



This project has received funding from the Euratom research and training programme 2014-2018 under grant agreement No 662287.



## EJP-CONCERT

European Joint Programme for the Integration of Radiation Protection Research

H2020 – 662287

# D9.81 – Establishment of the management and advisory structures of ENGAGE

**Lead Authors:** Catrinel Turcanu, (SCK•CEN), Nadja Zeleznik, Karmen Rozman (EIMV)

**Reviewer(s):** ENGAGE partners and CONCERT coordination team

Work package / Task	<b>WP 9</b>	<b>T 9.4</b>
Deliverable nature:	<b>Report</b>	
Dissemination level: (Confidentiality)	<b>Public</b>	
Contractual delivery date:	<b>Month 33</b>	
Actual delivery date:	<b>Month 33</b>	
Version:	<b>0</b>	
Total number of pages:	<b>10</b>	
Keywords:	<b>Management Board, Stakeholder Advisory Board, functioning</b>	
Approved by the coordinator:	<b>Month 33</b>	
Submitted to EC by the coordinator:	<b>Month 34</b>	

Document ID: [ENGAGE \(WP5\)-\(2017\)-3](#)

**Disclaimer:**

The information and views set out in this report are those of the author(s). The European Commission may not be held responsible for the use that may be made of the information contained therein.

---

## Abstract

This document describes the structure and functioning of the management and advisory structures of ENGAGE. These will be operational throughout entire the duration of ENGAGE (20 November 2017-19 November 2019). The management and advisory structures of ENGAGE consist of the Management Board, the Stakeholder Advisory Board, and the secretariat.

<End of abstract>

---

## CONTENT

1. ENGAGE PROJECT OVERVIEW -----	5
2. ENGAGE GOVERNANCE STRUCTURE -----	5
<b>2.1 ENGAGE Management Board</b> -----	6
<b>2.2 Project coordinator</b> -----	6
<b>2.3 Work Package Leaders</b> -----	7
<b>2.4 Task Leaders</b> -----	7
<b>2.5 Secretariat</b> -----	7
<b>2.6 Stakeholder Advisory Board</b> -----	7
<b>2.7 Engaging with radiation protection stakeholders</b> -----	8
<b>2.8 Consortium Agreement</b> -----	8
 ANNEX 1 INVITATION TO PARTICIPATE IN THE PROJECT AS ENGAGE STAKEHOLDER -----	9

## 1. ENGAGE project overview

The ENGAGE project, funded under the H2020 CONCERT, aims at *ENhancing stAkeholder participation in the GovernancE of radiological risks*.

ENGAGE is a two-year project that started on November 20<sup>th</sup>, 2017, and which seeks to identify and address key challenges and opportunities for stakeholder engagement in relation to medical use of ionising radiation; post-accident exposures; and exposure to indoor radon. In all these situations, stakeholder engagement is a key issue for improving the governance of radiological risks and the radiation protection of the exposed individuals.

The project aims are:

- a. to assess why, when and how stakeholders engage in radiation protection;
- b. to develop novel approaches to analysing stakeholder interaction and engagement, and provide guidance to meet the challenges and opportunities identified in response to (a);
- c. to investigate the processes for enhancing radiation protection culture and their role in facilitating stakeholder engagement, and develop guidelines for building radiation protection culture; and
- d. to build a joint knowledge base for stakeholder engagement in radiation protection.

Through its research and innovation activities, ENGAGE will inform stakeholder engagement approaches to radiation protection in ways that all relevant stakeholders find meaningful and legitimate. It will contribute to improving radiological risk governance and radiation protection itself. Its beneficiaries are radiation protection researchers, policy makers, civil society stakeholders and wider publics.

ENGAGE is a part of CONCERT. This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 662287.

## 2. ENGAGE governance structure

The governance structure of ENGAGE comprises:

- Management Board (MB) as the ultimate decision-making body of the Consortium;
- The Stakeholder Advisory Board, which provides advice concerning project activities;
- The Project Coordinator, who is the legal entity acting as the intermediary between the Parties and the CONCERT Consortium Agreement parties.

## 2.1 ENGAGE Management Board

The Management Board consists of one or more representatives of each ENGAGE partner and of the Project Coordinator. Each Member shall be deemed to be duly authorised to deliberate, negotiate and decide on all matters listed in the Consortium Agreement.

### Management Board Members

- |  |  |                          |
|--|--|--------------------------|
| 1. The project coordinator: Belgian Nuclear Research Centre (SCK-CEN);                     | Catrinel Turcanu                       | Project Coordinator      |
| 2. Centre d'étude sur l'Evaluation de la Protection dans le domaine Nucléaire (CEPN) ;     | Bieke Abelshausen<br>Caroline Schieber | WP1 leader<br>WP3 leader |
| 3. Institut JOZEF STEFAN (JSI);  | Benjamin Zorko                         |                          |
| 4. Barcelona Institute for Global Health (ISGlobal);                                       | Elisabeth Cardis                       |                          |
| 5. Institut de Radioprotection et de Sûreté Nucléaire (IRSN) ;                             | Sylvie Charron                         |                          |
| 6. Université Franche-Comté (UFC);   | Regine Gschwind                        |                          |
| 7. Greek Atomic Energy Commission (EEAE);  | Sotiris Economides                     |                          |
| 8. University of Milan (UMIL);   | Marie-Claire Cantone                   |                          |
| 9. Federal Office of Public Health (FOPH);   | Christophe Murith                      |                          |
| 10. VUJE, Inc.;  | Tatiana Duranova                       | WP4 leader               |
| 11. Bundesamt für Strahlenschutz (BfS)   | Christiane Pözl-Viol                   | WP2 leader               |
| 12. Horia Hulubei National Institute for R&D in Physics and Nuclear Engineering (IFIN-HH); | Diana Savu                             |                          |
| 13. Université de Liège, Belgium (ULG);  | Catherine Fallon                       |                          |

One member of EIMV (Nadja Zeleznik), subcontracted by JSI will be invited to attend the MB meetings.

## 2.2 Project coordinator

The Project Coordinator shall, in addition to its responsibilities as a Party, perform the tasks assigned to it as described in the ENGAGE Grant Contract and Consortium Agreement. The Project Coordinator is responsible for:

- monitoring compliance by the Parties with their obligations,
- keeping the address list of Members and other contact persons updated and available,
- collecting, reviewing to verify consistency and submitting reports and other deliverables (including financial statements and related certifications) and specific requested documents to CONCERT Consortium Management Board,
- transmitting documents and information connected with the Project to any other Parties concerned,
- fulfilling and validating reports on ENGAGE, and
- providing, upon request, the Parties with official copies or originals of documents which are in the sole possession of the Project Coordinator when such copies or originals are necessary for the Parties to present claims.

The Project Coordinator is assisted by the Work Package leaders, the Task leaders and the ENGAGE Secretariat.

### 2.3 Work Package Leaders

ENGAGE actions are realised in the frames of Work Packages (WP). All WP's are managed by Work Package Leaders who are responsible for the relevant WP realization in accordance with appointed time schedule and budget, reporting to the Project Coordinator on all matters related to the respective Work Package (planning, costs etc.), and achieving the objectives, targets and deliverables defined by the programme.

WP Leaders coordinate their WP activities in cooperation with the Task Leaders.

### 2.4 Task Leaders

The Task Leaders are responsible for implementation of all measures foreseen in the project relevant tasks in particular coordination of scientific, research and development activities of relevant task, and reporting to WP Leaders all problems and needs related to their research area.

### 2.5 Secretariat

The secretariat is ensured by JSI and EIMV (subcontracted by JSI). The secretariat has the following roles:

- Support for ENGAGE meetings: attendance, notes taking and help with preparation of meetings (e.g. drafting the agenda, contacting participants, checking responses, providing administrative information).
- Regular project tasks: follow-up of emails from coordinator requiring answers from partners; following up of budget and PM allocation; following up on deliverables and notifying parties when deliverable due date approaching; checking template of deliverables and help with spelling and language check.
- Communication: drafting communication strategy, helping with communication via different channels and with different stakeholders (eg updating website, helping with writing project leaflets, disseminating results to selected stakeholders, contacting stakeholder for events or for input (e.g Stakeholder Advisory Board); overview of stakeholder initiatives in other projects and liaison with them and with radiation protection platforms.

A dedicated email has been set up for the ENGAGE secretariat: [engage-secretariat@eimv.si](mailto:engage-secretariat@eimv.si).

The project coordinator is supported by:

- The SCK•CEN Department for Purchase, Accounting and Budget
- The SCK•CEN Department for Business and Project Management Support
- The SCK•CEN Department for Legal Affairs.

### 2.6 Stakeholder Advisory Board

The ENGAGE Stakeholder Advisory Board (SAB) will provide advice concerning project activities throughout the entire duration of the project. The SAB includes members of the radiation protection platforms, international organisations (OECD-NEA), civil society organisations and academia.

The members of the Stakeholder Advisory Board will be invited to engage with the project activities in the following ways:

- Provide user perspectives on the work carried out within ENGAGE;
- Provide feedback on the deliverables of the ENGAGE project in your area of expertise;
- Support ENGAGE with establishing and maintaining links to international organisations and non-participating institutions;
- Advise on the future use of the guidelines developed by ENGAGE.

One specific meeting of the Stakeholder Advisory Board will be organised at the mid-term of the Project (by the end of 2018). They will be also invited to participate to the Dissemination Workshop organised at the end of the Project. In between, exchanges and communication will be performed through e-mails and e-meetings.

All the travel and subsistence costs associated with travels to ENGAGE meetings will be reimbursed by the project coordinator according to the EC rules and guidelines.

At the date of this report (end February 2018), the following members of the SAB have confirmed their participation to the ENGAGE SAB:

- Mrs. Yeonhee Hah, OECD-NEA
- Dr. Clara Carpegiani, Italian National Research Council
- Mrs. Ciara McMahon, Environmental Protection Agency, Ireland, and ENSREG
- Dr. Jason Chilvers, University of East Anglia
- Dr. Igor Gogora, Slovakia, representative of the local community of Kalna nad Hronom, which is a member of GMF - Group of European Municipalities with Nuclear Facilities.

Acceptance of one additional invited members is expected in the coming weeks.

## 2.7 Engaging with radiation protection stakeholders

Radiation protection stakeholders will be invited to support and cooperate with ENGAGE partners, in through one or more of the following ways:

- a) being informed about project activities and outcomes;
- b) providing feedback on the projects results, such as project deliverables;
- c) providing feedback on research carried out (methodology case studies, etc.);
- d) participating in various ENGAGE activities, such as stakeholder workshops or interviews

A draft invitation has been prepared, see Annex 1.

## 2.8 Consortium Agreement

A draft Consortium Agreement (CA) has been prepared by the Department of Legal Affair of SCK•CEN and has been sent to ENGAGE partners for comments on 26/01/2018. The final version of CA will be presumably signed in March 2018.

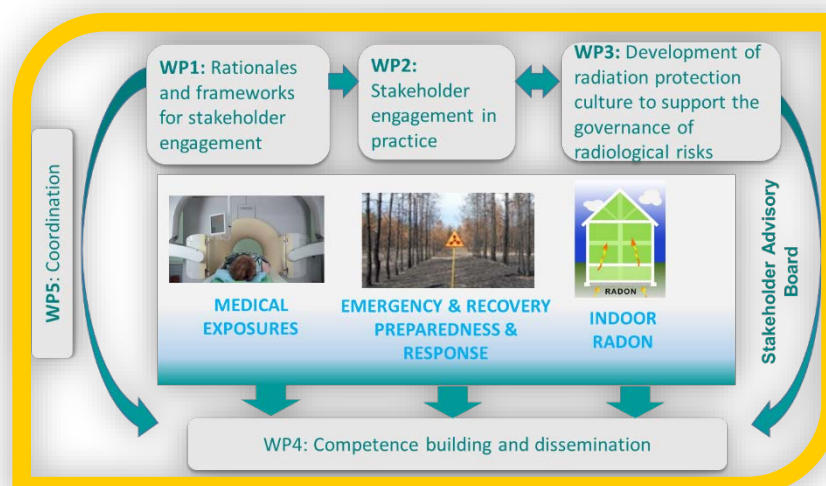


## Annex 1 Invitation to participate in the project as ENGAGE stakeholder

### ENGAGE with us to enhance stakeholder engagement in radiation protection

**ENGAGE** (ENhancinG stAkeholder participation in the GovernancE of radiological risks for improved radiation protection and informed decision-making) is a two-year research project (Nov. 2017-Nov. 2019) that seeks to identify and address key challenges and opportunities for stakeholder engagement in relation to: 1) **medical exposures to ionizing radiation**, 2) **post-accident exposures**, and 3) **exposure to indoor radon**.

The ENGAGE consortium brings together **social sciences and humanities researchers** and **radiation protection experts** from nuclear safety and radiation protection authorities; leading research institutes in radiation protection; public health organizations; non-governmental organizations; and academia, representing 14 organizations from ten European countries.



ENGAGE partners will bring in and work out relevant aspects for stakeholder engagement in each of the three aforementioned exposure situations, highlighting European commonalities and national particularities. Within the ENGAGE project, **stakeholder engagement experiences and approaches will be analysed, stakeholder views and lessons learnt will be shared**, and findings **will be used to draw recommendations**.

To reach its goals, ENGAGE needs the support and cooperation of stakeholders from related fields and from civil society that in any form have a stake in radiation protection decision making. Having a stake implies a variety of impacts, interests and responsibilities that affect people and the environment, ranging from patients or local populations, over doctors or emergency response personnel, to decision makers. ENGAGE includes and moves beyond informing stakeholder engagement approaches to radiation protection in ways that all relevant stakeholders find meaningful and legitimate.

**Therefore, we need you, as a stakeholder, to ENGAGE with the project activities.**

To this end **stakeholder ENGAGEment** in the project will include *information sharing, support, input and cooperation* on the project objectives:

- a) To better understand **why, when and how** stakeholders engage in radiation protection issues;
- b) To develop **novel approaches** to analysing stakeholder interaction and engagement and, provide guidance for meeting challenges and opportunities identified in response to (a);
- c) To investigate the processes for **enhancing radiation protection culture** and their role in facilitating stakeholder engagement, and develop guidelines for building radiation protection culture;
- d) To provide recommendations and build a **joint knowledge base** for stakeholder engagement in radiation protection.

To support and cooperate with ENGAGE partners, as an ENGAGED stakeholder, **your role** may include one or more of the following:

- a) being informed about project activities and outcomes;
- b) providing feedback on the projects results, such as project deliverables;
- c) providing feedback on the research carried out (methodology, case studies, etc.);
- d) participating in various ENGAGE activities, such as stakeholder workshops or interviews.

By becoming an **ENGAGED stakeholder**, you will be involved in *mutual learning and sharing of knowledge and good practices* related to stakeholder engagement in radiation protection. You will receive all relevant project information, news, professional working papers, documents and publications, and invitations for ENGAGE events.

**If you wish to become an ENGAGED stakeholder, please contact [engage@sckcen.be](mailto:engage@sckcen.be) or visit our website [http://www.engage-concert.eu/en/get\\_ENGAGED](http://www.engage-concert.eu/en/get_ENGAGED)**



*ENGAGE is part of CONCERT, the European Joint Programme for the Integration of Radiation Protection Research. This project has received funding from the Euratom research and training programme 2014-2018 under grant agreement No 662287.*