**Charter of Shanghai Steering Committee**

**上海办公室指导委员会章程**

**1. Purpose**

**1. 目的**

The purpose of the Shanghai Steering Committee (SSC) is to prepare for the formation of the Regional Governing Board of the Shanghai Regional Center.

上海办公室指导委员会（SSC）的目的是筹备成立区域中心理事会。

Detailed guidance for the development of a WANO Regional Centre in Shanghai was approved in an MOU signed by the WANO CEO and representatives of the four Chinese nuclear utilities in January 2019. Included in the MOU were Terms of Reference (ToR) for a Shanghai Steering Committee (SSC) that will guide the development of the project and function as a precursor to an eventual Regional Governing Board. 关于如何成立上海区域中心理事会具体指引见WANO与四集团CEO共同签署的MOU。MOU中包括了SSC的职责范围，这份文件具体指导了如何推进上海中心项目及其发挥SSC功能以最终成立区域中心理事会。

The MOU also specifies, in a separate section, that the SSC will be established as a required prerequisite for transition from the Branch Office Phase to the Support Centre Phase.

MOU中也说明了成立SSC是从分支办公室向支持中心过渡的前提条件。

The SSC is appointed by the WANO Executive Leadership Team (ELT).

SSC成员由WANO高级领导团队（ELT）任命。

**2. Committee members**

**2. 委员会成员**

The Committee will consist of:该委员会将由以下人员组成：

a) CEO, or his designated senior representative from the London Office (LO), who chairs the committee;

a）WANO首席执行官或其指定的LO的高级代表，CEO担任委员会主席；

b) One representative from each of the WANO Chinese Members. The representative from the Chinese members should be the CEO or his designated senior representative.

b）每个WANO中国会员各选派一名代表；代表应由CEO或其指定的高阶人员担任。

c) SHO Director;

c）上海办公室主任；

d) One senior representative from each Regional Center. The representatives from the Regional Centre should be current regional governors or persons with regional governing board experience;

d）每个区域中心各选派一名高阶代表；代表应由区域中心现任理事或曾担任理事的人员担任。

e) One representative from each potential new international member of the future Shanghai Centre when they are identified. The representative from the international members should be the CEO or his designated senior representative.

e）已识别出的未来上海中心每个潜在国际会员选派一名代表。代表应由CEO或其指定的高阶人员担任。

The committee will be supported by both governance and financial experts.

管理和财务专家为委员会提供支持。

Per the MoU between WANO and CNEA, as a WANO member affiliated to London Office and a prospective member of the Shanghai Regional Centre, the CNEA will be considered for a role of voting member in the interim steering committees that will support the operation of the Shanghai Office during its Branch Office and Support Centre phases.

根据WANO与CNEA双方签定的MOU，CNEA作为上海区域中心的潜在成员，可以在过渡期间的SSC中担任职责，为对上海分支办公室及支持中心运作提供支持（建议修改为，根据WANO与CNEA双方签定的MOU，CNEA作为WANO伦敦办公室的会员和上海区域中心的潜在成员，可以在过渡期间的SSC中担任职责，并作为SSC的正式成员，为对上海分支办公室及支持中心运作提供支持）。

**3. Responsibility**

**3. 责任**

The primary responsibilities of the Shanghai Steering Committee are:

主要责任如下：

1. To oversee the SHO operation and approval of its activity plans;（, and review of the activity plan and approval of the annual budget）

a. Approval of activity plans will normally be accomplished through review of the

Shanghai annual budget.(The SHO shall prepare the budget according to the next year's work objectives and key activity plan reviewed and approved by the SSC, and submit it to the Budget Committee for review.

1. 监督上海办公室的运作，并批准其活动计划（并审查其年度运营及发展计划，批准预算）；

a. 活动计划的批准通常由上海年度预算委员会审查和批准（SHO应根据SSC审查通过的下一年度工作目标及重点活动计划，编制预算，提交预算委员会审查）。

b) To oversee the preparation for Regional Centre phase;

b) 对成立区域中心所做的准备工作进行监督；

i. To approve and routine monitoring of the development process

i. 批准并定期检查（上海中心）推进进度；

ii. To oversee Regional Centre legal document preparation by SHO, and confirmation of compliance with WANO documents

ii. 监督SHO编制区域中心法律文件，并确认其与WANO相关文件一致；

iii. To review the Regional Centre registration as an international NGO, in accordance with applicable Chinese laws

iii.区域中心应按中国法律注册为国际非政府组织，对注册情况进行审查；

iv. To approve the future Regional Centre process documents and confirmation of compliance with the WANO Policy Documents and Guidelines

iv. 批准未来区域中心的程序文件，并确认其符合WANO政策文件和导则文件。

v. Review the applications of the potentially new members (PNM) of the Shanghai Centre and when ready submit the proposals of the SSC member from the new PNMs.

v. 审查潜在会员的申请，并在条件成熟是提交这些潜在会员加入上海支持中心指导委员会的提案。

**4.Operation and time commitment**

**4. 运营及会议**

The SSC will meet at least three times a year. The Secretary of the SSC is the SHO Director. Minutes shall be prepared for each meeting and will be submitted to the ELT.

The SSC will meet at least 3 times per year. Additional meetings will only be called for specific issues of substantial consequence for the project. Normal meeting sequence and topical focus will be:

上海办公室指导委员会每年至少召开三次会议。如有影响项目的重大事项可召集临时会议，常规会议议程及议题包括：

* Fall (Sep/Oct) – Review of operational and development plans for the following year and approval of the budget
* 秋季（9月/10月）­ – 审查下一年度运营及发展计划，批准预算。
* Spring (Mar/Apr) – Review of previous year performance and update on current progress.
* 春季（3月/4月）– 审查上一年度业绩表现，报告最新进展。
* Summer (Jun/Jul) – Review of current year performance and establish objectives (and key activity plan) for the following year.
* 夏季（6月/7月）– 审查当年业绩，制定下一年度工作目标（及重点活动计划）。

Because meetings will need to accommodate multiple time zones, meetings will be planned to last 2 hours or less whenever possible.

考虑到与会人员所在时区不同，一般会议会持续2个小时或尽量缩短会议时间。

Recognizing the international membership of the SSC, in-person meetings are desired but not required. When circumstances facilitate face-to-face participation, arrangements will be made by the SHO to support SSC members. Virtual participation will be accommodated and will count for quorum requirements.

考虑到SSC的国际成员，希望所有成员能够现场参会，但不作强制要求。可以召开面对面时，由SHO协助SSC成员安排会议。可以安排远程参会并计入法定参会人数。

To prepare for the future role of the Shanghai Regional Governing Board, those listed below can attend WANO Governing Board and committee meetings in the following situation;

为准备未来上海区域中心理事会职责，下述成员在以下情况可参加理事会及委员会会议：

i. Chinese and international SSC members have an observer status in the WANO Governing Board meeting on approval from the WANO Chair

i. 经WANO主席批准，上海办公室指导委员会中国成员和国际成员以观察员身份出席WANO主理事会会议

ii. One elected member of the SSC has an observer status in other WANO committees (Strategy, Governance, and Nominating Committee (SGNC)/ Budget and Remuneration Committee (B&R))

ii. 上海办公室指导委员会选派一名成员以观察员身份出席其他WANO委员会-战略/治理/选举委员会（SGNC）/预算与薪酬委员会（B&R）。

The Secretary of the SSC is the SHO Director. Minutes shall be prepared in English for each meeting and will be submitted to the ELT via the WANO Company Secretary.

SSC秘书长为SHO主任，会议纪要用英文编写，并通过WANO理事会秘书提交ETL。

Because the membership of the SSC is made up of two distinctly different groups, adequate representation from both groups is required to have a quorum. At least half of the industry members and half of the Regional Centre representatives must be present to constitute a quorum. (SSC members who cannot attend the meetings can entrust other members to exercise voting rights on their behalf).

由于SSC成员由两个截然不同的群体组织，每个群组均要有足够的法定参会代表。至少一半业界成员代表及一半区域中心代表出席才能开会。（不能参会的SSC成员可以委托其他成员代为行使投票权）。

Decisions of the committee will made by vote. Approval of motions will be by simple majority of the voting members present. At least half of the voting members are required to be present to conduct a vote. All other committee members including the SHO Director are voting members

委员会决策通过投票表决，任何动议的批准由简单多数票数决定。至少一半有表决权的成员参会才能投票。SHO主任没有表决权，所有其他SSC成员有表决权（包括上海中心主任在内的所有SSC成员都有表决权）。