

INTEGRATED MANAGEMENT

SYSTEM

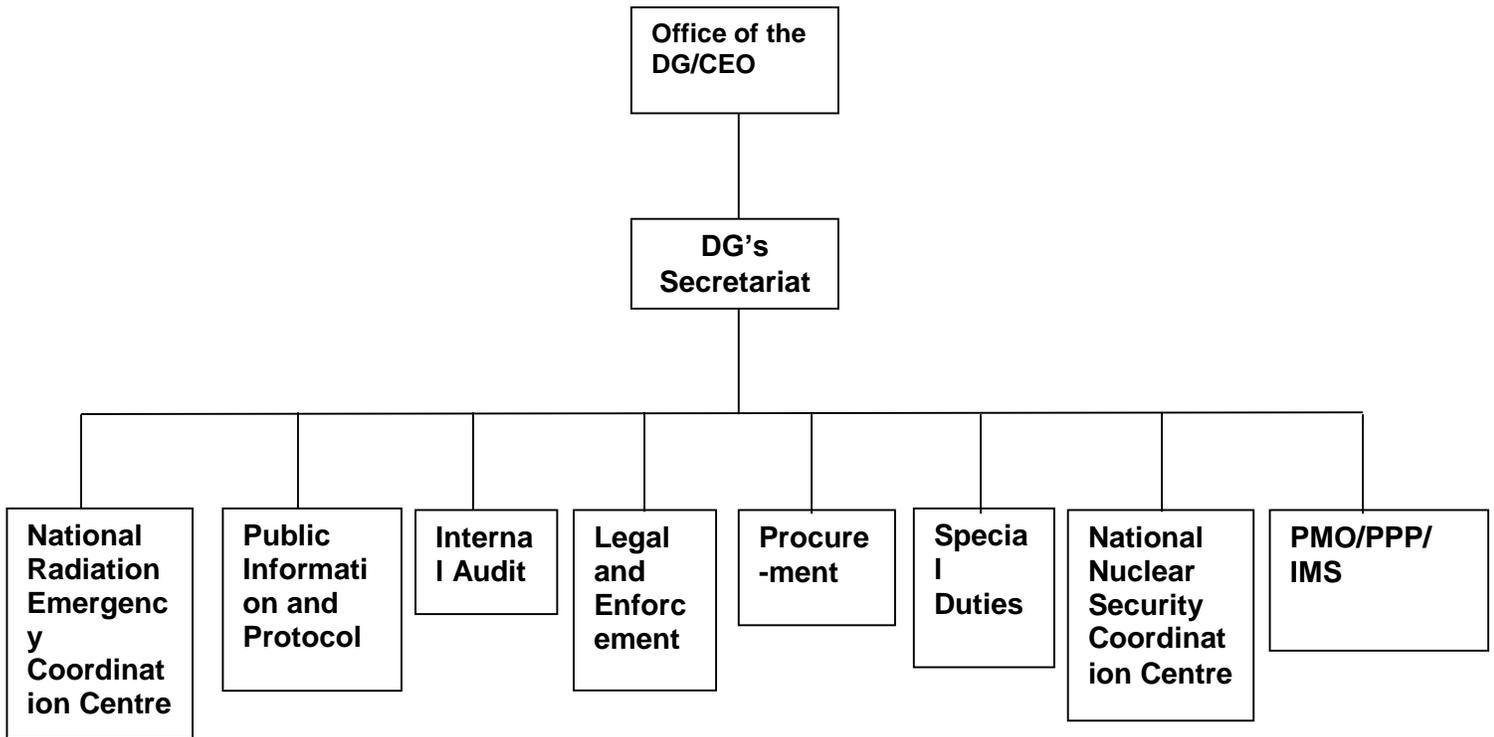
DRAFT

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OFFICE OF THE DIRECTOR
GENERAL/CEO

Office of the Director-General/Chief Executive Officer



A. Procurement Unit

The Procurement Unit shall:

- i. Advertise and solicit for bids in compliance with guidelines issued by the Bureau from time to time;
- ii. Receive and maintain appropriate documentation for bids received, examine bids received, obtain a "Certificate of 'No Objection' to Contract Award" from the Bureau of Public Procurement, and make submissions to the entity's Tender's Board;
- iii. Debrief the bid losers on request;
- iv. Resolve complaints and disputes, if any;
- v. Obtain and confirm the validity of any performance guarantee;
- vi. Announce and publicize Contract Awards;
- vii. Conduct market research, price statistics on different items frequently used for NNRA's activities;
- viii. Integrate the Ministries/parastatals procurement expenditure into the yearly budget;
- ix. Preparing the needs assessment and evaluation of the Procuring Entity;
- x. Prescribe appropriate method for effecting the procurement and securing necessary Approval for its implementation and;
- xi. Aggregate its requirements whenever possible, both within the procuring entity and between procurement entities, to obtain economies of scale and reduce procurement cost and;
- xii. Oversee the execution of all Contract Agreements between NNRA and Contractors.

B. Information and Protocol Unit

The Information and Protocol Office shall:

- i. Provide up-to-date and credible information about the NNRA to the public in adherence to the Freedom of Information Act;
- ii. Advice on the process of information and communication with the public and stakeholders;
- iii. Liaise with Ministry of Information, other relevant MDAs and with the media;
- iv. Initiate rejoinders where necessary;
- v. Serve as Secretariat to the editorial Committee of the Nuclear Regulator;
- vi. Publication of articles towards the enhancement of NNRA as an organization;
- vii. Collect data and information, writing press releases, pamphlets, posters and other publications for the purpose of publicity or public enlightenment;
- viii. Advice Management on media matters and other matters that are of public interest;
- ix. Evaluate mass media coverage of nuclear matters, both local and foreign;
- x. Receiving members of the NNRA Board, Management or Guests in venues of official assignments or when returning from foreign or national trips;
- xi. Liaise with Federal Ministry of Foreign Affairs for obtaining Note Verbale for staff traveling on assignment;
- xii. Liaise with Embassies for the purpose of obtaining visa for staff embarking on official foreign trips;
- xiii. Book airline/travel tickets for Board members, Management and staff on assignment;
- xiv. Obtain the correct order of protocol for any Federal, State, Local Government function and making available to the DG/CEO or any other NNRA representative before making a formal speech;
- xv. Ensure the right sitting arrangement, protocol wise, and maintenance of correct order of protocol in all NNRA fora;
- xvi. Responsible for the reservation of hotel accommodation for NNRA guests, Management and arranging halls for all NNRA activities and;
- xvii. Perform all other duties assigned

C. Legal and Enforcement Office

The Legal and Enforcement Office shall be responsible for:

- i. Development of policy issues and strategy on legal matters;
- ii. Initiating national and legal sectoral policy and strategy on law reform in NNRA's mandate areas;
- iii. Developing linkages within the NNRA; ensuring preparation of Country periodic reports in compliance with regional and international legal instruments;
- iv. Ensuring compliance with principles and values of good governance, human rights, transparency, accountability, ethics and integrity;
- v. Developing strategies for stakeholder engagement on legal matters;
- vi. Initiating and participating in the development and/or review of regulations;
- vii. Serve as Secretary to the Governing Board and preparing Board and Council Briefs, papers and memoranda;
- viii. Reviewing legislation, legal documents/instruments;
- ix. Preparing legal opinions and briefs;
- x. Coordinating enforcement matters;
- xi. Undertaking research on assigned legal issues;
- xii. Liaising with the Federal Ministry of Justice and other relevant Agencies of Government in all legal matters;
- xiii. Representing the NNRA in law courts and legal fora;
- xiv. Oversee/monitor the implementation of all relevant laws of the Federation within the NNRA in order to ensure compliance; and
- xv. Performing such other functions as may be assigned.

D. National Nuclear Security Coordination Centre (NNSCC)

The NNSCC shall:

- i. Establish in cooperation with security agencies plans and procedures for;
 - a. *Public event security,*
 - b. *Nuclear forensics analysis,*
 - c. *Radiological crime scene management,*
 - d. *Computer and information security analysis.*
- ii. Develop, implement and maintain national design basis threat;
- iii. Coordinate NNRA's responsibilities as outlined in National Security Strategy and National Counter Terrorism Strategy documents;
- iv. Maintain in collaboration with Office of National Security Adviser (ONSA), National Security Detection Architecture (NSDA);
- v. Managing the Nuclear Security Support Centre;
- vi. Work in close collaboration with other Departments in the NNRA on matters related to nuclear security;
- vii. Work with the National Institute for Safety, Security and Safeguards to implement some of its activities;
- viii. Organize in collaboration with ONSA drills and exercises on nuclear security events;
- ix. Perform any other responsibilities on national nuclear security as may be assigned to it by the NNRA Governing Board, DG/CEO NNRA or by the Federal Government and;
- x. Coordinate the implementation of MoUs that may be signed between the NNRA and other agencies on nuclear security.

E. National Radiation Emergency Coordination Centre (NRECC)

The functions of the National Radiation Emergency Coordination Centre (NRECC)

are structured in four different functions:

- i. **Incident Reporting**, to manage and coordinate the development, operation and maintenance of a platform for the receipt, validation, retrieval and appropriate sharing of information on incidents and emergencies in Nigeria;
- ii. **Response System**, to develop, operate and maintain the NNRA's incident and emergency response system. This implies to effectively coordinate response to incidents and emergencies relating to nuclear and radiological safety and security threats and events of media interest. This also includes the coordination of follow-up actions and the evaluation of incidents;
- iii. **Inter-Agency and International Matters**, maintain and continuously improve intergovernmental arrangements and fulfill international obligations for emergency preparedness and response;
- iv. **Strengthening the NNRA's and Nigeria's Preparedness**, harmonize and facilitate information sharing for the review of lessons, development of response procedures, provision of guidance and tools, and assessment of specific needs. Also, to provide advice and appraisal services and support for consistent implementation of relevant programmes.

Without prejudice to the foregoing, the NRECC should:

- i. Serve as the NNRA's focal point for responding to nuclear or radiological incidents and emergencies and for promoting improvement in national emergency preparedness and response;
- ii. Provide for an integrated system through which Nigeria can effectively share information and experience with the International community and report events and request for assistance from the IAEA under the Early Notification and Assistance Conventions (Emergency Conventions);
- iii. Be the contact point and the representative of the Competent Authority identified under Emergency Conventions;
- iv. Develop relevant procedures, checklists and instructions related to emergency preparedness and response;
- v. Provide training, information and guidance on emergency preparedness and response;
- vi. Be responsible for the analysis and assessment of significance of a nuclear and/or radiological emergency and implementation of actions aimed at emergency response as well as mitigating and eliminating the emergency consequences;
- vii. Perform the regulatory tasks of the NNRA in emergency preparedness and response as required by the Act;
- viii. Is responsible for maintaining the adequate level of the NNRA emergency preparedness. The scope of responsibility is to maintain the emergency preparedness of the NNRA, which includes:
 - a. **Check, test and maintain operability of the EPR arrangements (on a daily, weekly and monthly basis);**
 - b. **Organize monthly emergency duty service (preparation of rosters);**
 - c. **Update regularly the documentation related to emergency preparedness (procedures, checklists, instructions, technical manuals, etc.);**
 - d. **Coordinate training and exercises (compilation of annual training and exercise plans, preparation, conduct and evaluation of the related activities);**
 - e. **Follow up of ongoing domestic and international activities and progress in the area of emergency preparedness;**
 - f. **Maintain peace-time contact with international organizations (IAEA, and countries with bilateral agreement) on matters relating to emergency preparedness and response;**
- ix. Train first responders to nuclear and radiological emergencies and other personnel responsible for responding to a nuclear and radiological emergencies;
- x. Provide a technical support for the national level response and prepare recommendations on mitigation and protective measures for the national level decision making;

- xi. Participate in co-ordination of monitoring activities and collection of relevant data and information during normal and accident situations;
- xii. Maintain in collaboration with National Emergency Management Agency (NEMA) the National Nuclear and Radiological Emergency Plan;
- xiii. Be responsible for receiving notifications and alerts related to incident and emergencies in Nigeria;
- xiv. Be responsible for the evaluation of the radiological situation in facilities and prognosis of consequences and;
- xv. Be responsible for the preparation of public statements using Plain Language Statements;

The NRECC is responsible activating response for the following events;

- i. Emergencies at a nuclear facility
 - a. *Nuclear Power Plants*
 - b. *Research Reactors*
 - c. *Fuel Processing Facilities*
 - d. *Radioactive waste management facilities.*
- ii. Radiological emergencies
 - a. *Radiological accident*
 - b. *Missing source*
 - c. *Satellite re-entry*
 - d. *Elevated radiation levels*
 - e. *Radioactive dispersal device*
 - f. *Security incidents involving nuclear or radioactive material*

F. Special Duties

The Special Duties shall:

- i. Monitoring the implementation of the activities of the office of the DG/CEO;
- ii. Preparation and recommendation to the DG/CEO on the activities;
- iii. Monitoring and evaluation of operations of the Departments in compliance with the extant guidelines and regulations of Government and;
- iv. Any other duty/duties as may be assigned by the DG/CEO

G. Project Management Office/ Public Private Partnership Unit/Integrated Management System

The Project Management Office (PMO) improves the project planning and delivery process by collecting and monitoring data, it has the sole responsibility of:

- i. Coordinating the project
- ii. Managing the quality review process
- iii. Supporting the creation and maintenance of the project plans
- iv. Applying template and guideline to collect and maintain data consistently
- v. Establish a process for progress tracking of the project
- vi. Create a mode of communication for project success

The PMO is also responsible for handling **Public Private Partnership Unit (PPP)** which is essentially an arrangement between a government/statutory entity and a private sector entity, for the provision of public asset and/or public service, through investment and/or management by the private sector for a specified period of time. The PPP unit plays a role in defining the allocation of risk between the private sector and public entity thus receiving performance linked

payment that conforms (or are benchmarked) to specified and pre-determined performance standards, measured by the public entity or its representative.

The ***Integrated Management System*** combines all aspects of an organization system process and standards into organizational system.

PROCUREMENT

1.0 Procurement

Procurement is defined as the Acquisition of Goods and or Services at the best possible total cost of ownership, in the right quantity and quality at the right time, in the right place for the direct benefit of use of Government, Corporation or individuals, generally via a contract.

1.1 Procurement Process and Procedures

- i. Procurement process and procedures is the process where Government organizations, business and even individual acquire goods, works and services to satisfy their respective needs.
- ii. It does not only evolve the purchase of goods but also embraces the hiring of contractors and consultants where necessary to perform specific jobs and carry out services.
- iii. The process also includes, Identification of needs and request from users, identification of what to procure and not to, the method to be used. Preparation of procurement plans, knowing the budget provisions. Advertisement, Preparation of bidding documents: issuance of bidding document, receipt and opening of bids, evaluation and review of bids; making sure purchases of goods and services are made to the best advantage after comparison and giving best value for money.
- iv. Recommendation of award/ finalization.
- v. Procurement Process is not without its challenges. The initial challenges includes:

a. Policies

- ✓ Weak enforcement of policy instruments
- ✓ Ambiguities in accountability
- ✓ Unresponsive to extant circulars and rule

b. Systems and Processes

- ✓ Inconsistent procurement system
- ✓ Unshared data, files and documents
- ✓ Wide price discrepancies
- ✓ Inadequate transparency in procurement processes
- ✓ Weaknesses in quality assurance, inspection and acceptance
- ✓ Poor item specification and policy formation
- ✓ Noncompliance to annual Procurement plan

1.2 Procurement Methods

The method of procurement to be adopted depends on the nature of the goods and services to be procured as well as the location and cost of goods/service. The agreement with the funding agency, critical dates of delivery and the level of transparency of procedures proposed are also given due consideration.

i. Competitive Bidding

The International Competitive Bidding (ICB) this is for large contracts in which many suppliers will be interested (open to all) Limited International Bidding (LIB) the target is at renowned Countries of source only National competitive bidding (NCB) for small contracts in which foreign firms will not be interested.

ii. National/ Local shopping

Here you are comparing price quotation from few suppliers that are readily available off – the – shelf goods or standard. Commodities are in quantity of small value or where an urgent repair is needed to prevent damage.

iii. **Direct Purchase/contracting:**

The direct contracting is a means of Procurement of Goods or Services or Works from a single supplier or source. Direct contracting entails no competition and shall be used only under exceptional circumstances, for instance when carrying out any emergency procurement

iv. **Emergency Procurement**

Procuring Entity may carry out an emergency procurement where:

- a. The country is either seriously threatened by or actually confronted with a disaster, catastrophe, war, insurrection or Act of God;
- b. the condition or quality of goods, equipment, building or publicly owned capital goods may seriously deteriorate unless action is urgently; and necessarily taken to maintain them in their actual value or usefulness; or
- c. A public project may be seriously delayed for want of an item of a minor value or usefulness.

1.3 Procurement Steps

There are nine (9) essential steps in every Procurement Process, they are:

- i. Efficient procurement plan driven by needs assessment;
- ii. Adequate Appropriation;
- iii. Advertisement;
- iv. Transparent Prequalification/Tender;
- v. Bid Submission/Opening;
- vi. Bid Evaluation-Technical & Financial;
- vii. Tender Board/FEC Approval;
- viii. Contract Award/Execution and;
- ix. Project Implementation

1.4 Composition of the Procurement Planning Committee (PPC)

- i. The Permanent Secretary (for Ministry)/Director General (for Parastatal) of the Procuring Entity or his or her representative, who shall be the Chairperson;
- ii. A representative of :
 - a. The Unit directly in requirement of the procurement,
 - b. The Financial unit of the Procuring Entity,
 - c. The Planning, Research and Statistics unit of the Procuring Entity,
 - d. Technical personnel of the Procuring Entity with expertise in the subject matter for each
 - e. particular procurement,
 - f. The Legal unit of the Procuring Entity, and
 - g. The Procurement unit of the Ministry/Parastatal, who shall be the Secretary.

1.5 Responsibilities of the PPC

- i. Preparing the needs assessment and evaluation of the Procuring Entity;
- ii. Identifying the goods, works, and services required;
- iii. Carrying out appropriate market and statistical surveys in conjunction with the Department of Planning, Research and Statistics (where available);
- iv. Preparing an analysis of cost implications of proposed procurement;
- v. Aggregating its requirements whenever possible, both within the procuring entity and between procuring entities, to obtain economy of scale and reduce procurement cost;
- vi. Integrating the Ministry's/Parastatal's procurement expenditure into the yearly budget and;
- vii. Prescribing appropriate method for effecting the procurement and securing necessary Approval for its implementation.

INTERNAL AUDIT

INTERNAL AUDIT

The Internal Audit of any organization is bestowed with the powers to ensure that management policies and controls are complied with to avoid wastage and inefficiency in the use of resources of the organization.

The internal audit unit is concerned with measuring and evaluating the continuous effectiveness of the internal control system in each of the departments/sections/units and the authority as whole.

The audit needs to be independent and reporting directly to the DG/CEO as enshrined in the financial regulations and Organogram of the organization – (**Section 170 (i) of the financial regulation**), this enables the unit to have a total coverage of the operation of the authority without fear or favor thereby carries out many functions within the establishment.

The Internal Audit Procedures and Process:

The procedures adopted by the internal audit to carry out its functions varies in the following areas

i. **Verification of claims and request:**

In compliance with its internal control measure to the management , request/ claims are been verified by the internal audit in line with management policies, public service rule, financial regulation and other government circulars in order to comply with set standard and avoid wastage of resources.

ii. **Purchasing/ Procurement:**

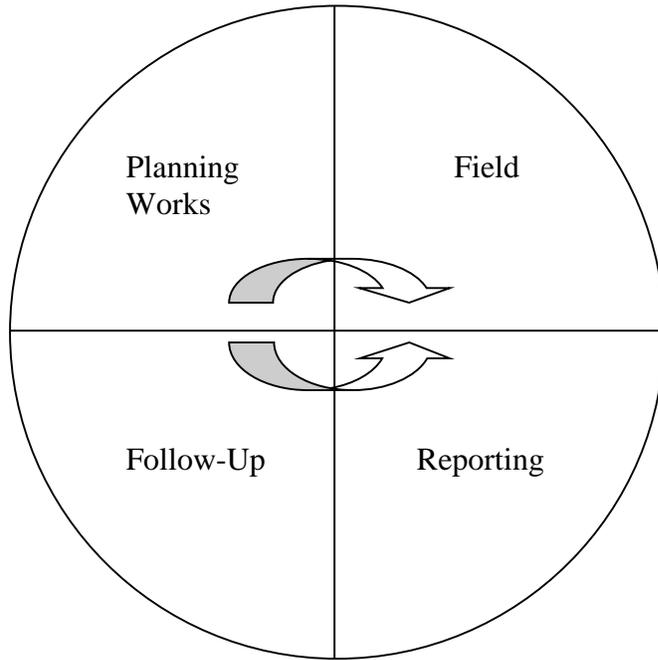
The activities of this section should be closely monitored by the internal auditors through market survey prices obtainable around and kept in a file for control purpose, and these prices are to be reviewed quarterly to comply with market reality.

iii. **Salary Vouchers:**

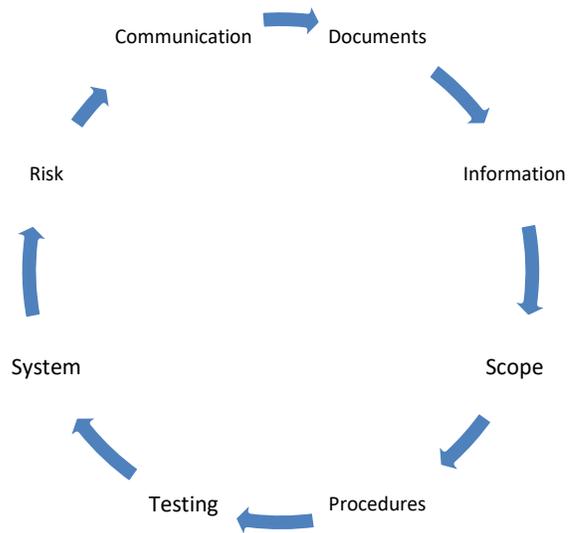
- a. The internal auditors must ensure that correct salaries are paid;
- b. If there is any salary variation, the auditors will substantiate any variation advice by the appropriate approving authority;
- c. The auditors also ensure that correct salaries are calculated and paid to staff and;
- d. Ensures that various deductions like PAYE other deductions are accurately calculated deducted and remitted appropriately.

The internal audit process is similar to most engagements and normally consists of four stages: namely;

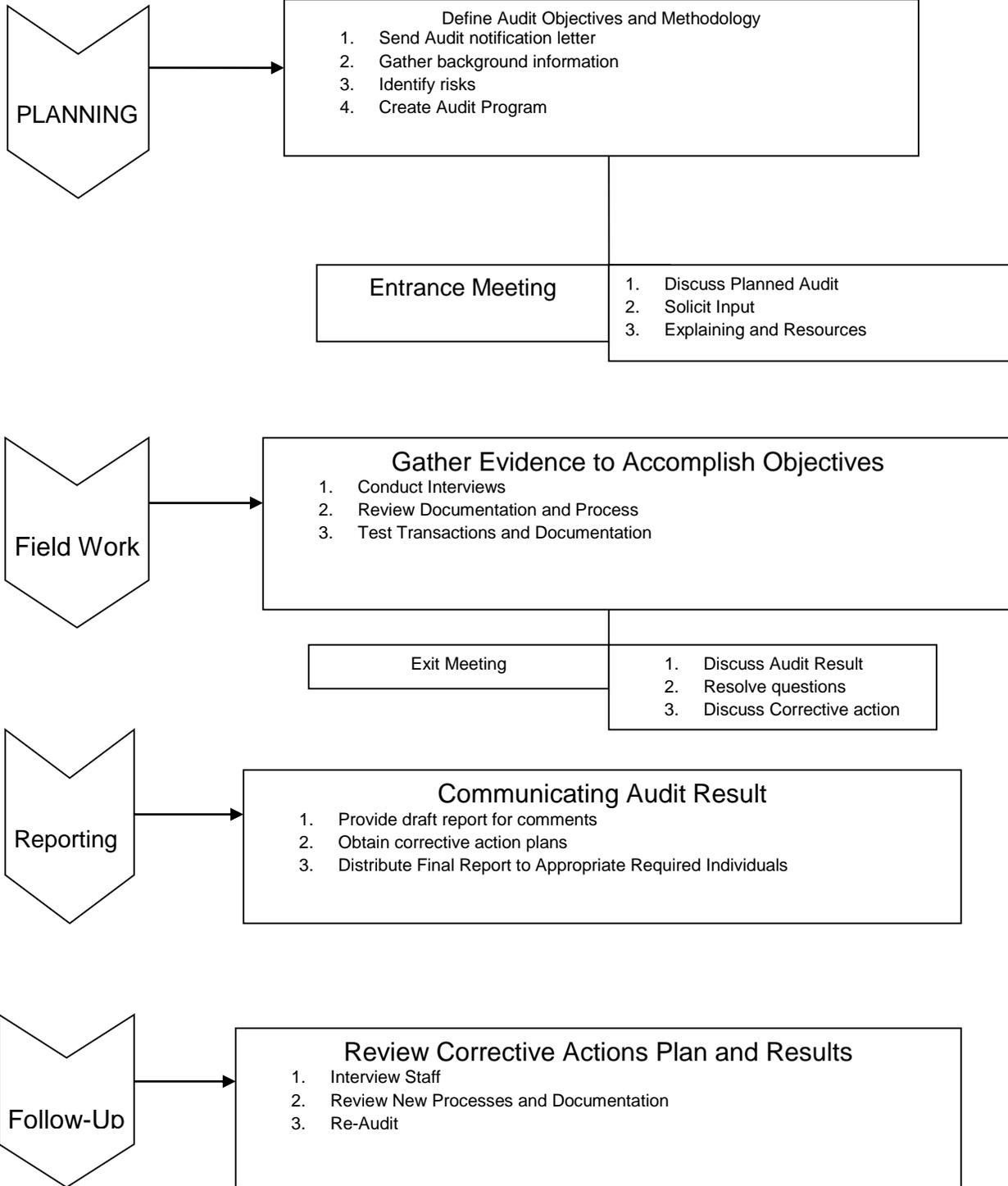
- i. Planning or survey/ preliminary review
- ii. Field work,
- iii. Audit report, and;
- iv. Follow-up review



INTERNAL AUDIT CIRCLE SYSTEM/FLOW



The Internal Audit Process

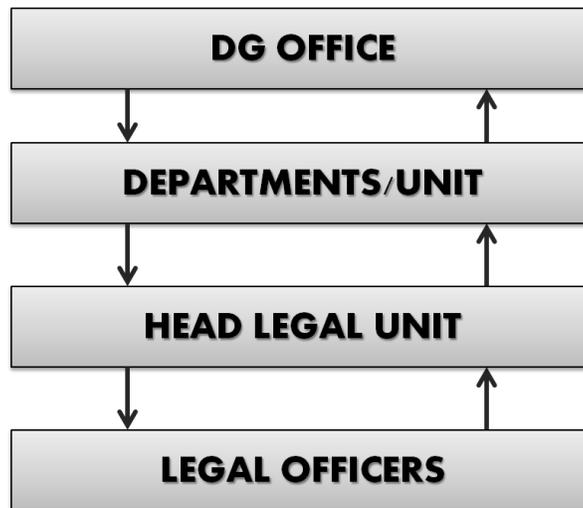


LEGAL UNIT

The Legal Unit is under the Office of the DG/CEO. It interacts with all the Departments in the NNRA, as it proffers legal advice when the need arises. It has the following responsibilities as detailed below and the processes/procedures for carrying out such functions have also been detailed.

Line of Communication

FLOW CHART



REVIEW OF FILES

Procedure/Process

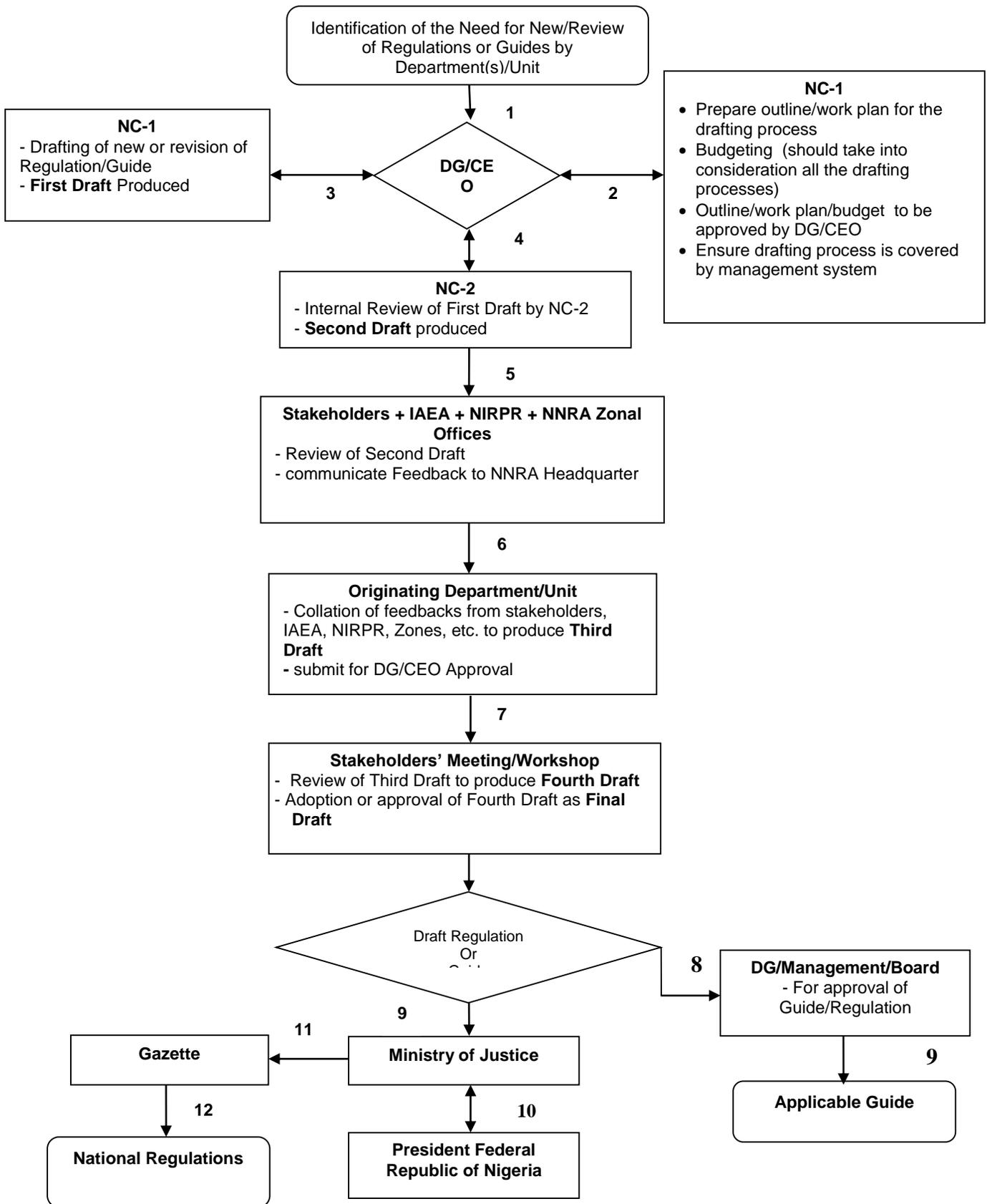
- i. Files are minute to the Head of Departments by the DG/CEO unit from different departments/units for legal advice
- ii. The Head of Unit minutes the files to other legal officers of the unit to treat
- iii. Once the files are treated they are minute back to the Head of Unit, who minutes it back to the department it emerged from.

2. Assisting in Planning, Organizing, Development, Drafting and Review of Regulations for Technical Department of the Authority

Procedure/Process

- i. The power to make regulation is provided in **Section 47 of the NSRP Act**.
- ii. This process is carried just as described in the flow chart for drafting of new or revision of existing regulations and guides.
- iii. When the need arises for drafting or reviewing regulations, the Head of legal unit is directed to nominate a legal office to either sit in the committee drafting the regulation, or review the regulation once it has been drafted
- iv. After all the stages of drafting have been concluded the Head of legal unit is directed to forward the draft regulation to the Ministry of Justice and follow up with the draft by liaising with the Ministry to clarify any grey areas that may arise.

DRAFT FLOW CHART FOR DRAFTING OF NEW OR REVISION OF EXISTING REGULATIONS AND GUIDES



SEQUENCE/STAGES

- 1 – Requests made to DG/CEO by the Department regarding drafting of new or revision of Regulations/Guides
- 2 - The DG/CEO constitutes and approves NNRA Committee (NC-1) to facilitate the necessary drafting process. The NC-1 should comprise of relevant staff members including technical and legal officers with the requisite knowledge on the subject matter. The responsibilities of the NC-1 at this stage include:

- i. Preparation of outline/work plan for the drafting or review process*
- ii. Preparation of budget taking into consideration all the stages of the process*
- iii. Obtain approval of the DG/CEO of the work plan and budget*

Time for completion of activities in this stage: 1 Month

- 3 – The Committee, NC-1 drafts new or revises existing Regulations or Guide. The NC-1 may include members from Federal Ministry of Justice (FMJ), relevant professionals or Consultants. The responsibilities NC-1 in this stage include:

- i. Drafting of new Regulations and Guides; or*
- ii. Revision of existing Regulations and Guides and*
- iii. Producing first draft of new/revised Regulation/Guide*

Time for producing First Draft and submitting to DG/CEO: 3 - 4 Months

- 4 – Internal Review of First Draft by Department/Division/Unit that have responsibility for Draft Regulations/Guide (2 - 3 people maximum). NC-2 may also include a staff of FMJ if not involved in NC-1. This stage produces the Second Draft of Regulations/Guide

Time for producing Second Draft and submitting to DG/CEO: 2 Months

- 5 – Transmission of the Second Draft to identified national (including NIRPR and NNRA Zonal Offices) and international stakeholders such as IAEA for review, comments and suggestions.

Time for review of Second Draft: 2 Months

- 6 – This stage includes the collation of feedbacks from IAEA, NIRPR, NNRA Zonal Offices and stakeholders by the NNRA Department responsible for the Regulations or Guide. Third Draft is produced at this stage and submitted to the DG/CEO for approval.

4 weeks is suggested for completion of the activities at this stage

- 7 – Organization of Stakeholders' Meeting/Workshop/Expert Mission by the NNRA.

3 months is suggested for the preparation, hosting of this programme and integration of contributions, etc. to produce the Fourth/ Final Draft copy

- 8 – Submission of Final Draft copy to the NNRA Management/Board for approval.

Time for approval is 1 – 4 months

9 – The Final Draft Regulations is submitted to the Ministry of Justice for vetting and concurrence

10 – Submission of Final Draft Regulations to the President for approval and returned back to the Ministry of Justice.

11 – Gazette of Final Draft Regulations

3. Ensuring all Authorizations Granted by the NNRA is in Accordance with the Provision of the Act Establishing the Authority and the Regulations

Procedure/Process

- i. Draft Licenses are forwarded to the head of legal unit from the department of Authorization and Enforcement, (A&E) for verification.
- ii. The legal officers cross check the draft license ensuring that;
 - a. the terms and conditions are in line with the provisions of the act and relevant regulations
 - b. payment has been verified by the accounts department
 - c. The sections quoted are appropriate for the practice
 - d. The licensee is issued the license it applied for according to their application and that they have met all necessary requirements stipulated by the NNRA.
- iv. If there is any fault with the license the draft is sent back to A&E Department for adjustment.
- v. If the draft is ok the Head of Unit minutes it back to A&E.

4. Providing Advice during Development and Review of Legislative Framework in Accordance with National and International Obligations.

Procedure/Process

- i. The legal unit ensures that the provisions under the conventions that the country has ratified are domesticated in the legislation and Regulations
- ii. The process follows the same sequence as drafting of regulations.
- iii. The legal Unit is either involved at the beginning of the development of the legislation and regulation or when it has been drafted, the legal unit reviews the draft in line with the relevant reference materials.
- iv. Ensures that there are no conflicting provisions with other national laws.

5. Ensuring that Legislation and Regulations are Legally Valid to cover all Applicable Aspects of Radiation Safety within the Country

Procedure/Process

- i. A committee is set up to draft the necessary legislation and regulation (please note the drafting process chart flow)
- ii. The legal unit vets the documents to ensure that the aspects of radiation safety are adequately provided for.

6. Initiating and Providing the Legal Basis for Enforcement Actions for the Infringement of the Regulations, Orders and the Act Establishing the NNRA

Procedure/Process

- i. In case of violations by licensees of the provisions of the law, the files are sent to legal unit for review and recommendations on the violations and sanctions to be meted out.

- ii. The file is minute to the head of legal unit to proffer legal advice.
- iii. Review of the file and the inspection reports are carried out by the legal officers. The infringements are noted and they inform the necessary sanctions/penalties that will be imposed.
- iv. The violations are communicated to the Operators. If no valid reasons are given for such infringement sanctions/penalties are imposed.
- v. The relevant sanctions / penalties are recommended based on the provisions of the NSRP Act, Regulations and Enforcement Policy.
- vi. Liaise with the security agencies with a view to successfully execute NNRA's enforcement action.

7. Assisting in the Establishment of Appropriate Penalties, Sanction and Monitor Compliance

- i. The legal unit takes part in the establishment of the enforcement policy to ensure that appropriate penalties are in place
- ii. The legal unit also ensures that the regulations and the Act properly covers for contraventions of provisions as provided in the conventions.

8. Custodian of all Legal Instruments, such as Regulations, Act, International Instruments, and MOUs

Procedure/Process

- i. Once agreements, regulations are drawn up and finalized the legal unit keeps a copy of such agreements in the legal library.
- ii. Liaise with Ministry of Foreign Affairs on bilateral and multilateral instrument in matters connected with Nigerian's treaty obligations in nuclear safety, security and safeguards.

INFORMATION UNIT

INFORMATION UNIT WORK FLOW SYSTEM

The Information Unit is under the Office of the Director General/ Chief Executive Officer. It is charged with the responsibility of informing the public and media about the activities and responsibilities of the Authority with regards to nuclear and radiological safety. In addition to harmonizing all sources of official information to ensure consistent message being provided at all times to the public, the Unit also coordinates internal communication, information sharing and feedback.

S/N	ACTIVITIES	PROCEDURES
1.	PRINT MEDIUM NNRA Publications: 1. Nuclear Regulators 2. NNRA Newsletters 3. Fliers 4. Charters 5. leaflets/ FAQ sheet/SOS 6. Brochures 7. Pamphlets 8. Billboards Newspaper: 1. Newspaper Write-ups 2. Newspaper Editorials 3. Newspaper Advertorials Magazine: 1. Magazine Advertorials 2. Magazine features	NNRA Publications: i. Collate relevant data and information that is suitable for the NNRA public ii. Collate articles, news, jokes, data and pictures then edit, caption, layout for publication iii. Provide relevant data and information to NNRA trained specialized reporters to write and publish news stories, feature stories and press releases iv. Confirm and approve stories before publication v. Re-write stories where necessary vi. Check for proper story titling vii. Caption pictures viii. Type-set the proposed publication ix. Layout and ensure that the publication is NNRA-styled x. Advice Accounts and Audit on media fees
2.	ELECTRONIC MEDIUM: NTA: 1. Good Morning Nigeria 2. One On One 3. Channels Television 4. Sunrise Show 5. Scroll Messaging Radio: 1. Radio Nigeria: Special Appearance 2. We FM Radio: Special Appearance 3. NAN: Text Messaging subscription 4. Human Rights Radio: Special Appearance 5. Radio/Television (Jingles): i. English ii. Pidgin English WAZOBIA iii. Ibibio and other languages of the NPP domicile communities	i. Research on the specific media and their processes ii. Prepare NNRA executives for media appearance and procedures iii. Confirm questions from DG office iv. Research proposed topics of discussion v. Decide on the questions categories with the program anchor person or media vi. Ensure NNRA interest is protected vii. Copy write information to create messages viii. Prepare DG or other executive's protocols for the media ix. Ensure NNRA's interest is protected x. Advice accounts on media fees
3.	Awareness Campaigns : 1. Schools 2. Science Journalists 3. Legislature (NASS) 4. General Public	i. Write and advice management on the need for the program ii. Obtain approval for the program iii. Create a budget by sourcing prices iv. Obtain funding from management by submitting the proposed budget

		v. Organize the approved program (Training, Workshop, Road shows, Courtesy Visits, Seminar, Conferences, Quiz Competitions and Nuclear Knowledge Competitions)
4.	Front Office Visual Messaging	Create visual and audio advertisement messages that propagates NNRA mandate, objective and vision to be displayed on digital banner/screens; <ul style="list-style-type: none"> i. Photography ii. Video iii. Audio iv. Signage
5.	Media Monitoring and Evaluation: <ul style="list-style-type: none"> a. Nigerian Television stations b. Nigerian Radio stations c. Nigerian Newspapers 	<ul style="list-style-type: none"> i. Constantly monitoring Nigerian Newspapers, Television/Radio Stations, NNRA Website and social media handles for trending issues that connects to the NNRA ii. Writing news extracts iii. Notify the organization as news occurs iv. Advice on appropriate media response
6.	NNRA Committee Functions: Due to its duties of information management image promotions, the NNRA information Unit is saddled with the following responsibility.	<ul style="list-style-type: none"> i. Liaise with committee to decide on venue based on proximity, hall size, food and general comforts ii. Work with a designated Printer to create program banner iii. Liaise with NNRA Store to provide stationeries iv. Create program of event from draft v. Anchor opening and closing programs of events vi. Arrange for media coverage vii. Organize photography and arrange the shots viii. Liaise with ICT to provide public address system ix. Write news story of event and post in the website
7.	Use of Voices of Opinions: <ul style="list-style-type: none"> a. Stakeholders b. Opinion Makers c. Clergy d. Politicians e. Public Office Holders f. Celebrities/Entertainers g. Local traditional elites h. Local Government Authorities i. Municipalities j. Local committees k. Non-Governmental Organizations l. Non-Profit Organization m. Academia 	For strategic awareness campaigns, the NNRA Information Unit organizes; <ul style="list-style-type: none"> i. Town hall meetings ii. Public hearings iii. Celebrity shows iv. Face to face meetings v. Drama sketches vi. Comedy shows vii. Musical shows viii. Local traditional campaigns with communities especially the NPP sites
8.	Attend IAEA Train-the Trainer courses on nuclear information and communication handling	<ul style="list-style-type: none"> i. On IAEA website, search for information and communication trainings and workshops ii. Apply for approval to attend available programs iii. When approved, necessary documents are gathered iv. Book airline return ticket and hotel accommodation for the duration v. Apply for visa
9.	Media and Communication trainings for; <ul style="list-style-type: none"> 1. Regulators 2. Safety Officers 3. Subject Matter Experts 	<ul style="list-style-type: none"> i. Advice management on the need for the program ii. Apply for program approval iii. Create the program schedule iv. Work with committee to actualize the program v. Organize trainings, workshops and stakeholder meetings
10.	Organize NNRA events and exhibitions	<ul style="list-style-type: none"> i. Research relevant shows ii. Identify and contact attendees iii. Design booth to showcase the NNRA iv. Design and arrange souvenirs v. Showcase NNRA materials and literature vi. Attract people to NNRA Stand and start the conversation vii. Advertise and promote NNRA as much as possible

		<ul style="list-style-type: none"> viii. Ask open-ended questions ix. Follow-up on the feedback.
11.	Continuous monitoring, redesigning and upgrading of NNRA; <ul style="list-style-type: none"> i. Websites ii. Facebook iii. Twitter iv. Instagram v. YouTube vi. NNRA Safe X-Ray App 	Collaborate with the NNRA ICT in the following areas; <ul style="list-style-type: none"> i. Content strategy ii. Content schedule iii. Content language iv. Specific audience focus v. Consistent and focused web copy v. Constant uploading and updating of events with news stories, features, news extracts, press releases, pictures, videos and every other relevant information as they happen. vi. Organize Press Briefings/Releases and other media events vii. Answering FAQs, Checking and coordinating Feedback sections in the website. vi. Upholding the freedom of information rules and regulations.