EUR Design Assessment
Guidelines for the Project Manual

April 2015

INDEX

1. DEFINITIONS

Assessor

The Assessor refers to the person or persons, including the Chapter Leader, performing the compliance assessment of each chapter.

Assessment Sheets

Refers to the documents in which the Compliance Assessments are performed.

Administration Group (AG)

The Administration Group is a permanent EUR administrative and decision making structure that concerns both technical and administrative matters. Administration group is formed by a representative from each EUR utility.

Chapter Assessment

The compliance assessment work of one EUR chapter is called Chapter Assessment.

Chapter Leader

The Chapter Leader is a person that manages the assessment of one chapter assessment. The Chapter Leader is appointed by the sponsor utility responsible for assessing the chapter.

Chapter Reviewer

The Chapter Reviewer is a person that reviews the assessment of one chapter, which is produced by the Chapter Leader. The Chapter Reviewer is appointed by the supporter/sponsor utility responsible for reviewing the chapter.

Chapter Section

During the planning of the chapter assessments each EUR chapter is divided into a number of sections, each called Chapter Section.

Compliance Assessment

The technical assessment of the design towards the EUR document is called the Compliance Assessment. The Compliance Assessment includes also the review and approval of the assessment.

Coordination Group (CG)

The Coordination Group is set up to manage and administrate the Design Assessment Project and is composed by representatives from the sponsors, supporters and vendor.

Design Assessment Project

The Design Assessment Project is the assessment phase covering the time period from the start of the assessment to the SC-approval of the assessment of the last chapter.

Project Standard Design Documentation

The term "Project Standard Design Documentation" comprises all documents that describe the assessed design.

Project Documents

All formal documents created and used in the project, such as the Sectional Assessment Reports, Analysis of Compliance Report, MoM, Q&As etc. The Vendor's design documents are not part of Project Documents.

Project Management Team (PMT)

The Project Management Team manages the project and consists of project managers from leading sponsor(s).

Requirement Assessment

The Compliance Assessment of an individual requirement is named Requirement Assessment.

Sponsor

Sponsors are those EUR utilities that are participating in the project and responsible for the Compliance Assessment of this project.

The sponsors for this Design Assessment Project are *(list of sponsors).*

Steering Committee (SC)

The Steering Committee is a permanent EUR decision making structure which takes official EUR position on the matters.

Supporter

Supporters are those EUR utilities that participate in the project and who may be responsible for the review of the assessment.

The supporters for this Design Assessment Project are *(list of supporters).*

Vendor

The Vendor is the company that is responsible for the design of the plant subject to the assessment.

2. INTRODUCTION

2.1. PURPOSE AND CONTENT

The purpose with this Standard Project Manual (SPM) is to provide guidelines for EUR assessment projects and a template to simplify the creation of specific project manuals for assessment projects. The SPM concerns the assessment phase.

This SPM describes the organisation and activities necessary to meet the project goal. It comprises the project plan, including goal, scope and conditions, and governs all work processes, communication and responsibilities.

The Standard Project Manual is structured as follows:

- Introduction: Description of the background, conditions and basis of the project.
- Project Management Plan: Definition of the organisation, co-ordination and planning necessary for an effective project execution.
- Project Operation: Instructions to all the activities, i.e. those for assessment, review and approval, that is required to perform the Compliance Assessments.

The assessment methodology in appendix 7 is written so that Assessors and Chapter Reviewer's only need to study this appendix, together with the links presented in that document, to perform its tasks.

2.2. PROJECT GOAL

A new subset of the EUR Volume 3 shall be released within 1.5 to 2 year after the assessment is started.

The above-mentioned overall project goal is divided into two sub-goals, which are:

- to assess the design towards each requirement of the latest revision of EUR Volume 2within 12 to 18 months after the initiation of the assessment phase, and
- to produce a final and approved subset of the EUR Volume 3 within 6 months after the assessment phase has ended.

2.3. CONDITIONS

The general conditions setup by the EUR Organisation and applicable design assessment projects are the following:

- The decision to start the work to produce a Subset X is made by the SC following the request from the Vendor,

- An EUR Coordination Group is set up to perform this work, constituted by the Sponsors, Supporters and the Vendor,
- The final deliverables are to be reviewed by the AG and to be approved by the SC,
- The assessment phase starts formally after the "Start-up Seminar" on (*date specifiacation*),

2.4. ASSESSMENT LIFE CYCLE

The assessment should be divided into three parts: preparatory phase, assessment phase (i.e., the Design Assessment Project) and finalisation phase. The preparatory phase involves the preparation and acceptance of design documentation and assessment sheets, the project plans and the distribution of work. The assessment phase involves the assessment of the design towards each requirement in Vol.2. The operational work to be done in the assessment phase is described in section 4, Project Operation. The project finalisation phase includes the generation and approval of Volume 3, together with the Feedback Report and cross checking against other designs as it is described in the Chapter 5.

Each part is somewhat different in its characteristics, which especially applies to the project organisation. During the preparatory phase it is mainly the Vendor and PMT that is working with the project and during the assessment phase there will be a large assessment organisation that will require intense coordination, while the finalisation phase will require focused work, mainly from CG, to produce the Voume 3 subset. To ensure the consistency with earlier projects, the preparation of the subset will involve the AG and SC to a larger extent than previous phases.

2.5. CONFIDENTIALITY

All documentation from the Vendor is confidential and will not be disclosed to any third party not involved in the assessment in accordance with the stipulations set forth in the Non-Disclosure Agreement signed by each EUR-Party and the Vendor.

In very specific cases, when information that has a higher degree of confidentiality is required, it is possible to keep information among a limited number of people (e.g. only the assessment team). However this opportunity shall be kept to a minimal scope. The exact procedure is determined case by case.

2.6. PROJECT STANDARD DESIGN DOCUMENTATION

A schematic picture of the Project Standard Design documentation structure that for this project will be applied by the Vendor is provided in Figure 1. The approach is described in this section.

The Vendor will provide design documentation up front (item 1-1 and 1-2 in Figure 1), which defines and describes the Project Standard Design, together with a Plant Review Package for each EUR chapter (2-1 and 2-2 in Figure 1).

Project Standard Design documentation (3 in Figure 1) describes the plant design more in detail compared to the Technical Plant Description and Design Description documents. These Standard Design Documents may be provided as part of the supplementary documents (item 2-2 in Figure 1). These Standard Design Documents may be based on a different version of the design but they have to be fully applicable for Project. In addition the Vendor shall clearly identify where the different version of the design is referred.

During the project, the Vendor will write Chapter X1 of the Subset X. Upon request from the Chapter Leader, additional documentation might be provided by the Vendor during the assessments.

All documents shall reflect the frozen design. Frozen design in this project means that the documents delivered shall not be modified during the project. Those documents shall reflect the actual plant design status as of (*date specification*), which is the date the design was formally frozen. There is however exceptions where modification to the documentation is desired, which is described in section 4.4.1, Questions and Answer procedure.

The Project related documents described in this section will be issued in the electronic form, prepared by the Vendor.

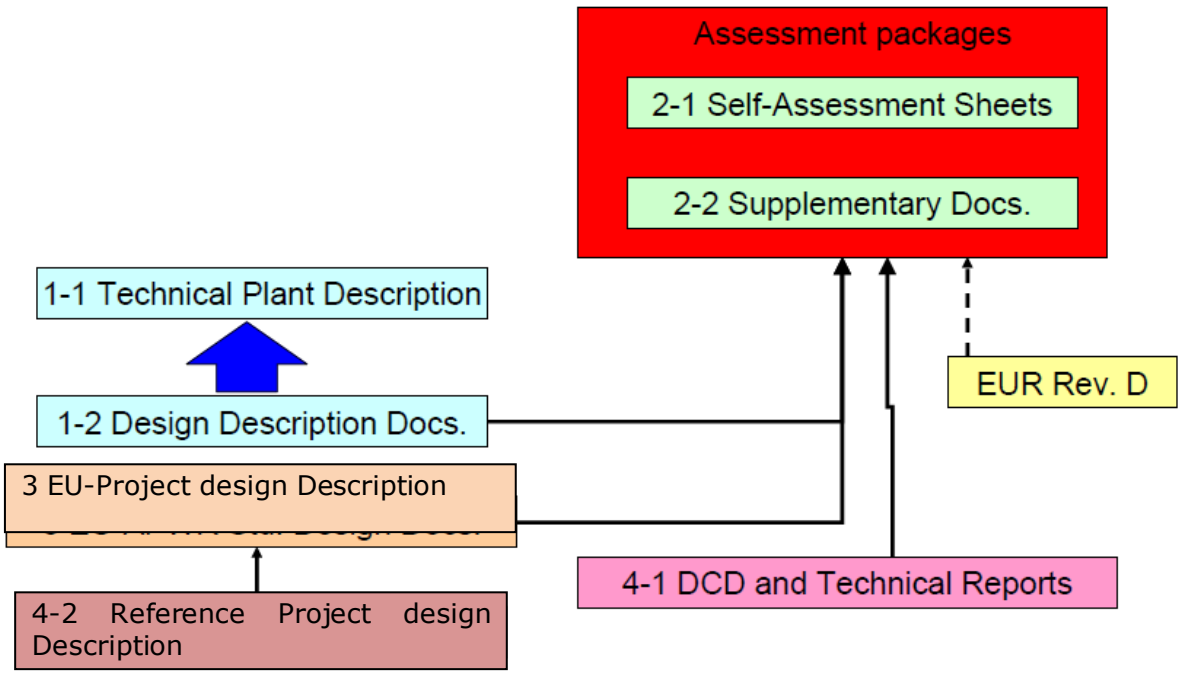


Figure 1. Schematic picture of the Project Standard Design documentation structure.

All documentation made available by the Vendor (including self-assessment sheets of all EUR chapters and all related supplementary documents) is equally accessible by Sponsors and Supporters to the extent possible given the Non-Disclosure Agreement (NDA) or export licence restrictions (if any). So in the assessment projects, there is no correlation between the extent of defined role and tasks of the participating utility and

the degree of accessibility to confidential information. A possibility to make exception to this is described in section 2.5.

2.6.1. Project Plant Description Documents

The Project Plant Description Documents consist of a Technical Plant Description and Design Description Documents, described below.

2.6.1.1. Technical Plant Description

The Technical Plant Description (TPD) is a summary of the frozen Project design, consisting of around 300 pages. It is developed as a handbook for EUR members in order to understand the design of the Project.

The TPD will be sent to CG on (*date specification*) and it will be available to all EUR members.

2.6.1.2. Design Description Documents

In addition to the Technical Plant Description, a package with Design Description Documents will be available to the CG members at (*date specification*). It consists of around 3000 pages, which explains the basic design of Project. The depth of the information of the design description document corresponds to the proprietary version of the DCD of the US NRC.

The table of contents of all documents shall be approved by PMT and the CG. This documentation will only be available to CG members and their Utilities.

2.6.2. Project Plant Review Package

Prior to the start-up of each chapter assessment, the Vendor will provide a review package specific for each chapter. The review package consists of two types of documents: Vendor self–assessment sheets and Supplementary documents.

2.6.2.1. Self-assessment sheets

The Vendor self-assessment sheets show detailed compliance analysis of the Project design versus each requirement in the EUR chapter. The self-assessment sheets are based on the assessment sheets prepared by the EUR organisation after the release of the latest EUR revision. The compliance analysis is consequently shown in a table format. Definition of relevant references (preferably to the Design Description Document), supporting the compliance assessment, is included.

The self-assessment documents are not formal design documents and can not be referred to in the Compliance Assessments. There is however one exception, showing non-existence, i.e. the Assessment Performer can rely on the conclusion in the Self-Assessment that there is no information about the topic/requirement.

2.6.2.2. Supplementary documents

When relevant, supplementary documents will be provided in addition to the self-assessment sheets, including:

- A compilation from the relevant material describing the compliance of the requirement, also indicating the references of the origin of the text.
- The documents and drawings referred to either in the self-assessment sheets or in the description mentioned above.

Only documents that are not already made available will be submitted as part of the supplementary documents.

Some of the supplementary documents that will be provided will concern detailed design information of the reference plant of the Project (4-1 and 4-2 in Figure 1). The applicability of the reference plant design will be explained in a supplementary document when design document and drawings of the reference plant are used as references.

The decision of when to prepare and transmit supplementary documents is taken by the Vendor. Supplementary documents could also represent the response on a technical question that is posed by the Chapter Leader. The supplementary documents are available to all CG members.

3. PROJECT MANAGEMENT PLAN

3.1. PROJECT SCOPE

The scope of work is basically to assess the design versus the volume 2 of the latest EUR revision document, based on Vendor's design documentation and to produce a new subset of the Volume 3.

The project deliverables are:

- New Volume 3 subset,
- Analysis of Compliance Reports,
- Technical Feedback Report,
- Administrational Feedback Report.

Below, the project deliverables are defined and described.

3.1.1. Project deliverables

3.1.1.1. The new Volume 3 subset

The main project deliverable is the new subset of the Volume 3, dedicated to the assessed design, approved by the EUR Steering Committee. This document consists of four chapters:

- Chapter 0 – Introduction to the subset
- Chapter 1 –Plant Description (written by the Vendor)
- Chapter 2 – Highlights of the Compliance Analysis
- Chapter 3 – Specific Requirements

The Chapter 2, Highlights of the Compliance Analysis, is basically summaries and extracts from the Synthesis Reports (described below). The purpose with this document is to present a clear and comprehensible summary of the assessment.

For a number of requirements in the EUR document, it is specified that more information will be given in Volume 3. The appendix of the Chapter 2 is intended to list all these requirements and specify how the assessed design fulfils each requirement.

The Chapter 3, Specific Requirements, is intended to contain any specific requirements established by the EUR organisation for the assessed design.

The new subset will be available to all EUR members and to the Vendor. For various reasons, the EUR organisation may ask the Vendor for permission to distribute the subset to another recipient outside EUR (company or organisation). Only if the Vendor gives its permission to distribute the document to the company or organisation that the request concerns, the distribution may be done.

3.1.1.2. Analysis of Compliance Report

For each EUR chapter, an Analysis of Compliance Report will be produced that documents the assessment and presents it to CG, AG and SC. The report includes a Compliance Assessment Report and a Synthesis Report. The Analysis of Compliance Reports is available to all EUR members and the Vendor.

The design is assessed towards the EUR requirements, resulting in a full assessment of each chapter. The assessment of each chapter is presented in the Compliance Assessment Report.

The Synthesis Report is a summary of the Compliance Assessment Report and is written for each chapter. The Synthesis Report includes a qualitative statement of the assessment, presents the quantitative results (statistics) of the assessment and the rationale for the main CWOs, NOCs and NANs (see chapter 4.2.2 for explanation).

3.1.1.3. Background Report

During the assessment, issues that concern EUR requirements are identified, which are to be used for improvement of the EUR document. These issues are indicated by HOLD (see chapter 4.2.2) in the assessment. The HOLD labels are not considered when writing the Synthesis Report (nor in the statistics, neither in the rationale of the labels) – see 4.2.4.

Throughout the assessment technical feedback is generated directly on each assessment sheet. At the end of each chapter assessment the technical feedback is gathered and put in a separate document, each will compose one chapter of the Background Report.

The Background Report is composed by CG. The Background Report will not be formally approved but shall be consolidated and reviewed by the AG.reviewed by AG. It will be made available to EUR members only.

3.1.1.4. Administrational Feedback Report

Before closing the project the lessons learned from the project is gathered and put in the Administrational Feedback Report. Lessons learned is gathered by asking the project participants for feedback and aims at improving the administrational aspects of future projects carried out by the EUR organisation. The Administrational Feedback Report is composed by PMT and is available to EUR members only.

In addition, when appropriate, the project documents, such as the General Assessment Principles, Standard Project Manual and templates are updated.

3.1.2. Limitations

The PMT is responsible for the follow up of the tasks performed in the project, but the Sponsors, Supporters and Vendor are responsible for ensuring that sufficient resources are available in the project. This is ultimately managed by SC.

3.2. WORKING PLAN AND SCHEDULE

A flow scheme for the production of the new Vol.3 subset is given in appendix 3. A detailed flow scheme of the project preparatory phase and project assessment phase are presented in appendix 4.

A generic assessment schedule for assessment projects is presented in appendix 6. The schedule is based on experience from previous assessment projects. The schedule shows a proposal of what chapter to be assessed when and includes a rough schedule of CG, AG and SC review-meetings. When a new project is initiated the schedule shall be customised accordingly.

Holiday seasons in Europe (and outside) shall be taken into account in the assessment schedules.

3.3. PROJECT ORGANISATION

In order to administrate the work, a Coordination Group (CG) is set up, consisting of Sponsors and Supporters from the EUR organisation and the Vendor. This is shown in appendix 1.

The Sponsors are responsible for the production of the detailed Analysis of Compliance Reports used as the basis for the new Volume 3 subset. The Supporters are responsible for the review of the Compliance Assessments Reports.

3.3.1. Participants

This section is specific for each assessment project.

The participating parties (sponsors, supporters and Vendor) and their representatives are listed in Appendix 1, table 1.

3.3.2. Roles and Responsibilities

3.3.2.1. Coordination Group

The Coordination Group is set up to administer the project and is in general responsible for the development and results of the project. The specific responsibilities of the representatives in the CG are:

1. To review and update this Project Manual,
2. To participate in the CG meetings,
3. For this project's purposes, act as contact person of its utility and be responsible for its activities, including:
    a. Coordinate the commitment of its utility, ensuring that the work to be done by the utility follows the procedures, methodology and time schedule defined in this project manual,
    b. Report the progress of the work done by its utility; especially informing as soon as possible of any deviation of the compliance assessment from the schedule and scope of work proposed in this project manual,
4. Ensuring that the working methodologies during the design assessments are consistent among the compliance assessments,
5. Reviewing the drafts of all formal documents produced in this project,
6. Compile and draft chapter 3X.0, 3X.2 and 3X.3 of Subset X.
7. Hosting CG meetings.

In addition to the above, the EUR-CG representatives shall contribute to the following technical tasks:

1. To discuss the detailed assessment and the label proposed by the Chapter Leader versus each EUR-requirement,

2. To prepare and present its utility's position on controversial issues during the assessment process,

3. To seek for and find consensus on controversial issues during the assessment process,

4. To identify the alternatives for items where resolution by AG or SC is to be sought,

The CG is listed in appendix 1.

3.3.2.2. Chapter Leader

The Chapter Leader refers to the person responsible of the process to generate the Analysis of Compliance Reports for each chapter. The Chapter Leader can be the same as the EUR CG representative, but doesn't have to. The Chapter Leader for each EUR chapter is responsible of:

1. Preparing the first draft of the Analysis of Compliance Reports,

2. Communicating with the Chapter Reviewer (if there are controversial issues, where the Chapter Reviewer and the Chapter Leader cannot agree, these are discussed in the CG meeting),

3. Discussing technical issues with the Vendor when needed,

4. Distributing the result of the work to the CG,

5. Updating them when needed,

6. Reviewing them when needed,

7. Discussing the main findings of its work;

8. Presenting the drafts of the Analysis of Compliance Report during CG and AG meeting. This could also be done by the EUR-CG representative, if appropriate.

9. Informing as soon as possible the EUR CG representative of its utility of any deviation from the schedule proposed in this Project Manual,

10. Informing as soon as possible the EUR CG representative of its utility of any deviation of its work from the scope of work proposed in this Project Manual.

11. Prepare the Background Report

Assessment work can be done by a team of Assessors from the Chapter Leader's utility, but still the Chapter Leader is responsible for the outputs of the assessment work.

The Chapter Leader of each chapter is listed in Appendix 9.

3.3.2.3. Chapter Reviewer

The Chapter Reviewer refers to the person responsible of the first review of the assessment reports for each chapter. The Chapter Reviewer can be the same as the EUR-CG representative, but doesn't have to. The Chapter Reviewer of each chapter has the following responsibilities:

1. Review the drafts of Analysis of Compliance Report continuously during the technical assessment, both from technical and methodology point of view,

2. Communicate with the Chapter Leader (if there are controversial issues, where the Chapter Reviewer and the Chapter Leader cannot agree, these are discussed in the CG meeting),

3. Participate in technical meetings if needed,

4. Participate in CG and AG meetings when the drafts of the Analysis of Compliance Report are presented. This could also be done by the EUR-CG representative, if appropriate,

5. Review potential updates to the assessments after CG, AG and SC meetings.

The Chapter Reviewer of each chapter is listed in Appendix 9.

3.3.2.4. Project Management Team

The Project Management Team (PMT) refers to the person or people constituting the management, technical lead and administration of the project. The responsibilities of the PMT are the following:

1. Performing all project management processes, such as

    a. planning, executing, monitoring and controlling and closing the project,

    b. the writing of the Project Manual,

2. Arrangement of the relationship with the vendor,

3. The organisation[1] and chairing of the CG meetings, including writing the minutes,

[1] This does not include the logistic organisation but PMT is in charge of providing the agenda, etc.

4. Ensuring that a position is found for any controversial issues during the assessment process,

5. If not a position is found, PMT is responsible for distributing the issue to AG,

6. Informing as soon as possible the SC and AG of any lack of resources which would impact the final objectives of this project,

7. Participate in the AG and SC review meetings, representing the CG,

8. The reporting of any important aspect of this project, and distribution of relevant documents, to AG and potentially SC,

9. The reporting to CG of any aspect of the AG or SC meetings related to this project,

10. The management, distribution, archiving and accessibility of the final versions of all formal documentation.

3.3.2.5. The Vendor

The Vendor is responsible of the following:

1. To provide the Design Documentation,

2. To provide the self-assessments based on the latest EUR revision, together with other relevant documentation for the assessment,

3. Provide technical support to the assessments (e.g. via Q&A, or technical meetings but also if asked in CG, AG and SC meetings),

4. Prepare and provide chapter 3X.1 Plant Description,

5. To arrange, or support, the arrangement of the start-up seminar,

Representatives from the Vendor will participate in CG-meetings, and in AG and SC reviews.

3.3.2.6. Administration Group

The Administration Group acts as promoter, supervisor and reviewer of the project, which includes the following responsibilities:

- Continuously follow the project performance

- Advice the project on strategically important issues

- Support the project with guidance and experiences from earlier EUR projects

- To the extent possible, ensure the availability of the required resources for the project, more specifically manage any lack of resources reported by the PMT,

- Keeping the SC informed of proposed changes or other relevant information
- Review the Compliance Assessments, apart from providing technical guidance, the AG is responsible for the consistency with previous assessments.

The specific responsibilities of each representative in the AG are:

- To review and approve the Project Manual,
- To participate in the AG review meetings,
- Review the applicable documents before each AG meeting, see below,
- During the meeting, discuss the assessment that is presented during the meeting.

Consequently, the AG will review all documents defined in section 3.1.1 and 3.1.1.2, i.e. the Subset X, Analysis of Compliance Reports and the Feedback Reports. The AG review is described in section 4.5.3.

2 weeks prior to each AG meetings, all project documents that will be reviewed during the AG meeting shall be made available to the AG members.

3.3.2.7. Steering Committee

The Steering Committee acts as the owner of the project; it defines the conditions of the project and manages all topics that cannot be solved by AG. This means also that the SC takes the final position on each issue related to both the administration of the project and the assessment. SC members shall receive documents 2 weeks in advance.

SC's task in relation to the assessment is to review and approve the final drafts of all project documents as described in the AG section above. The SC shall at the minimum review the Synthesis Report together with NOCs. The SC review is described in section 4.5.3.

In addition, the SC is ultimately responsible for ensuring that the sufficient amount of resources is available in order to reach the project goal.

3.4. PROJECT RESOURCES AND COSTS

The scope of this project manual does not include the management of planning and identification of resources or any estimation of expected budgets. Consequently, each Sponsor, Supporter and Vendor is responsible for its own planning, estimations and budget of the resources involved in this project in accordance with section 3.3.2, Roles and Responsibilities. It is required that the tasks are performed with the expected quality that are defined in this Project Manual and each utility and Vendor shall take into account the flexibility required in order to administer the risks defined in section 3.7, Project Risks.

3.5. COMMUNICATION PLAN

The communications plan includes the rules, requirements and plan how to share information within the project, how to distribute and retrieve project documents and how to archive the project documents.

All the exchange of information among the people involved in the ABCD project activities will be in English and done by email in order to keep track of any decisions. The exception is meetings, where the exchange of information is gathered in MoM, see section 3.5.2. PMT will receive, at least, a copy of each of the emails described above. In all emails sent to CG the subject shall start with "ABCD:".

3.5.1. Communication

AG & SC

Correspondence with AG from the project shall be done by PMT.

Correspondence with SC from the project shall generally be done via the EUR Secretariat.

Communication with Vendor

Only the PMT, the Chapter Leader and the EUR CG representative can send mails directly to the Vendor. Mails from all other persons or parties shall be sent to the Vendor via one of the above mentioned persons.

All mail correspondence with the Vendor shall be directed to the Vendor's representatives in the CG. This also applies to questions posed to the Vendor's technical staff.

Assessments

The interaction between the Chapter Leader and Chapter Reviewer related to the Compliance Assessment can be done without involving the CG. However, PMT shall be informed of these communications (carbon copy).

Technical issues that could be of interest for CG shall be sent to CG.

Mail response time

For any email sent with a request for action; the receiver is obliged to reply within 2 working days (optionally), at the minimum confirming that the receiver has read the request.

3.5.2. Meetings

The types of meetings that can be foreseen in the project are CG meetings, Technical meetings, AG meetings, SC meetings and other meetings. In order to improve the efficiency of CG/AG/SC meetings, it would be useful to get the preparatory documents sufficiently in advance for everyone to read them and prepare some comments (e.g. 2

weeks in advance). This requires some effort from the chapter leader and CG-representative/PMT.

3.5.2.1. CG meetings

In CG meetings the main topics are the review of the proposals for draft Analysis of Compliance Reports, the work progress and any other issue concerning administration of the project or assessment of the design.

The total number of meetings will depend on the work development. The schedule of CG meetings shall be defined in the project time schedule asa early as possible. The task to host these meetings will be equally distributed among the EUR-members of CG. In order to reduce travelling, the host of the CG and AG meetings should correspond with the utility responsible for the largest chapter to be reviewed. The representative of the host company will take care of the logistics of the overall meeting (including the invitation letter for the visa application, if needed).

CG meetings are initiated by PMT and all CG members, together with the concerned Chapter Leaders, Assessors and Chapter Reviewers, are invited to these meetings. The agenda draft(s) and draft minutes shall be distributed to CG and the EUR secretariat. Concerning the technical review during the CG meetings, the Vendor does not have a formal mandate in assessment decisions.

3.5.2.2. To increase efficiency in meetings, the CG shall receive documents 2 weeks in advance. Technical meetings

Assessors and experts from the Vendor can meet to explain and discuss specific issues related to the assessment. Technical meetings may be conducted in person, via conference calls or via videoconference.

Technical meetings are initiated by the Chapter Leader. The Chapter Reviewer shall be invited to the technical meetings. PMT shall be kept informed of the occurrence of these meetings. Agenda and minutes shall be distributed to the meeting participants and the PMT 2 weeks in advance (optionally).

3.5.2.3. AG meetings

In AG meetings basically two items are discussed, technical review, including the Background Report, of assessments (AG-review) and project management items.

Since AG could be seen as the promoter, the PMT reports necessary items to the AG, such as work progress and risks, and receives guidance.

AG meetings are prepared by the EUR secretariat and are not managed by this project. But as one of the main tasks of AG meetings during this project is to review the assessment of the design, the AG review meetings will be defined in accordance with the project time schedule.

3.5.2.4. SC meetings

In SC meetings basically three items are discussed: high-level technical review of assessments (SC-review), approval of assessments and high-level project management items.

3.5.2.5. Other meetings

Other meetings could occur for any reason not listed above, such as CG conference calls or meetings among EUR-CG only, where internal topics not to be disclosed to the Vendor could be discussed. The meeting participants shall receive documents 2 weeks in advance.

Other meetings could be proposed by anyone but are initiated by PMT. Minutes are at least distributed to all meeting participants and PMT.

3.5.2.6. Minutes of Meeting

For all meetings, minutes of the meeting should be prepared that describes the important discussions or main conclusions from the meeting. The person initiating the meeting is responsible for preparing and properly distributing the minutes of meeting.

The draft minutes of meetings shall be sent to the proposed meeting participants, including absent parties, within three working days after the meeting. Comments shall be sent within one week after the meeting, otherwise the minutes are considered approved.[2] If comments are distributed and no additional comments are derived, the person initiating the meeting decides whether the comments are acceptable and the minutes can be considered final.

3.5.3. Distributing and Archiving Documents

This section describes the plan to share and archive of Project Documents and design documents, which includes general information, instructions and requirements. Creation, coding and tracking are described in the Quality Management section.

3.5.3.1. Distributing design documents

Transfer of technical information related to the design is specific for each project.

Transfer of documents related to the assessment and all other documents are done via e-mail to the concerned parties.

[2] Tight schedule in order to close discussions when the topic is hot.

3.5.3.2. Archiving

The party that is responsible for the generation of a document shall also store all versions of that document until the project is finalised.

On the EUR website http://www.eurproject.eu/ a directory for this project will be established. The final version of all formal documents[3] shall be stored on the project directory on the EUR website "http://www.eurproject.eu/". This will be managed by PMT.

In case it is considered necessary it is possible to restrict access for each document posted on the web site, e.g. any EUR party has not agreed NDA with the Vendor. The Vendor will not be able to access the EUR website.

3.6. DOCUMENT CONTROL AND QUALITY PLAN

The scope of quality embraces level of expertise, level of depth in the technical analysis and traceability of the work. Level of expertise required is only briefly described in "The Compliance Assessment Process", section 4.1, but verified through the review process that is described below. Required level of depth in the analysis is described implicitly in chapter 4 and assured through the below mentioned review process. Traceability of the work refers to document control, methodology and providing sufficient rationales to the results. Document control is described below, the methodology is provided in appendix 7 and the expectations on the assessment rationales are described in section 4.2, The Compliance Assessment Process.

3.6.1. Document Review

The review ensures that the administration of the project is in line with the interests of the EUR and the CG, and that the quality of the assessment is sufficient. The quality of the assessment shall correspond to a similar level as previous project assessment (level of expertise, level of depth of the assessment and traceability).

All documents related to the assessment will be formally reviewed by the Chapter Reviewer, CG, AG and SC. However, the review by SC is done on a high level. The final delivery, Chapters 3X.0, 3X.1, 3X.2 and 3X.3 of Subset X, will be reviewed by CG, AG and SC. The ultimate approval of all documents described above is done by SC. The review related to the assessment is described further in section 4.5.

All documents related to the administration of the assessment project (Project Manual, meeting minutes etc.) will be reviewed by all CG representatives. The Project Manual is reviewed and approved by both AG and SC.

[3] The last version of the Sectional Assessment Reports is transferred to the Analysis of Compliance Report and shall not be stored on the website.

3.6.2. Document Control

In order to control the existence and status of the documents produced in the project, each document shall follow the general rules of coding, tracking and archiving documents. Coding of documents is done by the file names. Tracking includes the documents' revision and draft labels.

3.6.2.1. File Formats

All written documentation, such as assessments, minutes of meeting and memos are done in Microsoft Word format. The assessment is documented on specific assessment sheets provided by the EUR secretariat.

All final versions of project deliverables are exported to and stored in pdf-format.

3.6.2.2. Document Coding

The documents shall be coded in accordance with the table in appendix 8, where the document description and code is defined. In additional to the project deliverables, the following document types are identified in the project: Minutes of Meetings, Agenda proposals, Project Memos and Sectional assessment reports.

3.6.2.3. Document Tracking

A procedure capable of tracing back all the steps of the production process shall be implemented by all parties. The procedure is described hereafter and is in accordance with the general EUR document elaboration process.

For the reports related to the project deliverables, i.e. the Analysis of Compliance Report, the Feedback Report, together with the Chapters 0, 1, 2 and 3 of the new Volume 3 subset, the state of a report is identified by two parameters:

- Its revision letter: A, B,…;
- its status definition: draft 1, draft 2,…, final issue;
- and the date of release.

The first text elaborated is identified by revision A draft 1. A revision is a state that starts from a decision of the SC and lasts until the SC has approved it, when the final version of the document is given.

Each time the text is modified (author's decision, integration of comments, changes asked during reviews); its draft number is increased. As soon as the text is approved by the SC, it is considered as the final issue of the revision.

Following the request of the Vendor, the SC can make the decision to update the Subset once the revision A has been approved and issued. In this case a new revision is opened, a first draft of revision B elaborated, and the process goes on. However, this is not done within this project.

For all other documents, the state of the report is identified only by its status definition: draft 1, draft 2,…, final issue.

Each party is responsible for maintaining its revision and status definition.

3.7. PROJECT RISKS

Project risks may affect the project's budget, schedule or quality of the project deliverables. The project risks shall be regularly updated and presented to AG/SC. Below the major project risks are identified.

Legal matters, NDA and Export License

In order to make sure that all the parties of the assessment do respect each others commercial interests when it comes to using on propriety information non-disclosure agreements have to be assigned by each party. Also in order to gain export license, the NDA shall be signed in order to fulfil the obligations (non-proliferation of duel-use information) agreed in the government to government note change. Export licence is needed for the information that is ruled to be "specifically designed for nuclear reactors" and that are dual-use of nature.

The Vendor is not able to deliver any material which has commercial interest if EUR participants have not signed NDAs and those material, which require export licence if both NDAs are not signed and export licence is not granted. Risks are:

- Project start-up is delayed due to legal matters, NDA and export licence

Mitigation

PMT shall inform all the parties concerning the importance of NDA, export license and other legal issues

Commitment

Successful project execution depends on the commitment of all project parties. The most critical risks in this area (regarding any of the risk types) are the following:

- Chapter 3x.1: commitment of the Vendor is essential for the timely delivery of the chapter
- Compliance analyses tables and chapter 3x.2: commitment of sponsor companies is essential for the timely delivery of these items
- Chapters 3x.0 and 3x.3: commitment of the project leaders is essential for delivering chapter 3x.0 and 3x.3

Mitigation

In order to gain sufficient commitment of the project parties, the Project Manual shall implicitly describe responsibilities of each party.

Communication

In a multinational project, which is executed in several countries simultaneously the timely and effective communication might become a crucial issue.

Mitigation

Project manual shall describe clear communication methods.

3.8. MONITORING AND CONTROL

As the amount of time during the CG meetings is limited, status reporting should be managed outside the meetings. To maintain this strategy, PMT gathers status reports from each CG-member at the end of each month and prepares a project status report based on this input and send out this to CG. The status reports from CG are the main measure used by PMT to monitor the project and the basis to initiate any controlling actions.

To be able to keep AG informed, a brief status report that also describes the main risks should be presented in each AG-meeting.

4. PROJECT OPERATION

The project's main operational workload is the technical assessment of the design, i.e. the assessment phase. This section describes the processes and methodologies required for the Compliance Assessment process, i.e. to produce the final versions of the Analysis of Compliance Reports.

4.1. THE COMPLIANCE ASSESSMENT PROCESS

The Compliance Assessments are performed by the Assessors based on the design documentation and is presented in Analysis of Compliance Reports, one for each chapter. The review of each chapter is done both by the Reviewer through the assessment process and by the EUR-organisation during CG, AG and SC review meetings. Approval is done by SC in SC-meetings. A schematic figure of the process is provided in appendix 4.

A step-wise methodology is developed to execute the process of assessing the design, presented in detail in appendix 7. The identified steps in the methodology are:

1) Start-up of a Chapter Assessment
2) Performing the technical assessment
3) Compiling the Analysis of Compliance Report
4) CG review meeting

5) AG and SC review meeting

6) After SC review meeting

7) Generation of new subset of EUR Volume 3

In order to achieve sufficient quality in the assessments, experts that perform the assessments shall understand the context of both the design and the requirement when making the evaluation.

4.2. PERFORMING THE ASSESSMENT

4.2.1. Assessment Sheets

The assessment will be done directly on the Assessment Sheets, which is a template of the Analysis of Compliance Report initially containing only the EUR-requirements. The EUR Secretariat is responsible for preparing the initial Assessment Sheets. The assessment sheets are a word file divided into four columns:

A) Requirement: this column is already filled in the file provided by the EUR Secretariat and has not to be modified unless there are mistakes.[4] For each section in the chapter the Assessor shall check the compliance with all the explicit requirements (as ”shall” or ”should” statements marked in blue letters) presented in the ”Requirement” column.

   a. It is to be noted that the “Requirement” column of the assessment sheet is a combination of the “Requirement” and “Section Comment” columns of the EUR Chapter: each requirement is followed by the corresponding comment (marked in italics). “Shall” or “Should” are not supposed to be present in the comments. The comments are here e.g. to help understanding the requirement, or propose a possible way to fulfil the requirement.

B) Reference: The references to be given are related to design documentation or to other documents provided by the Vendor.

C) Compliance assessment: A brief description of the approach used in the design shall be given together with the reasoning of the assessment. The text in this box shall be written so the reader understands the text without having to study the design documents.

D) Results of assessment: See the labels listed in the Table 2 below.

[4] In case of mistakes any change in the assessment sheets files shall be recorded using the change tracking tool in MS Word in order to show a trace back to all the steps of the production process.The PMT shall be informed of this in order to inform EUR Secretariat.

4.2.2. Detailed assessment instructions

The assessment rationales are provided in the column "compliance assessment". In general it shall be possible to review the assessment without studying the reference documents. For all other results than COM the rationales must be explained extra carefully. However, ultimately, engineering judgement is required for each case.

The distinction between "shall"- and "should"-requirements is quite vague in the EUR-document:

- Utility requirements, denoted by the word "shall". Any design that does not fulfil these requirements will be non-compliant,
- Utility preferences, denoted by the word "should". Other solutions can be accepted, but the Plant Designer will have to demonstrate that they are equivalent or better.

On CG-level, no distinction shall be made between "shall" or "should" - requirements. This will be managed on AG-level.

In some cases the requirement comprises several "shall" or multiple bullits, which could be perceived multiple requirements. Three examples are identified:

a) Multiple "shall" with different assessments => multiple result-labels

b) Multiple shall but same requirement => One result-label

c) one shall and multiple bullets => one (summarising) result-label

Clarification of situation a) and b); multiple "shall": In cases when there are multiple "shall" in one requirement-box, and the assessment is different between these requirements, the assessment shall be split and multiple result-labels given. However they shall not by default be separated. It is a subjective decision; when separate assessments are considered appropriate and especially when the results of these "shall"s are different.

When a general requirement and a "daughter requirement" are assessed; if the "daughter requirement" is not assessed with COM, we cannot assess the general requirement with COM.

Comments from other EUR CG Members could be transmitted to the Chapter Leader and the Reviewer during the assessment and does not have to wait until the CG review meeting. This gives them the opportunity to address these issues already in the assessment. However the sender cannot request a response (since that is outside the scope of the Assessors and could be time demanding). If the comment is ignored by the Chapter Leader and the Reviewer, than it is EUR CG Member's responsibility to bring up the matter during the CG-review meeting.

4.2.3. Classification labels

For each requirement the level of compliance shall be established. The following classification labels have to be used.

The final labels that shall be reflected in the EUR Volume 3 subset are:

Compliance Assessment Label	Meaning	Classification Label
Compliance	the design meets the requirement or goes beyond it	COM
compliance with objectives only	the design is supposed to achieve the objective of the requirement, but: A) a different approach from the EUR one is used to achieve the same objectives, or B) the approach is not yet sufficiently defined for a COM, but there is a fair expectation based on provided information and experiences that the Vendor will fulfil the requirement in the later phase of the design	CWO
non compliance	the design does not meet the requirement	NOC
not applicable	the requirement is not applicable to the technology	NAP
not assessable now	the assessment cannot be made because of the stage of the design	NAN
Project, Owner or Site specific	the assessment cannot be made because the requirement is project, owner or site specific	POS

Table 2. Classification labels available for the final compliance assessment of each EUR requirement.

In addition, during the Design Assessment Project, the following labels will be used. These labels are defined for internal EUR work purpose only.

Compliance Assessment Label	Meaning	Classification Label
see another section	the requirement is assessed in another section; reference must be given	SEE
background note	a proposal for change to the EUR text is given	HOLD
information needed	additional information is expected from the vendor or EUR before completion of the	INF

	assessment	

Table 3. Classification labels available for internal EUR purpose.

4.2.4. Use of Classification Labels

COM, CWO, NOC, NAP and NAN labels that the Assessor considers important are marked "main xxx" and described in the Synthesis Report. These topics will be published in the Volume 3 document.

The statistics shall be set up based on the total number of labels related to the design; i.e.: COM, CWO, NOC, NAP and NAN. The POS labels shall not be considered in the statistics. The SEE, INF and HOLD labels shall also be excluded from the statistics since they are for internal EUR purpose only.

COM

COM is used when the design meets the requirement or goes beyond it. If the design goes significantly beyond the requirement, the COM label shall be complemented with more precise comments underlining how the design is particularly good in that field.

NAP, NAN and POS

NAP is for technological solution (for instance BWR vs. PWR, or passive vs. active). Moreover a NAP label can be given when the requirement begins with "IF" and if the design does not comply with the requirement. This second rule is applied following a case by case study.

NAN is applied when the design or the verification will be developed in a later stage of the design process and it is considered acceptable. If the information is missing due to design not being developed enough compared to EUR expectations, NOC applies.

POS is for requirements where a site, an owner or a specific project is needed. They should not be described in the Synthesis Report.

HOLD

The HOLD-label is used to mark that feedback is provided for a specific requirement. The HOLD-label could be added in the same box as another compliance assessment label, marking that feedback is provided.

Also the HOLD-label could be inserted in the box solely to mark that it is not possible to assess the requirement for any of the following three reasons:

A) The original requirement is heavily contradicting with more general requirements in EUR,

B) the requirement is formulated poorly or it is not possible for the specialist to understand the technical background of the requirement,

C) the requirement is practically not possible to fulfil for the Vendor and considered unreasonable

In such cases guidance shall be requested from the EUR-organisation, since basically each requirement has its purpose and background; it's just sometimes difficult to recognize it. If the requirement is still not considered assessable after such iteration, the "HOLD" label can be used.

INF

The INF-label could be addressed when additional information considered required from both the EUR-organisation or from the Vendor.

Information required from the EUR-organisation is mainly anticipated to concern clarification of a requirement, e.g. its background, intention or context. If a response to such question cannot be found within the Chapter Leader's organisation, it can be sent to the Reviewer.

In general, assessment result "INF" should be avoided to the extent possible. But when additional information from the Vendor is expected, the assessment of that requirement will start at the time the information is delivered, which will not follow the methodology naturally.

In the final Analysis of Compliance Report, no INF should be present. If, for some reason, the information is not provided by the Vendor and considered necessary in order to assess the compliance, this situation will be managed on a case by case basis.

SEE

When the SEE label is used, we have to refer to the requirement or at least the section where the assessment is performed.

4.2.5. Feedback to the EUR document

As one of the objectives with the project is to provide feedback to the EUR-document, the HOLD-label and the corresponding text is an important part of the assessment.

For each feedback to the requirement, simply add the label "HOLD" to the result field below the assessment label and add the feedback-text in the compliance assessment-column.

Feedback could be anything that would improve the document, e.g. references are not reasonable, wording is confusing, or requirement is not reasonable for vendors. It is important to note that the more precise the feedback is the more useful and valuable it is to the EUR-document. Preferably, a change-proposal is provided.

When compiling the Synthesis Report, the feedback to the EUR document is gathered in a separate document, called Background Report. The Background Reports from each

chapter assessment will be the basis for the Technical Feedback Report generated from the project.

4.2.6. EUR cross-references

There is a number of cross references in the EUR document. One requirement may refer to another one. Foreseen problems from this could be that the requirement will cause a circular reference and the requirement are not assessed anywhere, getting different assessment results if similar requirements are assessed in different chapter assessments or increased workload if the scope of a requirement that is split into different sections is not obvious to the Chapter Leader.

The main objective with a procedure is that the risk that the requirement is not assessed anywhere shall be minimal. This shall be achieved without performing the assessments twice, to the extent possible.

Procedure:

A) In many cases requirements concerning the same topic are distributed to different sections of the EUR-document. Often, the requirements are written on different levels (of details). In general, the assessment shall correspond to the level the requirement itself is written on.

B) To assure consistency of conclusions between similar requirements, the assessment of later chapters shall perform double-checking of the EUR-references to chapters that has been assessed previously.

C) To assure that SEE-labels that refer to different chapter are actually assessed in the other chapter, all Requirement Assessments with SEE-labels that refer to another chapter shall be tracked by PMT during the CG-review meeting.

4.2.7. Specific Requirements

It is possible to formulate design-specific requirements on topics where the guidance provided by the EUR Volume 2 is considered not sufficient. These requirements are mainly for the parts of the design that feature specific design provisions not addressed in the EUR. The Specific Requirements originate either from the Chapter Leader, the CG, the AG or the SC.

4.2.8. References in the assessment sheets

In the reference column of the assessment sheets it shall be noted what reference documents that are used, including the revision number of the document. Since many design documents are long, the section and pages that are used shall be indicated in the assessment sheets to provide efficient guidance for readers.

It is up to the Chapter Leader to decide exactly how to present references.

4.3. DRAFTING THE SYNTHESIS REPORT

In the Synthesis Report summary of conclusions and highlights of the assessments work is presented. The Synthesis Report is later on the basis for Subset X, chapter 2 "Highlights of Compliance Analysis". The Synthesis Report is a selfstanding document; it shall be possible to read the Synthesis Report without access to the Analysis of Compliance Report.

At the end of the assessment work, chapters which are divided in two parts will have only one synthesis report, even if the assessment is worked out by two different Assessors.

The content of the Synthesis Report is the following:

1. Summary of Compliance Assessment

    1.1. Qualitative Statement of the Assessment

    1.2. Indicative Statistics

2. Main CWO

3. Main NAN

4. Non-compliance (NOC)

5. List of references

For detailed instructions, see appendix 5.

4.4. TECHNICAL SUPPORT FROM VENDOR

Technical support from the Vendor is required during the Compliance Assessments. The reason to request technical support could be to increase the understanding of the design, reach clarification on certain issues or because the information provided is not considered sufficient to perform the assessment.

The support is initiated either by the Chapter Leader or the PMT and could be provided in meetings, mail communication or by supplying additional documentation. It is up to the Vendor and the initiator to determine appropriate method.

In order to increase the availability of the Vendor, bearing in mind the different time zones, the Chapter Leader shall set up a preliminary schedule before the start-up of each compliance assessment. The schedule shall comprise phone conferences, video conferences and physical meetings, as considered applicable. The schedule shall be communicated and agreed with the Vendor.

When technical support is requested by mail, the Vendor shall provide a draft response within two working weeks time. When additional documentation is requested, the schedule should be set on a case by case basis. Nevertheless, the receiver is obliged to reply within 2 working days, as defined in section 3.5.

4.4.1. Questions and Answer Procedure

Procedure

Technical questions are prepared by the Assessors in the Q&A-template. Then there are two options:

- This document is uploaded to Vendor server. A e-mail is sent to the Vendor, with a copy to the Reviewer and PMT, informing about the existence of the new document or

- This document is sent to Vendor by a e-mail with a copy to the Reviewer and PMT, informing about the existence of the new document

The Vendor will respond within 2 days (optionally) with indication when a draft answer can be expected. The Vendor prepares a draft answer in the same document, in the "Answer" sections. If the Assessor is not satisfied with the answer, additional text is added to the question, and the draft number is increased.

When the Assessor is satisfied with the answer acceptance is done by an e-mail to the Vendor. At the time the Vendor receives formal acceptance, they will issue a signed version of the answer and the file name will change to the document name. This applies for all Q&As, i.e. each response that is provided by the Vendor to a question via Q&A-procedure, the Chapter Leader shall formally accept the answer. The answer will be an design supplementary information document, which can be referred to in the Compliance Assessment.

The draft is desired in order to eliminate misunderstandings and insufficient answers before a final and signed version is provided. The Vendor should respond to each question in accordance with its position. E.g., in cases where the Vendor disapprove with the question this can be the answer.

The Vendor's response time and quality on questions in the Q&A-process is to a large extent dependent on the effort put in by the Assessor when writing the question.

Coding of the Q&A

The questionsand answers should be coded in a unique and simple manner.

Response options

As an optional response to the Q&A, the Vendor may update Design Description Documents on the following conditions:

1) There is Q&A process revealing that more detailed information is required and if it is considered (by the Vendor) more appropriate that the information is added to existing DDD, instead of issuing a supplementary document

2) There is Q&A process revealing obvious errors in the existing DDD that should be updated

If the Vendor changes DDD document, the new revision shall be uploaded to eRoom without deleting the old revision. The new revision shall include revision sheet indicating the modified pages of the document.

These updates may only be done as a response to a question posed according to the Q&A-procedure. Thus the Assessor issuing the question must review the response, assuring it doesn't go beyond the scope of the question.

4.5. REVIEW OF THE COMPLIANCE ASSESSMENTS

4.5.1. Review by the Chapter Reviewer

For each chapter assessment a Chapter Reviewer is appointed. Before the chapter assessment is reviewed by CG, each chapter assessment shall be reviewed by the Chapter Reviewer. In order to reach a more efficient time schedule and distribute the Chapter Reviewer's work load, the Chapter Reviewer's work is done continuously during the chapter assessment period. This is described by the methodology in appendix 7 and the chapter specific time schedule, provided before start of the chapter assessment.

During the review, at the minimum the Chapter Reviewer verifies that:

- the reasoning in the column "Compliance assessment" is solid and
- the compliance assessment text is in accordance with the reference documents,
- the instructions in this project manual is followed[5].

The Chapter Reviewer's review is documented directly in the assessment sheets, using the Word-tool "track changes" and "comment".

If there are controversial issues, where the Chapter Reviewer and the Chapter Leader cannot agree, these are discussed in the CG meeting.

4.5.2. CG review

Each Analysis of Compliance Report is reviewed by the CG. The assessment results for chapters to be reviewed in CG meetings shall be received by CG at least 2 weeks before the related meeting, so that there is proper time for the internal commenting in the organisations.

The CG member shall have reviewed the assessment prior to the meeting. However, due to time constraints, the CG member is not required to verify that the compliance assessment is in accordance with the reference documents (as this has been done by the reviewer).

[5] This is the responsibility of the CG-representative

It is not possible to discuss each and every requirement assessment during CG review meetings. The Reviewer's work is the main guidance to prioritize between requirements. The full Compliance assessment Report shall be "scrolled through" and requirements shall be discussed when:

A) Consensus was not reached between Assessor and Reviewer

B) There is a need for advice from CG

C) Label is other than COM, HOLD

D) CG-members want to discuss the requirement assessment for whatever reason

A moderator should be pointed out in advance for each chapter. The moderator shall represent the progress of the project. CG should aim at leaning at the more formal basis instead of the technical basis, i.e. what is written is valid. CG should not worry about the statistics, which will be solved on AG and SC-levels.

The CG review is done on the assessment sheet. The discussions during the meeting shall be tracked directly in the assessment sheet. These additions shall each start with the prefix "CGX" (X is meeting number), as this is a complement to the MoM. However, the discussion could be recorded only if it really concerns the issue, i.e. discussions arising from "general confusion" should not be recorded.

For items requiring advice from AG, CG should distinguish critical and non-critical (see "AG review" below). The document that is distributed to AG should be clean from "track-changes" marks to the extent possible.

INF procedure

When INFs arise during CG or AG, the Chapter Leader is responsible that the issue is solved. The Reviewer shall review the updated Requirement Assessment and, if considered controversial, highlight the item to the AG or SC.

Sometimes an INF cannot be closed as the requested information will be provided together with another chapter, assessed at a later stage. In these cases PMT list the requirement in the tracklist, assuring the item is closed when the relevant information is provided.

4.5.3. AG review

The Analysis of Compliance Reports, updated after the CG review (see appendix 7), shall be sent to the AG members at least 2 weeks before the relevant AG meeting. The requirements to be reviewed during the meeting are highlighted in yellow. The documents are distributed to AG by PMT.

The AG-review will be done directly on the Assessment Sheets. Additions of discussion and decision shall be done by the chapter secretary (often PMT) all start with the prefix "AGXXX" (XXX represents meeting number). This will simplify the preparations, the editing work and the work to prepare the next draft.

During the AG review meetings, emphasis should be put on the more controversial issues of the assessment. Detailed discussions of some other issues are, however, possible. Basically only Requirement Assessments that falls within any of the below shall be reviewed:

A) Requirements where consensus was not reached in CG,

B) Requirements related to unique features of the design or where the compliance assessment is considered controversial

C) Requirements with the labels NOC, CWO, NAP, POS or NAN

D) Any other requirements that individual AG-members wants to discuss

E) The Synthesis Report (except the Background Report section)

The review is moderated by the PMT. The PMT, the Chapter Leaders and the Vendor representative of the CG participate in the AG reviews. As mentioned earlier, it could be acceptable for the CG representative to represent the Chapter Leader.

Administration Group should try to find consensus on the controversial issues. If the consensus is not found, SC will take the final position on the issue. The updated results based on the AG review shall be sent to CG as soon as possible after the AG meeting.

Items that can't be closed in AG, apart from the above mentioned that is passed on to SC, is tracked in a list of open items by PMT. The items are split into two: critical items and non-critical items. Critical items are returned to next AG with a suggestion how to close them. Non-critical items are conditionally closed in AG, it is therefore sufficient with PMT-approval.

Chapters are closed by AG (conditional or final after those fundamental ones are agreed. If no consensus, go to SC).

What is put in the Synthesis Report could be public, which must be kept in mind during the review.

4.5.4. SC review

Last draft versions of the Analysis of Compliance Reports are sent to SC for review and final approval at least two weeks prior to the relevant SC meeting. The requirements to be reviewed during the meeting are highlighted in yellow. During the review meeting a constant format PowerPoint shall be used to speed up the review.

In general one larger chapter should not take more than 1.5 hours in SC, so during the review, the emphasis should be put on high-level issues and the Synthesis Report (except the Background Report). As a rule SC shall only handle all NOCs, CWOs and items where consensus was not found in AG.

If needed, the documents will be updated according to the comments by the SC and approved during the following SC meeting. The documents are distributed to SC by PMT.

5. FINALISATION PHASE

The finalisation phase of the project refers to the activities necessary to generate the Volume 3 subset "X" "ABCD Project" and to close the project. The phase starts when the first activity starts, i.e. the finalisation phase will start before the Assessment Phase has finished, and finishes upon closure of the project.

5.1. SCOPE OF FINALISATION PHASE

5.1.1. Deliverables

The main deliverable from the finalisation phase is a printed and distributed version of the Volume 3 subset "X" "ABCD Project". The document consists of the following chapters:

Chapter 0 "Introduction to the subset"

Chapter 1 "Plant Description"

Chapter 2 "Highlights of the Compliance Analysis"

Chapter 3 "Specific Requirements

5.1.2. Finalisation Work Breakdown

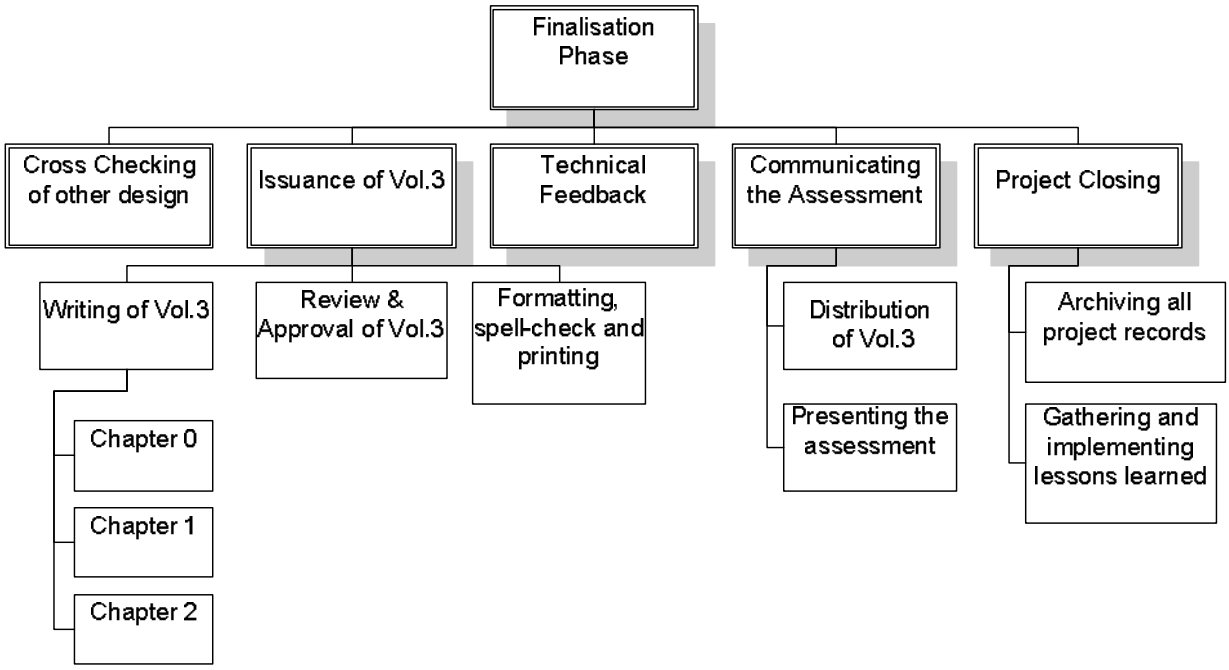


Figure 1, Work breakdown structure of the scope of the finalisation phase.

Note: The anticipation is that chapter 3 of Vol.3 will be empty. Thus, no activity is linked with this item.

5.1.3. Description of activities and responsibilities

CG is responsible for the general management of the finalisation phase. PMT is responsible for managing and performing all activities if nothing else is stated in this section.

5.1.3.1. Drafting chapter 0 "Introduction to the Subset"

Chapters 3X.0 "Introduction to the ABCD Subset" is a short introduction to the subset X. Most of the content is generic and can be copied from previous subsets. The chapter is drafted by PMT.

5.1.3.2. Drafting Chapter 1 "Plant Description"

Chapter 1 contains a technical description of the Vendor's design. In order to be appealing for the potential readers the Vendor should focus on new or unique features of the design. It is a technical document which usually contains around 300 pages. PMT is to send a short paper with TOC from previous assessments and complementary instructions to MHI.

The vendor is completely responsible for the content of this chapter. This document is marked by the Vendor's logo and not the EUR (except for the standard header). EUR shall review and approve the chapter.

5.1.3.3. Drafting Chapter 2 "Highlights of Compliance Analysis"

Chapter 3X.2 "Highlights of the compliance analysis" is basically condensed versions of the 20 Synthesis Reports generated during the assessment, together with a description of the specific conditions and circumstances of this assessment project. This chapter is the main output from the assessment work; it is drafted by CG and available for all EUR members and the Vendor.

Based on previous Volume 3-subsets, the following table of content structure is proposed:

1. 3X.2 1. Introduction
2. 3X.2 2. EUR assessment of the ABCD design
   - 2.1 Organisation
   - 2.2 Assessment process
3. 3X.2 3 Highlights of the compliance analysis
   - 3.1 General observations

3.2 Main items addressed as compliance with the objective (CWO)

3.3 Items addressed as non-compliances (NOC)

3.5 Main items addressed as not assessable today (NAN)

4. 3X.2 4. Extracts from the synthesis reports

4.1 Chapter 2.1

4.2 Chapter 2.2

4.3 Etc.

5. Appendix: table with information that is demanded by the EUR requirements, e.g. "the list of x shall be given in Volume 3".

Section 2.3 shall be sorted on topic/issue.

Modifications to the "Highlights of compliance analysis" shall not by default generate a modification to the Analysis of Compliance Reports. These reports have already been approved by SC at the time of compiling chapter 2. Such modifications would be time consuming without much added value.

5.1.3.4. Review of Vol.3

Review of Vol.3 is done in the following steps:

1) CG-Review, both phone meetings and one last physical meeting is needed to review the document
2) Send out the subset to all stakeholders for consideration
3) AG-Review meeting to review the document
4) SC-Review meeting to review the document, including approval
5) Final CG-check of Vol.3 before printing

First the documents are iterated within CG and then approved during a CG-meeting. After that the documents are reviewed and approved by AG. AG comments are taken into account and updated versions are sent to SC for approval.

Before printing the Vol.3-document a final CG-check must be done to verify the correctness of the document.

5.1.3.5. Cross-checking meeting

A meeting for cross-checking of other design assessments is traditionally held after the Analysis of Compliance Reports is approved by SC. The objective is to check controversial issues from the assessment versus NOC and main CWO labels from previous assessments. It is a technical meeting and under AG's responsibility. Participants in the meeting are representatives from other Vendors, AG-members, PMT, the Vendor and at least one SC-member.

In previous assessments, approximately 135 requirements were chosen for this purpose. This list of requirements is based on the latest revision, but AG should evaluate whether

this list is applicable and, if required, identify appropriate new requirements for the purpose.

If result-labels are changed during this meeting CG shall implement these changes in the assessment sheets.

5.1.3.6. Formatting, spell-check and printing of Vol.3

This includes editorial tasks such as English language check and formatting, i.e. transforming the drafted Vol.3 documents to the correct Vol.3-format. The printing of Vol.3 includes printing of Vol.3, issuance of CD-ROM and checking that the links are correct in the digital format. These tasks are under the responsibility of AG, but of course the drafted documents shall be as good as possible already at CG-level.

5.1.3.7. Distribution of Vol.3

Distributing the Vol.3 is under the responsibility of the EUR Secretariat.

The Vol.3 can be distributed outside EUR, upon request from a stakeholder and subsequent approval by MHI. This could have an impact on the content from a confidentiality point of view.

5.1.3.8. Presenting the assessment

The assessment can be presented both externally and internally within the EUR. Historically the EUR has taken the opportunity to present the results of the assessment during an international nuclear seminar or a similar event. This will have to be agreed by the Vendor and the Steering Committee and should be in accordance with the EUR communication plan.

5.1.3.9. Background Report

Technical feedback of the EUR-document from the project work has been gathered throughout the project, mainly via the HOLD-labels from the Analysis of Compliance Reports, but also additional reflections from the project participants. At the end of each Chapter Assessments, these are compiled in a general technical feedback report (Background Report) for the purpose of submitting input to future updates of the EUR-document.

The work to gather the technical feedback from one chapter assessment is done by each Chapter Leader. All feedback should be put in the document. It is also possible for any project participant to add feedback items to the document.

5.1.3.10. Archiving all project records

The PMT shall make sure that all project records are archived properly. This comprises the following documents:

- All final Analysis of Compliance Reports updated after AG, SC, Cross-checking meetings
- All formal project documents, such as project manual, memos
- This doesn't include any design documentation from the vendor.

Archiving is done by handing over these documents to the EUR-secretariat.

5.1.3.11. Gathering and implementing lessons learned

The PMT shall ask for feedback from all project participants and the AG. These lessons learned shall be assessed and documented. The relevant lessons learned shall be implemented by updating documents of use for future EUR-assessment projects, i.e. the General Assessment Principles, the Standard Project Manual, templates, etc.

5.2. WORKING PLAN

5.2.1. Steps to generate Vol.3 and document coding

The following procedure to generate the approved Vol.3 document is proposed:

Activity	Description	Draft number	Comment
A	Drafting of the Vol.3-chapters	1	The result of the activity is draft 1.
B	CG-review	2	
C	AG-review	3	
D	SC-review	4	
E	Formatting and spell-check	5	This activity is started already after AG-review.
F	Final check of Vol.3 by PMT and EUR secretariat before printing.	6	
G	Printing	Rev A Final	

5.2.2. General time schedule

The overview time schedule shall be defined aproximatelly 6 month before the end of the project. The schedule shall define responsibility of the Vendor, the CG, the AG and the SC.

5.3. OTHERS

Responsibility for formatting, spell-check and printing

In previous assessment projects the editing and printing tasks were managed by one utility, appointed to perform this work. Traditionally the setups for these tasks are discussed case by case.

Appendix to chapter 2 of Volume 3

This concerns for example 2.9.4.3.A.3, stating "A more comprehensive list of Safety Functions related to Containment System will be developed in Vol 3 for each plant design.". This means that the design solution concerned must be presented in the Vol 3, chapter 1 (design description). In addition, a table is included in Vol.3 chapter 2, as an overview. These types of requirements were reduced for rev D.

Specific requirements in Volume 3

The chapter "specific requirements" is usually empty. It exists as an alternative approach for very (on conceptual level) unique features, allowing to perform an assessment in another way. The possibility to draft specific requirements shall be discussed.

Comments to Volume 3, chapter 2, Highlights of compliance analysis

The list of references is put in this document for each chapter. (For some assessments this would result in very long reference lists, maybe constituting half of the chapter. Alternative solutions could be to put all references in one list for all chapters or simply to exclude the reference list from the report.)

APPENDIX 1. Project organisation and contact persons

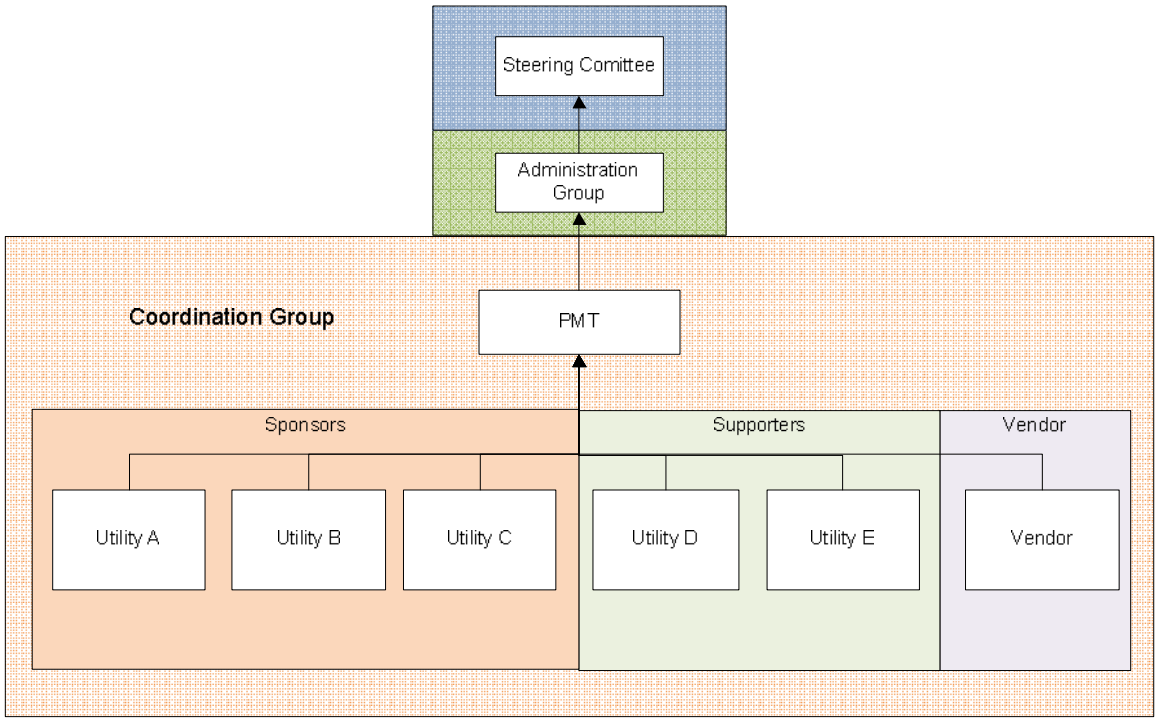


Table 1. CG-members

SPONSORS

Utility	**Contact person**	**e-mail**

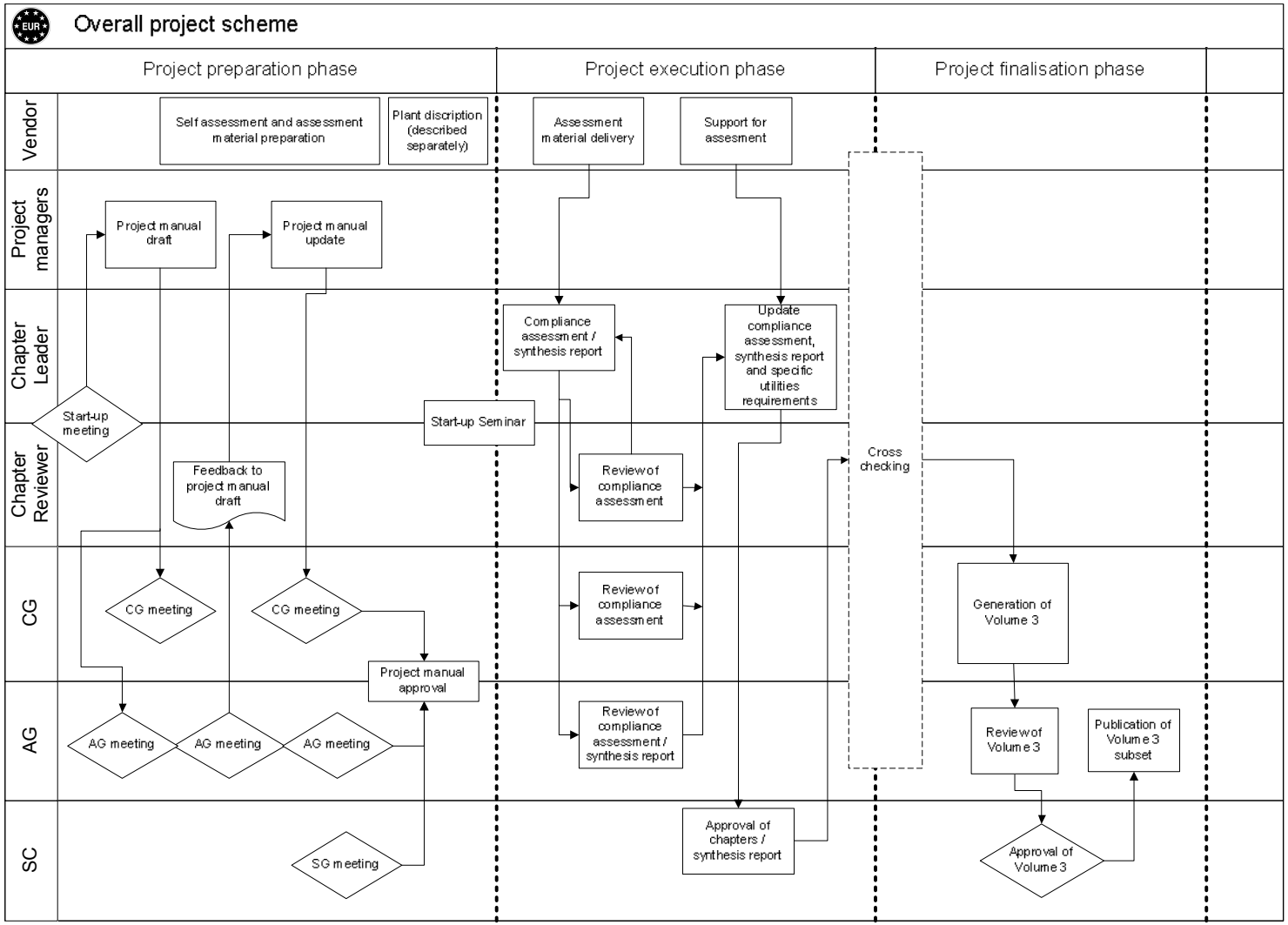
SUPPORTERS

Utility	**Contact person**	**e-mail**

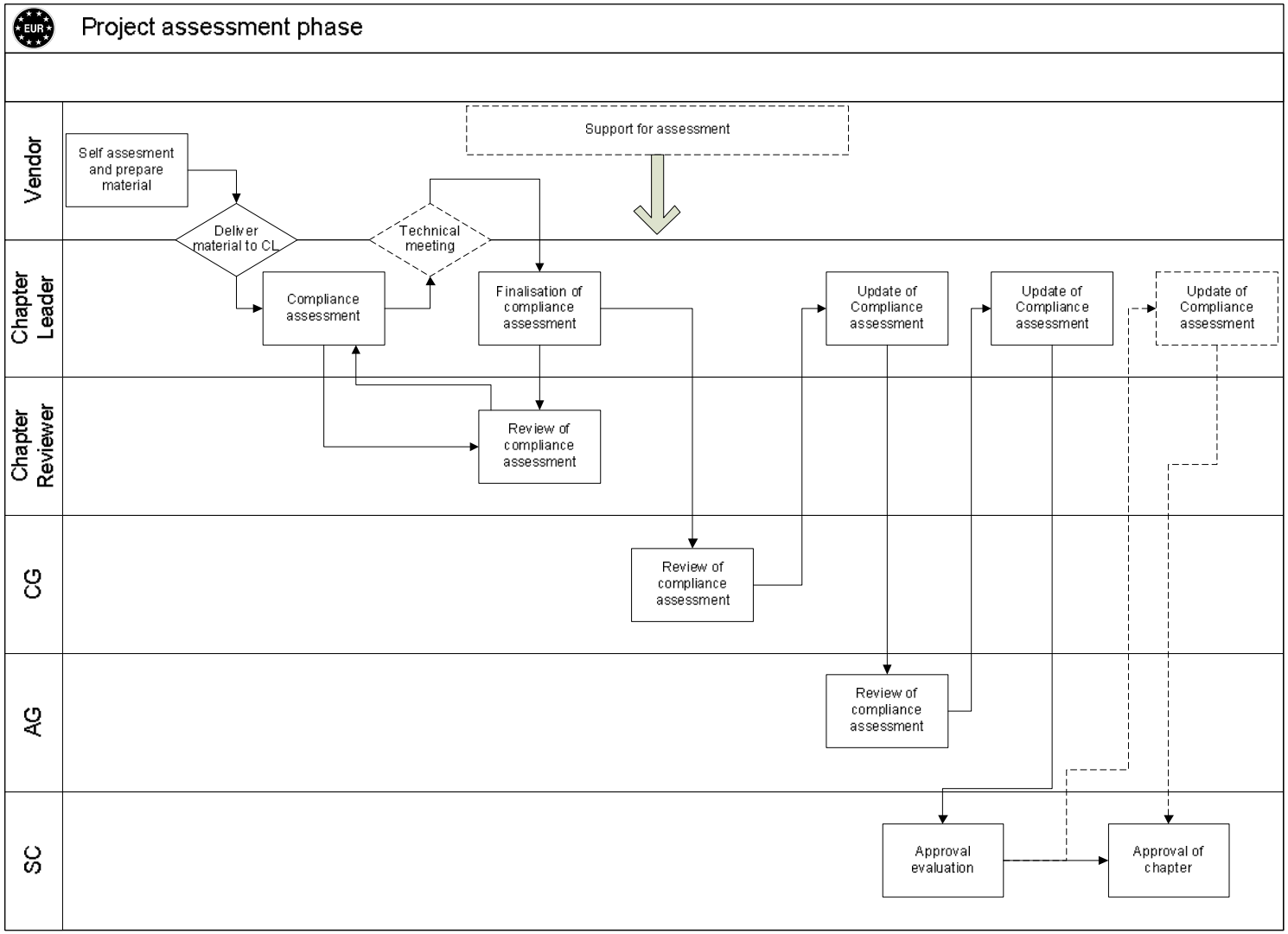
VENDOR

	Contact person	**e-mail**

APPENDIX 2. Overall project scheme



APPENDIX 3. Project assessment phase



APPENDIX 4 Detailed instructions to the drafting of Synthesis Report

Qualitative Statement of the Assessment

In the section "Qualitative Statement of the Assessment" the Chapter Leader may present the general conclusions and main findings, together with describing features in the design and the documentation with impact to the assessment of this chapter.

The Assessor has to be very careful when emphasizing the strengths and good points of the assessed design. If technical specificities may be pointed out, any promotion of the latter should be forbidden, so for example the use of statements like "efficient" judgements should be avoided.

Indicative Statistics

The indicative statistics is basically a table that summarises the labels in the result-columen from assessment.

The statistics shall be set up based on the total number of labels related to the design; i.e.: COM, CWO, NOC, NAP and NAN. The POS labels shall not be considered in the statistics. The SEE, INF and HOLD labels shall also be excluded from the statistics since they are for internal EUR purpose only.

Main CWO

In this section the important CWOs are presented. Otherwise, the below instructions for NOC apply.

Main NAN

Used to present the important and representative NANs. Otherwise, the below instructions for NOC apply.

Non-compliance (NOC)

Contains all the NOCs identified in the EUR Chapter. Each NOC is presented with:

- a headline representative for the topic[6],
- EUR Section number and requirement name
- EUR requirement text
- a concise rationale from the assessment, that provides sufficient description for the reader

[6] The appropriate headline must be determined case by case. As example; for chapter 2.8, the headline for requirement level 2.8.X.X.X was often a representative topic.

If several NOCs arise from the same source, these are gathered under the same headline. The headline is introduced both to put the requirement in a context and to show the cases when many NOCs arise from the same source.

The severity of NOCs shall not be described, since that easily is subjective speculating, which is not appropriate in this rather sensitive section. Each EUR member may have its own point of view regarding each requirement.

List of references

In the Synthesis report the complete reference list shall be presented with the revision number of the document included.

APPENDIX 5. Assessment Overview Time Schedule

	Year N-1					Year N												N+1	
	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2
Chapter Name				CG1				CG2	CG3		CG4				CG6	CG7	CG8		
2.1 Safety requirements								x			x								
2.2 Performance requirements									x										
2.3 Grid requirements																x*			
2.4 Design basis									x		x								
2.5 Codes and standards								x											
2.6 Material related requirements															x				
2.7 Functional requirements: components															x				
2.8 Functional requirements:systems&processes	*Pilot study*			x				x			x								
2.9 Containment system								x			x								
2.10 I&C and MMI																	x		
2.11 Layout rules																x			
2.12 Design process and documentation									x										
2.13 Constructability																x*			
2.14 Operations, maintenance and procedures																x*			
2.15 Quality assurance																x*			
2.16 Decommissioning																x*			
2.17 PSA methodology									x										
2.18 Performance Assessment methodology									x										
2.19 Cost assessment																x*			
2.20 EIA																x*			
					AG1					***AG2***				***AG3***		***AG4***		***AG5***	

Notes:

Depending on Start date of the project, 1 month is added for summer vacation, but distributed on 2 months where the availability is low.

**For these chapters, CG-review is first done individually. Only unresolved issues are solved in the meeting*

Large chapters

Small chapters

APPENDIX 6. Assessment Methodology

Id.	***Task***	***Task Description***	***Task Responsible***	***Output document (See also App 8)***	***Comment***
1 Start-up of a Chapter Assessment					
1.1	Plan the assessment work	Plan the start and final date of the assessment, any potential breaks and divide the chapter into batches of appropriate size. Inform the PMT and Chapter Reviewer of the planning, together with any other potentially main implications. Chapter Leader and Chapter Reviewer studies its responsibilities, see 3.3.2.	*Chapter Leader* *Chapter Reviewer*		Larger chapters need to be split in several batches, allowing the Chapter Reviewer's review of batch x while the Assessor is assessing batch Y in parallel.
1.2	Review the draft time schedule	Review the chapter specific time schedule that is drafted by PMT. Propose revised time schedule if needed. Agree on the schedule with the Chapter Reviewer and PMT.	*Chapter Leader*		
1.3	Evaluate the applicability of the available design documentation	Get an overview of the documentation in order to evaluate whether any additional information is required. If considered necessary, establish a plan together with the Vendor.	*Chapter Leader*		Determine the applicability of the documentation in relation to the purpose.

Id.	***Task***	***Task Description***	***Task Responsible***	***Output document*** ***(See also App 8)***	***Comment***
1.4	Technical meeting schedule	If considered necessary, set up a preliminary schedule of technical meetings with the Vendor. The schedule shall apply to telephone conferences, video conferences and physical meetings.	*Chapter Leader*		Also the Chapter Reviewer shall be informed and invited to these activities. See section 3.5.2.2.
1.5	Compliance assessment sheets	Ask the EUR Secretariat to issue the required compliance assessment sheets, which the Assessors will use for the assessment.	*PMT*		
2 Performing the technical assessment					
2.1	Study the EUR requirement	Read and understand the EUR requirement.	*Assessor*		Assessment instructions are provided in chapter 4.

Id.	*Task*	*Task Description*	*Task Responsible*	*Output document* *(See also App 8)*	*Comment*
2.2	Analyse the Vendor's design	Perform a thorough analysis of the design documentation to evaluate the compliance of the design towards the EUR requirement.	*Assessor*		Preferably, the Vendor's self-assessments are used to find the relevant design description. The assessment is the Assessor's responsibility, i.e. the Assessor shall take ownership of the rationale in compliance assessment column, even if the wording from the Vendor's assessment is copied.
2.3	Request Technical Support from the Vendor, if necessary	When necessary, the Vendor is available to provide technical support, see 4.4.	*Chapter Leader*		Also the Chapter Reviewer shall be informed of and invited to these activities. Any technical exchange of common interest should be circulated to the CG.
2.4	Determine the compliance result	In the assessment sheets, column "Result", write the result (COM, CWO, NOC, NAP, NAN, POS, SEE, HOLD or INF), together with the rationale in column "Compliance assessment". See section 4.2.	*Assessor*		

Id.	***Task***	***Task Description***	***Task Responsible***	***Output document*** ***(See also App 8)***	***Comment***
2.5	First draft of the Compliance Assessment	Prepare the first draft of the compliance assessment; either of the whole chapter (smaller chapters), or of batch X of the chapter (larger chapters). Send it to the Chapter Reviewer.	*Chapter Leader*	Draft 1 of the Assessment report or Assessment report, batch X	The assessment of each batch is added to the same updated assessment sheet. Delivery deadlines are specified in the time schedule.
2.6	Review draft 1 of the Compliance Assessment	The Chapter Reviewer performs a review of the assessment and returns the review to the Chapter Leader. See section 4.5.1 for guidance of the Chapter Reviewer's review.	*Chapter Reviewer*	Draft 2 of the Assessment report or Assessment report, batch X	The Chapter Reviewer's review is documented directly in the assessment sheets, using the Word-tool "track changes" and "comment".

Id.	***Task***	***Task Description***	***Task Responsible***	***Output document*** ***(See also App 8)***	***Comment***
2.7	Update of the Compliance Assessment, after review 1	Draft 3 is generated. The Assessor performs the necessary updates, taking the review into consideration, and the Chapter Leader distributes the draft to the Chapter Reviewer and to the CG.	*Assessor*	Draft 3 of the Assessment report or Assessment report, batch X	Assessor either agrees or disagrees with each of the Reviewer's comments and text proposals, i.e.: -he/she agree with the Reviewer's comment or text proposal, modifying the assessment accordingly, or -he/she disagree with the comment or ignore the text proposal and justifies the decision using the Word's "comment"-tool. The Assessor never deletes Reviewer's comments.

Id.	*Task*	*Task Description*	*Task Responsible*	*Output document* *(See also App 8)*	*Comment*
2.8	Acceptance review of the Compliance Assessment, draft 3	The Chapter Reviewer checks if its comments and text proposals are taken into account correctly. If the Chapter Reviewer accepts the modifications or responses from the Assessors, he/she deletes the comment. If the Chapter Reviewer disapproves with the modification, the comment is passed on to draft 4 of the document.	*Chapter Reviewer*	Draft 4 of the Assessment report or Assessment report, batch X	This means a deleted comment by the Chapter Reviewer is equal with an acceptance of the assessment. In case the Chapter Reviewer and the Chapter Leader have different positions for any assessment result, the topic should be presented and discussed during the review in the CG meeting. Also, if there are controversial issues, these are discussed in the CG meeting.
2.9	Late arrival of information (response to INF)	When information (in response to INF) arrives after draft 4 of the sectional assessment report is prepared, the requirements concerned should be reviewed by the Reviewer at least one time. But preferably, the 4-step procedure is applied on the concerned requiremetns and draft 5-8 is prepared.	*Chapter Leader & Chapter Reviewer*	Draft X of the Assessment report or Assessment report, batch X	
3 Compiling the Analysis of Compliance Report					

Id.	***Task***	***Task Description***	***Task Responsible***	***Output document*** ***(See also App 8)***	***Comment***
3.1	Draft the Analysis of Compliance Report	Compile the first draft of the Analysis of Compliance Report. The Analysis of Compliance Report shall be the same as the latest draft of the Compliance Assessment reports.	*Chapter Leader*	Drat 1 of the Analysis of Compliance Report	D4 can still have a lot of "track changes" left, which should be removed to the extent possible. In general only comments are left in the document. This task can be initiated in parallel with the review of the last section.
3.2	Draft of Background Report	During the assessment, a background report shall be produced for all requirements with the result "HOLD", indicating proposed changes to the EUR document.	*Chapter Leader*	Background Report	The Background Report is a separate document. One Background Report will be issued for each chapter. The assessment result "HOLD" is described in Project Manual, section 4.2.2.

Id.	*Task*	*Task Description*	*Task Responsible*	*Output document (See also App 8)*	*Comment*
3.3	Distribute the Compliance Assessment to the CG	The Analysis of Compliance Report shall be distributed to CG by the Chapter Leader via mail. This shall be done at latest two weeks prior to the CG meeting.	Chapter Leader		No new revisions (updated results) of the assessment results shall be sent out in the meantime. The Assessors may bring updated assessment results to the CG meetings, but these should not be distributed to other participants, who have made their notes and comments in the original documents.
4 CG review meeting					
4.1	Preparatory review	Before the review meeting, each CG representative reviews the chapters that will be reviewed during the CG meeting. Chapter Reviewer reviews the Synthesis Report.	*CG representative* *Chapter Reviewer*		See section 4.5.2.
4.2	Identify a chapter secretary	Identify a secretary who will record all the discussion during the CG review concerning the chapter.	*PMT*		The outcome of the review by the CG is documented on the assessment sheets directly during the CG meetings.

Id.	***Task***	***Task Description***	***Task Responsible***	***Output document*** ***(See also App 8)***	***Comment***
4.3	Present the assessment	Present the Analysis of Compliance Report during the CG review meeting.	*Chapter leader or EUR CG representative*		Before the requirement-by-requiremetnt review of a chapter, the Chapter Leader briefly presents the main features of the design, together with the main issues, relevant to the concerned chapter.
4.4	Review the assessment	The full chapter is reviewed by CG during the meeting. See section 4.5.2.	*CG*	Analysis of Compliance Report, draft 1.X (update in the CG-meeting)	The ambition is to find consensus on the controversial issues. Issues where consensus is not reached are passed on to the AG.
4.5	Distribute the Analysis of Compliance Report to CG and the Chapter Leader		*PMT*		
4.6	Updated Analysis of Compliance Report	Update the assessment with consideration to the CG review.	*Chapter Leader*	Analysis of Compliance Report, draft 1.X	If the assessment by the Chapter Leader and review by CG diverge, decisions taken by CG shall apply.

Id.	***Task***	***Task Description***	***Task Responsible***	***Output document*** ***(See also App 8)***	***Comment***
4.7	Assessment distribution	PMT verifies that the AoCR is in correct condition from an editorial point of view and distributes the report to the CG and AG.	*PMT*	Analysis of Compliance Report, Draft 2	
5 AG and SC review meeting					
5.1	Preparatory review	Before the review meeting, each AG/SC representative reviews the chapters that will be reviewed during the AG/SC meeting.	*AG/SC*		The requirements on representatives in AG and SC and the review done by AG and SC are defined in the Project Manual, sections 3.3.2.6, 3.3.2.7 and 4.5.3.
5.2	Present the assessment	During the AG/SC review meeting, present the Synthesis Report and selected parts of the detailed assessment.	*CG-representative or Chapter Leader*		In the AG/SC-review, emphasis should be put on controversial issues, unique features of the plant design, unsolved issues from the CG review and other labels than "COM". See also 4.5.3.

Id.	***Task***	***Task Description***	***Task Responsible***	***Output document*** ***(See also App 8)***	***Comment***
5.3	Review the assessment	The presented topics are reviewed during the meeting. The outcome of the review by the AG/SC is documented on the assessment sheets directly during the AG/SC meetings. Update of detailed assements after AG, SC meetings	*PMT*	Analysis of Compliance Report	All changed labels and issues where consensus is not reached are listed in the MoM. If consensus could not be reached during SC review, a plan to reach consensus must be established during the same SC meeting.
5.4	Update the Analysis of Compliance Report	Update the Analysis of Compliance Report with consideration to the AG/SC review.	*Chapter Leader*	Analysis of Compliance Report, draft 2.X (3.X for SC meetings)	
5.5	Assessment distribution	PMT verifies that the AoCR is in correct condition from an editorial point of view and distributes the report to the relevant meeting group (AG or SC) and CG.	*PMT*	Analysis of Compliance Report, Draft 3 (3.X for SC meetings, if not approved)	
6 After SC review meeting and Cross-checking meeting					
6.1	Update the Analysis of Compliance Report	If updates are required following the SC meeting, the Chapter Leader updates the assessment accordingly and distributes the updated draft to SC for additional review.	*Chapter Leader*	Analysis of Compliance Report, Draft 4	

Id.	*Task*	*Task Description*	*Task Responsible*	*Output document (See also App 8)*	*Comment*
6.2	Cross-checking meeting	The objective is to check controversial issues from the assessment versus NOC and main CWO labels from previous assessments. Approximately 130 requirements are chosen for this purpose. It is a technical meeting under AG's responsibility. In case SC approves the changes of labels, the document status shall be given "final".	*AG, PMT, SC*	Analysis of Compliance Report (final approved version)	Participants in the cross-checking meeting are representatives from other Vendors, AG-members, PMT, the Vendor and at least one SC-member
6.3	Distribute the final Analysis of Compliance Report	Distribute the final report to CG, AG and SC.	*PMT, Chapter Leader (optionally)*	Analysis of Compliance Report (final approved version)	PMT will administrate the distribution to AG and SC.
7 Generation of EUR Volume 3 subset					
7.1	Draft of Chapter 3X.0 - Introduction	Chapter 3X.0 is based on earlier experiences.	*PMT*	Introduction / Volume 3 subset, Chapter 0	Chapter section 3X.0.3.1 is formulated based on specific plant description.

Id.	***Task***	***Task Description***	***Task Responsible***	***Output document*** ***(See also App 8)***	***Comment***
7.2	Approval of Chapter 3X.0 - Introduction	Chapter 3X.0 is reviewed similar to compliance assessment. (see steps 4.1 - 6.2). PMT acts on a similar role as Chapter Leader in the compliance assessment.	*PMT* *CG* *AG* *SC*	Introduction / Volume 3 subset, Chapter 0	
7.3	Draft of Chapter 3X.1 - Plant description	Chapter 3X.1 is drafted by the Vendor	*Vendor*	Plant Description / Volume 3 subset, Chapter 1	Plant Description shall give enough information to understand also chapter 3X.2. Plant description shall be written on technical, not on a commercial point of view.
7.4	Approval of Chapter 3X.1 - Plant Description	Chapter 3X.1 is reviewed similar to compliance assessment. (see steps 4.1 - 6.2). The Vendor acts on a similar role as Chapter Leader in the compliance assessment.	*Vendor* *PMT* *CG* *AG* *SC*	Plant Description / Volume 3, Chapter 1	Pay extra attention to the topics mentioned above.

Id.	***Task***	***Task Description***	***Task Responsible***	***Output document*** ***(See also App 8)***	***Comment***
7.5	Draft of Chapter 3X.2 - Highlights of Compliance Analyses	Chapter 3X.2 is drafted by PMT. Chapter 3X.2 will have the following section: - Information about the organisation and the assessment process - General synthesis report - Synthesis report of each chapter	*PMT*	Highlights of Compliance Analyses / Volume 3, Chapter 2	
7.6	Approval of Chapter 3X.2 - Highlights of Compliance Analyses	Chapter 3X.2 is reviewed similar to compliance assessment. (see steps 4.1 - 6.2). PMT acts on a similar role as Chapter Leader in the compliance assessment.	*PMT* *CG* *AG* *SC*	Highlights of Compliance Analyses / Volume 3, Chapter 2	

Appendix 7. Document Names and Coding.

All templates are present on the EUR-website.

Document Name	**Document Code**	**Comment**	**Distribution to**
Analysis of Compliance Report	ABCD_Assessment_2XX_dX		Follow the methodology.
MoM	ABCD_MoMXX_Meeting description_dX	All minutes written in the project shall follow the same "codification". MoM number relates to number MoM and not the meeting number.	Depending on the meeting. Minimum meeting participants and PMT.
Agenda proposal	ABCD_Agenda_Meeting description_dX		Depending on the meeting. Minimum meeting participants and PMT.
Questions and Answers	ABCD_2.XX_Q&AX_dX	2.XX refers to chapter number. Q&AX refers to Q&A number	The Vendor, Reviewer and PMT.
Project Memo	ABCD_MemoXX_Memo description_dX	Any topic that does not fit to the above documents could be described in a project memo	Individual for each Project Memo
Technical Feedback/ Background Report	ABCD_Background_Report_2XX_dX	2XX refers to chapter number.	PMT, who distributes it to EUR.

APPENDIX 8. Lists of Chapter Leaders and Chapter Reviewers

Chapter Leaders			
Chapter	**Name**	**Company**	**E-mail address**
2.1			
2.2			
2.3			
2.4 p1			
2.4 p2			
2.5			
2.6			
2.7			
2.8			
2.9			
2.10			
2.11			
2.12			
2.13			
2.14			
2.15			
2.16			
2.17			
2.18			
2.19			
2.20			

Chapter Reviewers			
Chapter	**Name**	**Company**	**E-mail address**
2.1			
2.2			
2.3			
2.4 p1			
2.4 p2			
2.5			
2.6			
2.7			
2.8			
2.9			
2.10			
2.11			
2.12			
2.13			
2.14			
2.15			
2.16			
2.17			
2.18			
2.19			
2.20			