

A Committee member may appoint an agent, from among the same industry, when unavailable to attend a meeting. The member may delegate any or all of his/her power to the agent. The agent's consecutive attendance requires an approval from the Committee.

4. Regular Participants

Individuals or Organizations wishing to participate in the deliberation of the Committee may, upon the Committee approval, register as the regular participant, in so far as the participation from the same industry or organization remains moderate

Article 5 Officers and Fellows

1. Chair

- (1) The Chair shall be elected by Committee members and appointed for commission by the President upon the approval by the Board of Directors.
- (2) The Chair shall be elected by Committee members' mutual vote. The Committee shall elect the Chair in a secret vote, and the person winning the voting majority shall be the Chair. In the event that none gains a majority, the Chair shall be elected among the two leading vote-getters in a runoff election. Should they gain the same number of votes, the decision shall be made in a draw.
- (3) The term of office of the Chair shall be two years and he/she may be reappointed up to four times; provided, however, that the Chair remains in office after the expiration of the term, until the newly-elected Chair is appointed for commission.
- (4) The Chair shall lead the Committee and strive to fulfill his/her duties.

2. Vice Chair

- (1) The Chair shall appoint a Vice Chair among Committee members.
- (2) The term of office of the Vice Chair shall be equivalent to that of the Chair.
- (3) The Vice Chair shall assist the Chair and fulfill the duties of the Chair on his/her behalf when he/she is unable to attend to his/her duties.

3. Secretary

- (1) The Chair, upon consultation with the Vice Chair, shall appoint a Secretary among Committee members.
- (2) The term of office of the Secretary shall be equivalent to that of the Chair.
- (3) The Secretary shall assist the Chair to carry out administrative duties for the Committee operation as instructed by the Chair and Vice Chair. The Secretary shall fulfill duties of the Chair and Vice Chair on their behalf when they are unable to attend to their duties.

4. Fellows

- (1) The Committee may, among retired members, appoint a Fellow who shall meet at least one of the following requirements:
 - a. Have held a position of the Committee Chair or possess not less than five years experience as a Committee member.
 - b. Have gained approving vote of 90 percent or more.
- (2) Fellows shall have the same privileges as Committee members except for the voting right.

Article 6 Secretary Group and Task Group

1. Secretary Group

- (1) The role of a Secretary Group is to coordinate important matters regarding the general and human resources affairs of the Committee and to submit the reports for Committee's deliberations.
- (2) A Secretary Group shall consist of a Chair, a Vice Chair, Secretaries, and the Committee members appointed by the Chair.

2. Task Group

- (1) The role of a Task Group is to clarify the points regarding the specific discussion topics.
- (2) The members and the leader of a Task Group are appointed by the Chair and Vice Chair based on the content and role of the group. The member and the leader may be selected from among those other than Committee members.

Article 7 Subcommittees for the Draft Preparation

- (1) The Technical Committee shall organize Subcommittees to prepare the Draft for Standard (hereinafter referred to as the “Draft”). The Subcommittees shall prepare the Draft by organizing Working Groups as necessary.
- (2) The Draft is proposed to the Committee upon the approval of a Technical Committee. In the event that the Draft is voted down by the Committee, it shall be returned to the Technical Committee.

Article 8 Conducting Committee Meetings

- (1) A Committee meeting is open to the public and it, in principle, is held on a quarterly basis.
- (2) A Committee meeting may be convened temporarily depending on the discussion agenda.
- (3) The Chair shall notify Committee members of the date, time, venue, and the discussion topics of the Committee meeting not less than one month in advance of the meeting.
- (4) The Chair shall notify the general public of the date, time, venue, and the discussion topics of the Committee meeting not less than one month in advance of the meeting.

Article 9 Deliberation and Resolution

1. Deliberation

- (1) Committee members may submit a proposal at the meeting with respect to any agenda item for the meeting.
- (2) The Chair may ask a non-member to leave the meeting when he/she deems it inappropriate to openly deliberate on human resource-related matters, such as the dismissal of a Committee member.
- (3) An observer may make a remark at a meeting with the Chair's permission. The Chair may ask the observer to leave the meeting in the case that he makes a harmful comment that may be an obstacle to the Committee operation.
- (4) The Chair shall prepare the minutes of the meeting to convey the essentials of the deliberation of a Committee meeting, and he/she shall seek the approval from the members at the next meeting.

2. Resolution

- (1) A committee meeting requires attendance of not less than two-thirds of the total members.
- (2) The Chair may pass a Committee resolution with a majority approval of the attending members upon deciding that the agenda item has been thoroughly deliberated.
- (3) A resolution shall be passed by a ballot or a Show of Hands Vote; provided, however, that the following proposals shall be decided only by a ballot voting.

- a. Establishment, revision, and repeal of the Standard.

Exception applies for the decision regarding the issuance process (including the editorial adjustment) after the passage of a resolution.

- b. Establishment, revision, and repeal of what is provided for in this Operational Bylaw.

- c. All others deemed necessary by the Chair.
- (4) The resolution by a Show of Hands Vote requires attendance of not less than two-thirds of the total members, and the passage of a resolution requires an approval of not less than two-thirds of the attendees.
- (5) The procedure and conditions of a ballot resolution is described as follows:
- a. The voting for a proposal regarding an agenda item requires four-fifth or more of the total Committee members.
 - b. Voting is cast by a signed ballot, where the members clarify their stances as Approve, Object with a Comment, or Reserve with a Comment.
 - c. The close of a voting, in principle, is 30 days after the ballot distribution, and it may, at the Chair's discretion, be shortened to 15 days or extended to 60 days, depending on the content of the vote.
 - d. The resolution is passed when there is no Object with a Comment and not less than two-thirds of the total votes are approval. In the event that less than two-thirds of the total votes are approval, the Committee shall deliberate on the adjusting measures.
 - e. In the event that there is an Object with a Comment, no resolution shall be passed even with the approval of two-thirds or over, and the dissenting opinion is sent to all Committee members and the member objected. Any proponent of an accommodating measure for the dissenting view may send his/her proposal to each member. If the objection is accordingly resolved without revising the proposed Standard, the resolution in question shall be passed.
 - f. In the event that the dissenting view is not resolved with the procedure described in (e) above, the Committee shall once more vote for the resolution in question for the fixed period of two weeks. The said resolution shall be passed with the approval of not less than two-thirds of the total votes.
 - g. The Chair shall promptly notify, in a written form, all Committee members of the vote result.

3. Announcement of the Deliberation Results (Public Comment)

- (1) Establishment, revision, or repeal of the Standard shall be followed by the content disclosure, for example via documentation, within three months, which then is followed by two-months public comment period. The required two-month period may be shortened to one month at the Chair's discretion, depending on the content of deliberation, e.g., revisions to the existing Standard.
- (2) Receipt of a public comment shall be followed by the deliberation on the comment and the Committee shall make public announcement of the deliberation result; provided, however, that the Committee does not hold another public comment period to listen-in the opinions about the deliberation result.

Article 10 Retention of Records

The content of the deliberation regarding Standard formulation and the relevant records such as backup data shall be stored at the Standards Committee secretariat as stipulated separately.

Article 11 Public Disclosure of the Standard Formulation

The Standards Committee shall strive to notify and publicize the Standard upon formulation, based on the WTO/TBT agreement (World Trade Organization / Agreement on Technical Barriers to Trade).

Article 12 Operating Costs

The Standards Committee shall, under the direction by the Chair, independently carry out the operation pertaining to the Standard formulation of the Committee. The Committee's management-related activities, including publication and management activities such as budgeting and accounting of operational costs, shall be entrusted to the administrative body within the AESJ, where the Standards Committee belongs to. The detail is stipulated separately.

Article 13 Secretariat

The Standards Committee secretariat shall carry out the administrative duties of the Committee in accordance with the AESJ Organizational Bylaw.

Article 14 Revision and Repeal of the Bylaw

The revision and repeal of this Operational Bylaw shall be discussed at the Committee and reported to the Board of Director.

Supplementary Provision

(September 10, 2010)

Article 1 Committee Member Selection for a Newly Established Technical Committee

- (1) The Committee shall nominate the candidates for the member of a newly established Technical Committee.
- (2) Technical Committee members shall be elected through a ballot cast by the Committee members, who subsequently approve of the vote result.

Article 2 Approval of Technical Committee Members

Regarding the approval of Technical Committee members pursuant to Article 2, paragraph 3 (2) b, the Chair may, regardless of what is provided in Article 9, ask members to show their stances through an email or an equivalent means without conducting a Committee meeting. In this case, the approval of the candidate requires not less than two-thirds of the total Committee members.

End of Provision

Addendum

(July 22, 2008)

(Note)

This Addendum is provided to clarify the matters listed in the Operational Bylaw and other relevant matters, and therefore not a part of the Operational Bylaw. The amendment and revision to the Addendum does not require a voting.

Paragraph 1 Standard Formulation Activities

1. Main Activities

The Standards Committee shall move forward with the following core activities:

(1) Standardization for the Securer Nuclear Power Generation

Constructing the most appropriate Standard system regarding nuclear safety is of the utmost importance. With this in mind, the Committee shall formulate the consensus-driven standardization roadmap, with which to rely on for Standard formulation.

(2) Promotion of the Research and Development that Serves as the Foundation of the Standard.

Standardization requires corroborative and reliable database. The Committee shall formulate the research and development roadmap with the consensus and reflection of the standardization needs, and promote the research and development for the database construction required for standardization.

(3) Vitalization of the Standard Formulation Activities

The Standards Committee have been placed a high expectation for its success on systematization of the AESJ Standard based on nuclear safety, Standard formulation, and proposal activities for International Standard including the ISO. The Committee shall further vitalize Standardization activities by actively seeking participation from AESJ members and stakeholders and by creating mechanism for fostering human resources.

2. Measures for Standard Formulation Activities

AESJ Standards Committee suggests the promotion of the following to the national government, industries, and each stakeholder in academic societies:

The Committee shall promote the formulation of structured standard and criteria based on nuclear-related “Nuclear-Safety” of Japan, and propose it for the International Standard. On that basis, we shall promote the research on nuclear safety for Standard development in accordance with the systematization of the Standard. Furthermore, upon developing new facilities, we shall promote such approach as the research and development with Standard formulation in mind.

(1) Organizing the Standard System in Safety Regulation

The Committee shall organize and review the ‘performance specification-based system’ of safety regulation standard system for safety analysis. The Committee shall then clarify the roles of government, industry, and academia, and establish the new system based on a consensus.

(2) Promotion of Research and Development that Serves as the Foundation of the Standard

The Committee shall budget and implement research and development in accordance with the roadmap reflecting the need for Standard formulation.

(3) Promotion of the Standard Development including the Specification and Criteria for Developing New Nuclear Power Generation Facilities

The Committee shall take a proactive stance on the Standard formulation activities as well as the research and development of new nuclear paraphernalia including new furnace, enhanced security, and waste processing/disposal.

(4) Taking a Globalization Approach for Standardization Activities

Further cooperate with ISO, ASME, and ANS as an activity of global standpoint in the field of nuclear energy.

Paragraph 2 Duties and Roles of the Technical Committee and Subcommittee

The followings represent duties and roles of the Technical Committee and Subcommittee, unless otherwise stipulated in the General Rules of Committee operation.

1. Roles of the Technical Committee

The followings are defined as roles of the Technical Committee regarding the Standard formulation for the technical field with the designated techniques.

(1) Standard Formulation Duties

- 1) The Technical Committee shall formulate the principle idea to be utilized in Standard formulation of Atomic Energy Society of Japan.
- 2) The Technical Committee shall assume the responsibility for drawing up the Draft for Standard establishment, revision, and repeal in accordance with the basic principle and procedures acknowledged by the Standards Committee.
- 3) The Technical Committee shall operate and oversee the activities for Standard Draft formulation.
- 4) The Technical Committee shall review the consistency with other Standards such as those in overseas and other Japanese codes and standards in this field.

(2) External Duties

- 1) The Technical Committee shall explain the technical content of the AESJ-related Standards to the relevant government ministries and agencies upon request of the Standards Committee.
- 2) The Technical Committee shall explain to the public the technical content of an established AESJ Standard.

(3) Organizational Duties

- 1) The Technical Committee shall establish, reorganize, and discontinue Subcommittees and corresponding committees to prepare the Draft for formulating, revising, and repealing certain Standards.
 - 2) The Technical Committee shall deliberate human resource-related and organizational matters of Subcommittees, the related rules, and others deemed necessary to discuss, decide whether or not to adopt the proposal, and accordingly approve. Furthermore, the Technical Committee shall guide and assist the said Subcommittees as necessary.
 - 3) The Technical Committee shall establish Task Groups and Secretary Groups as necessary for smoother Committee operation.
- (4) Others

The Technical Committee shall deliberate on the matters deemed necessary by the Committee.

2. Roles of the Subcommittee

The following duties are defined as the roles of Subcommittee regarding the Standard formulation in the technical field with designated techniques.

(1) Standard Formulation Duties

- 1) The Subcommittee shall examine and review the proposal for AESJ Standard formulation policy.
- 2) The Subcommittee shall review and propose the Draft of Standard establishment, revision, and repeal in accordance with the basic principle and formulation policy approved by the Standards Committee.
- 3) The Subcommittee shall operate and oversee various activities to deliberate on the Standard Draft.
- 4) The Subcommittee shall review the consistency with other standards including international and Japanese standards and criteria.

(2) External Duties

- 1) The Subcommittee shall share with Technical Committees the responsibility of explaining the technical content of the AESJ-related Standards to the relevant government ministries and agencies, upon the request of the Standards Committee or Technical Committees.
- 2) The Subcommittee shall Share with Technical Committees the responsibility of explaining the technical content of the established Standard to the general public.

(3) Organizational Duties

- 1) The Subcommittee shall establish, reorganize, and discontinue Working Groups or the corresponding organizations to review the Draft for Standard formulation, revision, and repeal.
- 2) The Subcommittee shall review the proposals about personnel and organizational plans and relevant rules, deliberate on the matters deemed necessary, and approve accordingly. Also, the Subcommittee shall support and guide Working Groups as necessary.
- 3) The Subcommittee shall organize Secretary Groups for smoother Committee operation, and establish Task Groups as necessary.

(4) Others

The Subcommittee shall deliberate on the matters deemed necessary by the Committee.

Paragraph 3 The assigned areas of Technical Committee

The followings are the assigned areas of the four Technical Committees.

1. Risk Assessment Technical Committee

Risk Assessment Technical Committee shall organize the Standard with the main focus on risk-related information utilization approach, PSA (Probabilistic Safety Assessment) approach at each nuclear power plant, and the specific approach to utilize the risk-related information obtained from the PSA.

2. System Safety Technical Committee

System Safety Technical Committee shall organize the Standard with the main focus on the concepts of ensuring safety on secure design, operation, and utilization of nuclear power plants, and shall apply the concepts and means to achieve it. It also deals with the security-related matters on reactor core fuel and the security in the whole of nuclear facilities.

3. Advanced and Fundamental Systems Technical Committee

Advanced and Fundamental Systems Technical Committee shall deal with the common and fundamental matters of nuclear energy, such as technologies for measurement, analysis, and assessment of radioactive rays, radiation, Thermal Hydraulics, and apply these technologies to organize the Standard.

4. Nuclear Fuel Cycle Technical Committee

Nuclear Fuel Cycle Technical Committee shall deal with the matters regarding reactor fuel cycle facilities, fuel processing facilities, used fuel storage facilities, processing facilities, waste disposal/processing facilities, and the facilities for nuclear substances transportation. It also deals with organizing the Standard for the safe design and operation specifically applied to these facilities and radioactive materials.

End of Addendum