

## **DOUNREAY STAKEHOLDER GROUP**

### **PROTOCOL FOR INFORMATION REQUESTS AND WEBSITE PUBLISHING**

#### **Background**

The Dounreay Stakeholder Group has operated a transparent policy since its inception in 2005 whereby all correspondence received has been published on the DSG website as soon as is practicable.

Over the last few months there have been instances of topics being raised at DSG main meetings without enough information being available to allow members to form views, correspondence has been written to third parties from individual members on behalf of DSG without prior knowledge and correspondence has been received relating to third parties who are not present at DSG to respond to the issues raised.

The DSG business meeting have considered these issues and suggest the way forward is as follows:

#### **Main DSG meetings**

Members should inform the secretariat of any topic this wish to discuss at the main DSG meeting which has not been discussed at sub group meetings prior to the main meeting.

Any topics raised with the secretariat will be discussed with the DSG chair (or in his absence the Vice-chairman) to agree that the topic should be included on the agenda and discussed fully.

Draft minutes will not be published on the website until these are approved by members at the next meeting.

#### **Sub group meetings**

The sub group meetings provide a mechanism for members to have a more in-depth discussion on certain topics and while there is no wish to curtail these discussions it would be useful if members have a number of technical questions they wish to ask these are sent to the secretariat in advance of the sub groups so that these can be addressed prior to the meeting.

While it is recognised that this will not always be possible, questions of a technical nature will be submitted to the appropriate project/organisation for response and will be circulated to all sub group members for their information prior to the sub group meeting so that all members have been provided with the same information.

Technical questions and responses will be incorporated into the minutes to ensure the minutes are full and informative.

Draft minutes of the sub groups will not be published until these are approved by members at the next meeting.

#### **Correspondence sent by DSG representatives**

Endorsed at both socio economic and site restoration sub group meetings on 2<sup>nd</sup>  
November 2011

the secretariat, a reference number will be assigned and the correspondence brought forward to the appropriate sub group.

All correspondence of this nature will be published as soon as possible on the DSG website.

#### **Correspondence to DSG relating to third party organisations**

If a DSG representative (or a representative organisation) writes to DSG asking for correspondence to be brought forward for discussion at a sub group and relates to a third party organisation which is not part of the DSG a response will be sought from the third party organisation in advance of the sub group meeting.

In this case the correspondence will not be published on the website until a response has been received. If the third party organisation does not respond before a sub group meeting the subject will be discussed in full and actions assigned as appropriate.

If a third party response is not forthcoming, the original correspondence will be published on the website following the sub group meeting.

#### **Members who represent DSG at other meetings**

For representatives attending other meetings on behalf of DSG it is important that they:

- Forward appropriate paperwork to the DSG Secretariat to allow her to distribute to all members to invite views and feedback.
- The Secretariat will liaise with the DSG representative to ensure any views provided by DSG members are included in a brief for meeting.
- The DSG representative should provide a short written update on the outcome of the meeting and note any actions on DSG.

#### **Next Steps**

- DSG members are invited to comment on this draft document.
- Following views the document will be finalised and published on the website.

Business meeting  
Dounreay Stakeholder Group  
28<sup>th</sup> August 2011