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Electromagnetic Energy Reference Group
Nov 2013 – Nov 2016

TERMS OF REFERENCE

1. Purpose

The Electromagnetic Energy Reference Group (EMERG) will provide the Chief Executive Officer of the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) advice and input to address public health issues related to the use of the radiofrequency spectrum (3kHz to 300 GHz) for communications, including:

- The current international and Australian research into EME and health
- Issues related to EME causing concern amongst the general public and stakeholder groups and measures to address them
- Emerging EME issues related to new technologies
- The development of ARPANSA public information on EME
- Whole of Government approaches to addressing the EME health issue

2. Background

ARPANSA works to investigate exposure levels and understand the pathways and health risks of exposure to RF EME. This work includes monitoring, evaluating and responding to international research and standard setting in relation to EME and health; conducting measurements around sources of EME; providing advice to the public and Government about the potential harmful effects of EME; and engagement with community groups and the broader health protection community on this issue.

EMERG was established by the Australian Government in 1997, with consumer, industry and academic organisations providing community input into the Committee on Electromagnetic Energy Public Health Issues (CEMEPHI). CEMEPHI, comprising representatives from different Government departments and agencies, advised the Government on public health issues related to the use of the RF spectrum for communications. CEMEPHI no longer formally exists, however the Government departments involved have continued to liaise on EME issues through EMERG. EMERG has continued to meet formally under the auspices of ARPANSA.

ARPANSA recognises the concern about and commitment to understanding EME issues in the community. Engagement with community groups and others, both within and outside EMERG has enabled ARPANSA to begin to better understand community concerns and to determine ways of addressing them. EMERG is intended to be a group of key stakeholders assisting ARPANSA in understanding key community views and developing strategic and practical responses to emerging EME issues.

3. Objectives

The objectives of EMERG are to assist ARPANSA in:

- Development of strategic approaches to EME issues
- Informing and educating the public and other stakeholders about EME issues
- Processes that engage diverse interests in the community

Annual Action Plan

These objectives will be articulated in an Annual Action Plan developed in consultation with ARPANSA, focussing on supporting the strategic directions of ARPANSA's Corporate Plan.

Strategic Plan

The EMERG areas of interest and general long-term direction will be articulated in a strategic plan that will indicate how EMERG will align its priorities with ARPANSA's strategic directions.

4. Membership

EMERG is an ARPANSA initiative and attendance and participation, while intended to be as open as possible, is at the invitation of ARPANSA only. ARPANSA believes it will best be served by an EMERG that comprises a mix of interest, expertise and representativeness due to the complexity and diversity of EME issues.

In the interests of efficiency and costs, EMERG membership needs to be limited to a manageable number. EMERG will be made up of five categories of membership:

ARPANSA Members
Members from ARPANSA will include the Chief Radiation Health Scientist and other ARPANSA staff as required. There will also be a member from ARPANSA's Radiation Health and Safety Advisory Council. ARPANSA's CEO may also attend.

Subject Matter Experts
A number of subject matter experts with a professional interest or experience in EME issues may be invited to participate. These may include academics, industry professionals, health professionals, private consultants and international experts. Professional participants will be invited to participate as members or observers of EMERG (depending on their expected ongoing contribution) with a focus on their knowledge and interest in EME. They are not to be regarded as professional advisors to ARPANSA and ARPANSA will not be bound to accept their advice.

Community Members
Community participation in EMERG will focus on community members with a combination of skills, networks and interests that benefit the objectives of the group.

These may include up to five members, including for example representatives from environmental groups, consumer organisations, lobby groups, parent/teacher associations and regular citizens not affiliated to an organisation. Preference will be given to community members that have broad representation rather than a single issue (these can be invited as observers as required).

Government Members
EMERG may include members from Federal Government departments directly involved in EME issues including representatives from the Department of Health, the Australian Communications and Media Authority, the Department of Communications and the National Health and Medical Research Council.

EMERG may also include members from Federal or State Government departments directly or indirectly involved in EME issues (for example energy, education, environment, workplace health and safety, etc.).

Industry Members
EMERG may include members representing industry associations that are directly involved in EME issues (for example representatives from the telecommunications carriers, broadcasters, energy networks etc.).

Membership recruitment
Recruitment of members will be sought broadly, reflecting the wide interest in EME issues.

Term of Membership
Appointments for EMERG members shall be for a period of three years. Membership at EMERG may be extended beyond a three year period at the discretion of ARPANSA. If a person or organisation is no longer able to attend, ARPANSA may invite a replacement, considering the needs of the group at that time.

Appointees
Member organisations are encouraged to send the same representative to meetings, to foster continuity and avoid repetition.

5. Roles and responsibilities

The roles and responsibilities of all members:

- To be actively involved
- To be fully prepared for meetings
- To agree to participate in a collaborative meeting format
- To provide informed advice and guidance
- To declare and update affiliations and potential conflicts of interest on a register maintained by ARPANSA
- To notify ARPANSA should circumstances arise that preclude active involvement for an extended period

Specific roles and responsibilities of **ARPANSA members** are:

- To coordinate meetings and provide the Secretariat
- To facilitate a collaborative meeting format
- To support EMERG members to fully engage in the issues on the table by providing information in a timely and accessible manner
- To inform the CEO of ARPANSA on the progress and outcomes of EMERG's work
- To provide feedback on how input from EMERG has been utilised
- To manage conflicts of interest
- To provide summaries of EMERG meetings on the ARPANSA website

Specific roles of **subject matter experts** are:

- To bring sector specific knowledge and experience to the table

Specific roles of **community members** are:

- To bring broad community knowledge and experience to the table

Specific roles of **Government members**

- To bring departmental knowledge and experience to the table
- To inform their respective departments on the progress and outcomes of EMERG's work
- To provide feedback on how input from EMERG has been utilised

Specific roles of **industry members** are:

- To bring broad industry knowledge and experience to the table
- To provide feedback on how input from EMERG has been utilised

6. External Participation

EMERG will have a defined membership however; from time to time it may engage individuals with particular expertise who will contribute to the achievement of the EMERG objectives or participate at meetings as observers. These individuals will not be members of EMERG, but their contributions will be recognised by EMERG and ARPANSA. Invitations to participate will be extended by ARPANSA.

7. Working Groups

EMERG may establish Working Groups comprising members and other individuals engaged for specific purposes to progress specific areas of work for defined periods of time.

8. Chair

EMERG will be chaired by ARPANSA.

9. EMERG activities

- EMERG activities will be conducted through a combination of formal meetings and electronic media. Not all consultation activities will require members to be physically present
- All communication about EMERG activities will be through the ARPANSA EMERG secretariat
- A forward Programme of issues will be developed for discussion and inclusion into EMERG's Annual Plan

10. Meetings

- There will be two formal EMERG meetings per year, usually in May and November although meetings may be held during other months
- Meetings will be facilitated by the EMERG secretariat
- Meetings will usually be held in ARPANSA's Sydney or Melbourne offices although other locations may be chosen from time to time
- Participation shall be on the basis of mutual respect and with the aim of reaching joint solutions and ways forward wherever possible
- General minutes will be taken at each meeting capturing decisions and actions. The minutes will be circulated within one month of the meeting and accepted out of

session prior to the next meeting. Summaries of the minutes will be posted on the ARPANSA website

- Notice and agenda of each meeting including the minutes of the previous meeting will be circulated typically one month before the meeting
- A limited travel fund may be available to assist members who have no other means of financial support, however video or audio attendance is preferred

11. Review

EMERG's contribution and direction will be reviewed annually as part of ARPANSA's planning process. A review of EMERG's membership and terms of reference will be undertaken by ARPANSA at the end of 2016 or earlier as ARPANSA considers necessary.

Signed for and on behalf of the Commonwealth of Australia as represented by the Chief Executive Officer of the **Australian Radiation Protection and Nuclear Safety Agency** in the presence of

Signature of Witness	Signature of CEO
Ken Karipidis	Carl-Magnus Larsson
Name of Witness	Name of CEO