

GUIDANCE FOR EFFECTIVE AND EFFICIENT INFORMATION EXCHANGE ABOUT LESSONS LEARNED FROM RECENT EVENTS

Guidance for the presentations

It was agreed during the IRS meetings in 2003 that the joint IAEA/NEA Secretariat should prepare guidance for an effective presentation of the recent events. The presented ideas should not be considered as tightly normative but rather prescriptive to aid the national IRS coordinators in the preparation of their presentations.

The main principle is that an ideal structure of a presentation should emphasize the most important lessons at the outset. Therefore, it is suggested that they be collected as an executive summary at the beginning of the presentation.

Also, presenting orally a too detailed timing of events and providing an abundance of technical details may mask the main lessons. Naturally, additional details may be found in the presentation and consequently it should be distributed to the audience.

An ideal structure of a presentation would thus be:

1. **Front page:** Headline (one sentence) of the event. In addition: station name, reactor type, plant capacity, MWe; age or date of commercial operation, incident date, etc. Reference to the IRS Report, if already sent. Contact information of the author.
2. **Executive summary** of points 3 - 6 — one (max. two) slide(s): the main lessons learnt, the significant safety features revealed/confirmed by the event and the situation with regard to follow-up actions (to crystallize the message). If necessary, the discussion may be continued under points 5 and 6 but the lessons have to be shown first.
3. **Event Description** including rough course of events potentially supported by the main data related to the facility and the event and (a) drawing(s) (only to the extent necessary to understand the lessons and safety significance).
4. **References to previous events** with similar characteristics (recurrence) or otherwise giving better perspective to understand the significance of the event described (additional information not obligatory but desirable: what was the PSA importance, what other analyses are under way or carried out etc. Note also that human and organizational factors are often involved in events but not sufficiently reported upon — was there something to learn about them?).
5. **National (regulatory, licensee, research) actions** based on this event (and potentially other events) to correct/improve the situation and the status with regard to the actions (indicate separate immediate actions and larger scale ones if this is a more generic problem).
6. **Concluding remarks** should basically consolidate the executive summary but may include additional points and questions for consideration and IRS related discussion.

Additionally, you may include in the handout part of your presentation:

- Detailed timing of events
- Additional drawings

The idea is that more discussion time will be used for significant events with potentially generic lessons. The presented structure is basically valid for both types. If an IRS report pertinent to this event has not yet been provided, it would be appreciated if one could be sent to the Secretariats prior to the meeting or as soon as possible afterwards.