WEBSITE USERS' MANUAL
FOR MEMBERS OF THE COMMISSION ON SAFETY STANDARDS

Welcome to the website for the IAEA Commission on Safety Standards (CSS) and the Review Committees (RCs) for safety standards and nuclear security guidance.

The website is public and all visitors have read access.

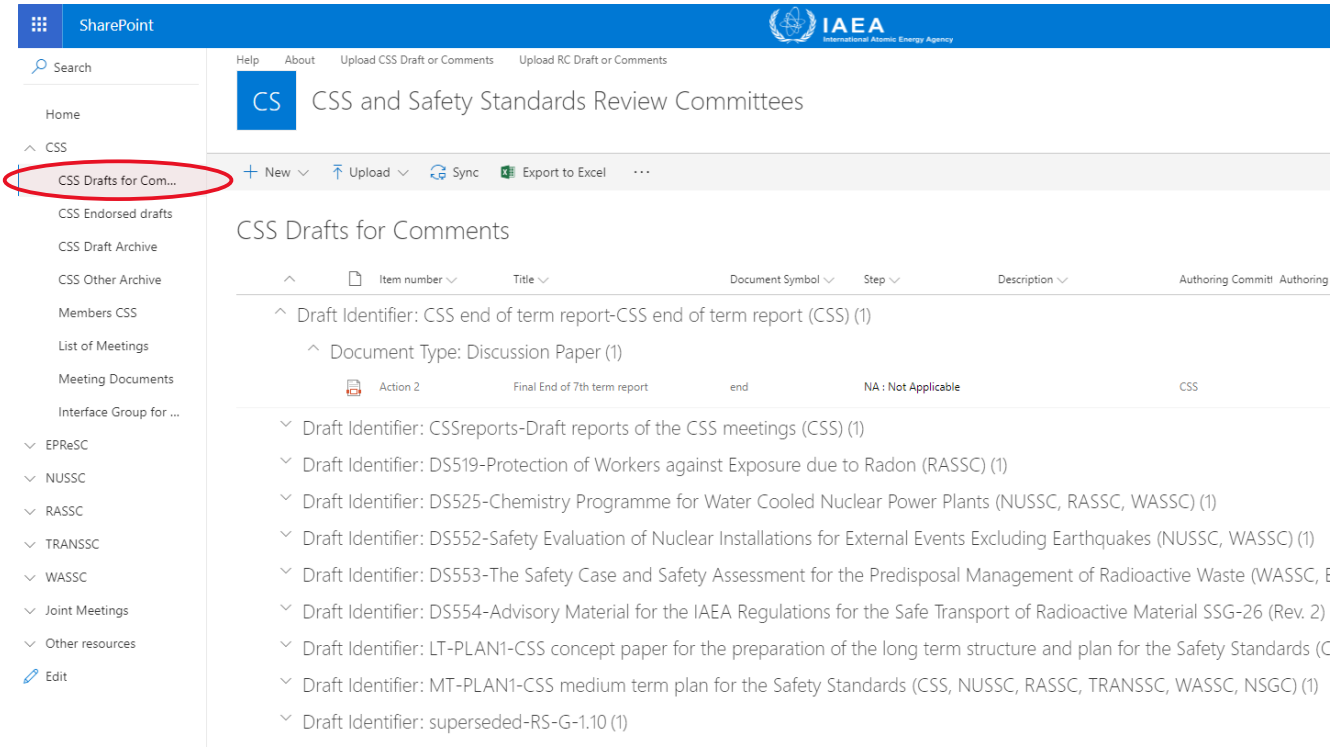
Members of the CSS have permissions to upload comments on files posted for comment (e.g. DPPs, draft safety standards, policy papers). This requires users to sign in with their Nucleus account.

How do I sign in as a CSS member?

Go to the CSS website https://nucleus.iaea.org/sites/committees/SitePages/Home.aspx, sign in with your Nucleus ID and password. The sign in button is in the upper right corner.

Where do I find documents for an upcoming meeting?

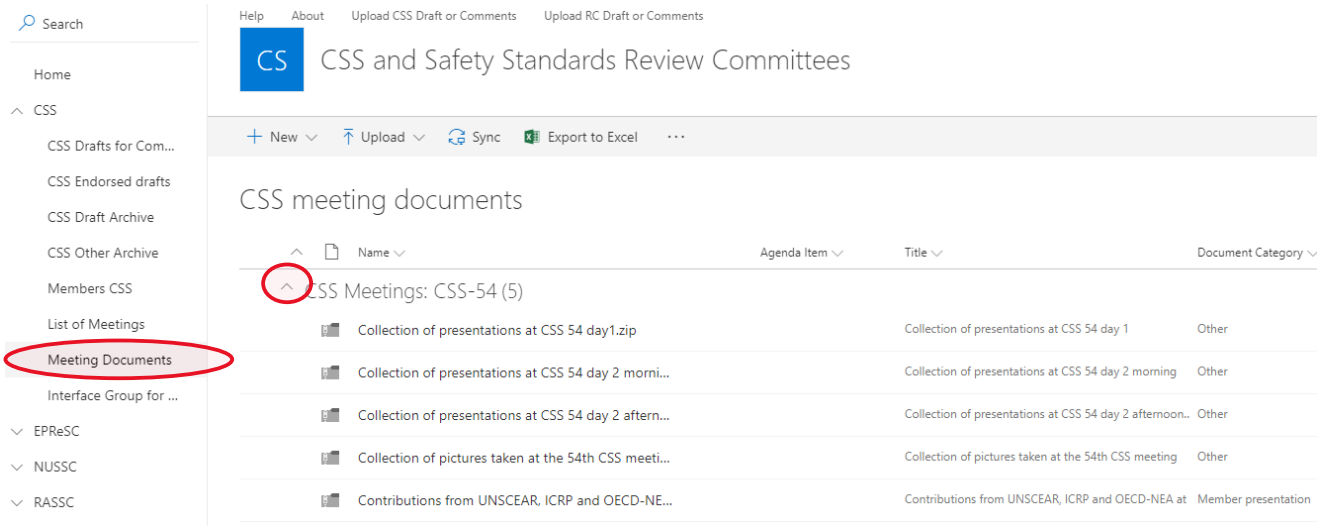
In the left-hand navigation, click on the down-arrow next to CSS to expand the list of subpages. Select 'CSS drafts for comment' to see all documents posted for the next meeting (e.g. agendas, reports of previous meetings, DPPs, draft publications and discussion papers).



Where do I find documents from past meetings?

In the left-hand navigation, select CSS 'Meeting documents'; this will take you to a list of past meetings, with the most recent shown at the top.

Click on the down-arrow next to the meeting of interest to find folders containing all the presentations made at that meeting.

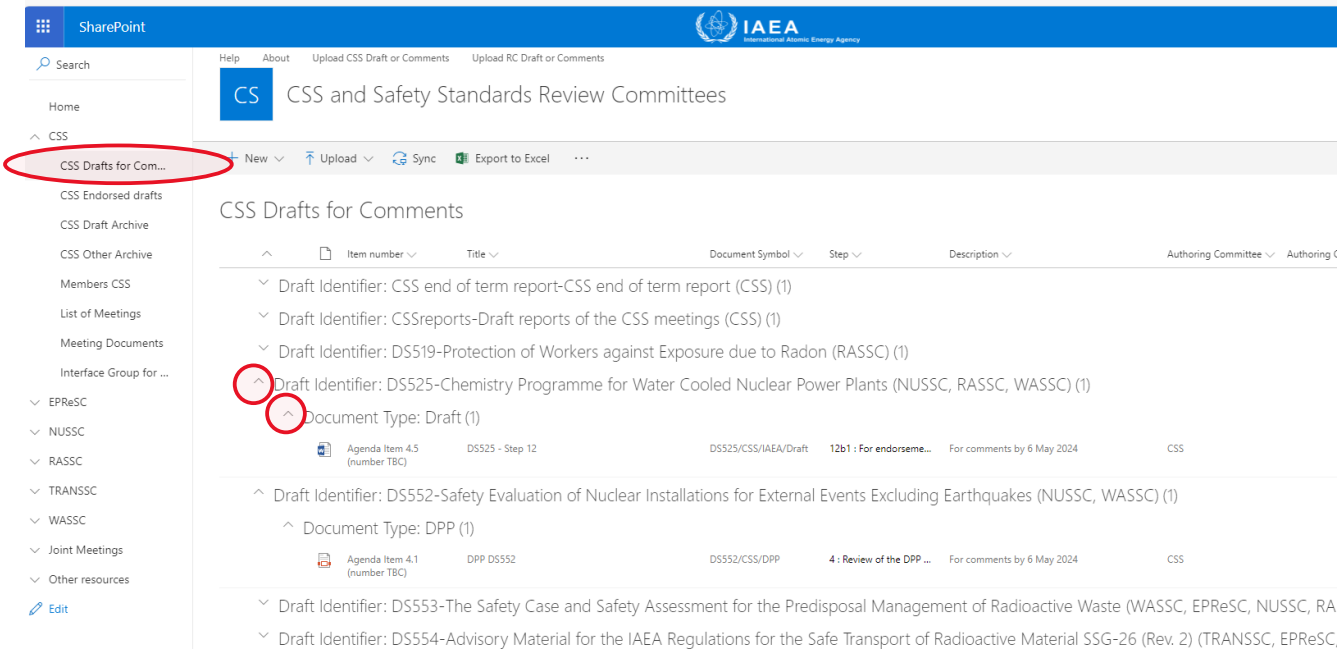


How do I comment on a draft?

Please ensure you are first signed in to the website

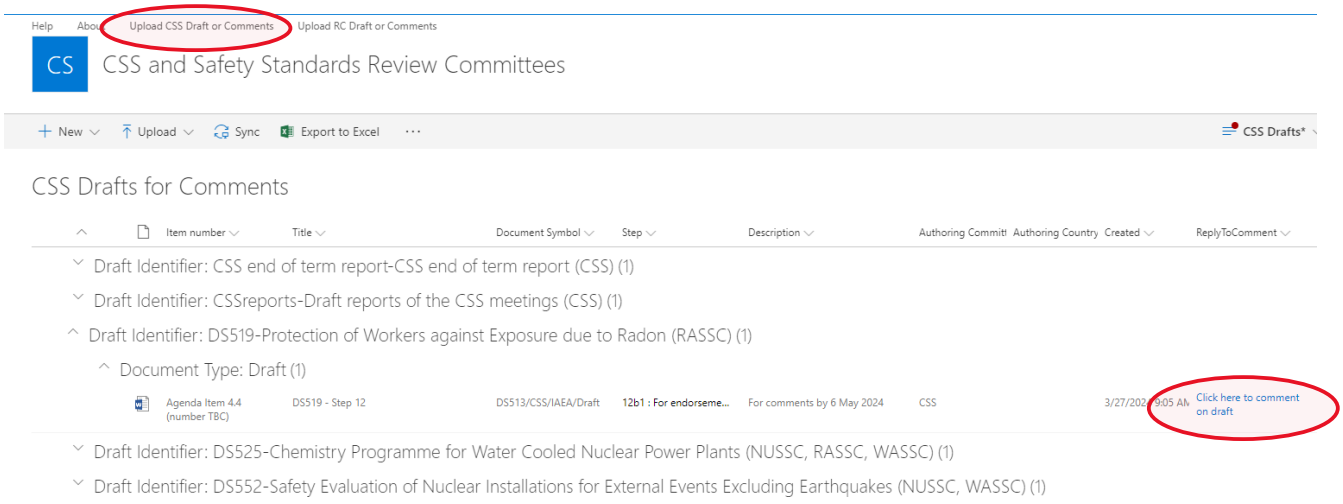
In the left-hand navigation, select 'CSS drafts for comment'; this will take you to a list of all the drafts currently open for comment.

Click on the down-arrow next to an item to see all the documents uploaded – these often comprise the draft or DPP, along with comments from other CSS members.



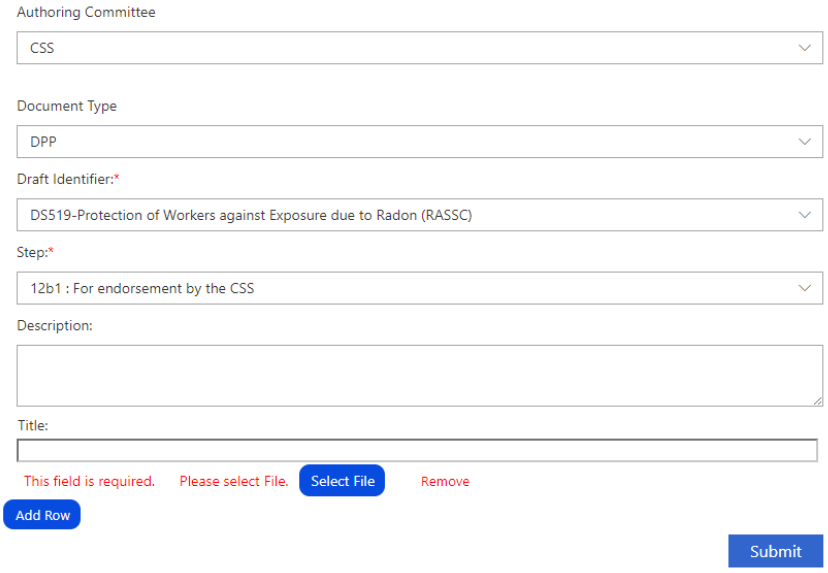
The form for uploading comments on a draft publication, DPP or policy paper can be accessed in two ways:

1) Through the 'Upload CSS Draft or Comments' button at the top of the page;
2) By selecting the relevant document in the 'CSS drafts for comment' library, then clicking on 'Click here to comment on draft'.

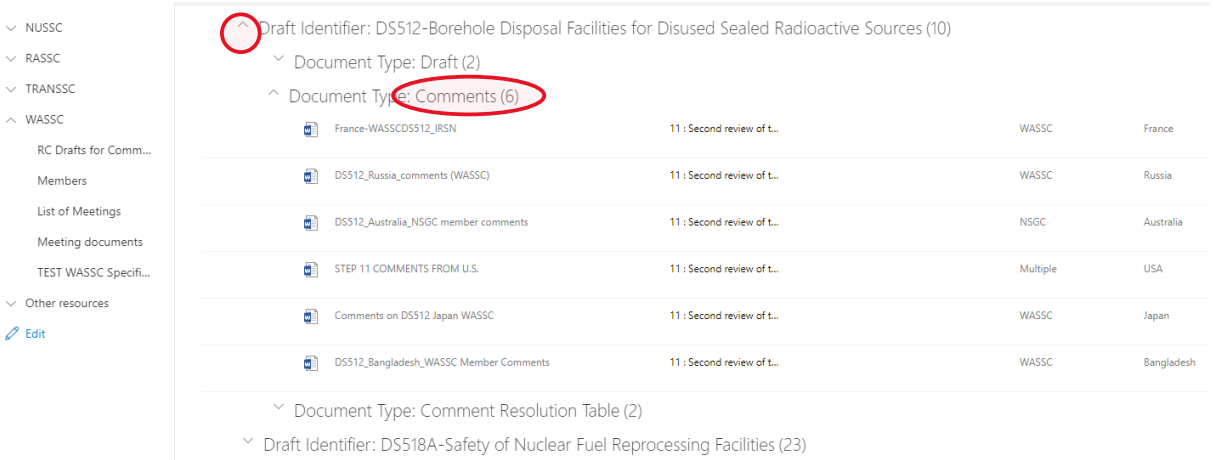


In the upload form, please fill out all the mandatory fields (indicated by *). If you have accessed the form using option (2) above, the 'Draft identifier' and 'Step' fields will be auto-filled. The 'Description' field is optional and can be used to include any additional relevant information.

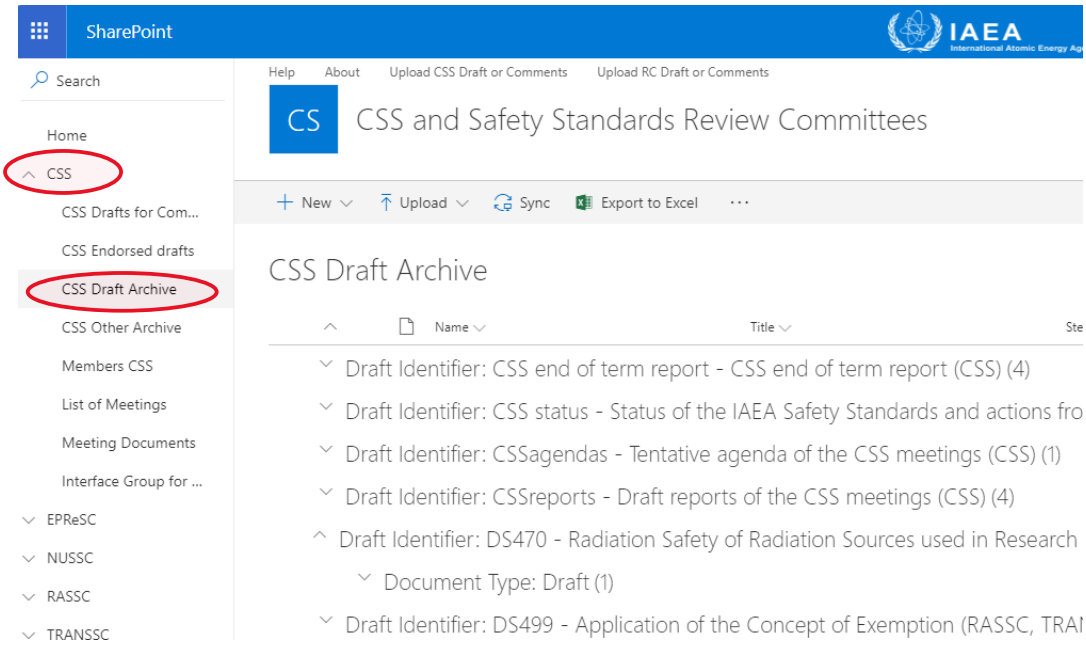
Select a file to upload (this is usually a Word file based on the Template comments form provided on the website), give the file a title to be displayed in the library, and press 'Submit'.



Your uploaded file will now appear in the 'CSS Drafts for comment' library, in the 'Comments' section of the relevant Draft identifier.



Where do I find drafts and comments that were posted in the past?

Once a draft or DPP has moved to the next step in the SPESS process, it will be archived together with all the associated documents posted.

It can be found in the ‘CSS Draft Archive’, under the corresponding draft identifier.