



WiN Transport

Terms Of Reference

Rev. 0

Dated June 17, 2026

1. Introduction

Radioactive and nuclear transport supports medical, industrial, research, and nuclear fuel cycle activities around the world. Millions of shipments take place each year with a strong safety and security record supported by experienced professionals across many disciplines.

At the same time, women working in this field, particularly in leadership and highly specialized roles, remain underrepresented and their contributions are not always sufficiently visible. With renewed global interest in nuclear energy and related technologies, the need to attract, develop, and retain qualified professionals in radioactive and nuclear transport is growing.

To help address these needs and provide a platform for exchange, the Women in Nuclear Transport Initiative (“WiN Transport”) was launched in March 2026 under the framework of the partnership between Women in Nuclear Global (“WiN Global”) and the World Nuclear Transport Institute (“WNTI”).

These Terms of Reference set out a practical framework for the organization and operation of WiN Transport. As WiN Transport is a volunteer-led initiative, the intent of this document is to provide clarity without creating unnecessary administrative burden. The group shall operate with flexibility, pragmatism, and proportionality, and these Terms of Reference may be reviewed and updated as needed based on experience and lessons learned.

2. Mission and Objectives

2.1 Mission

WiN Transport aims to be a global voice and trusted network for women working in radioactive and nuclear transport and related disciplines. It seeks to build an inclusive community that promotes visibility, professional development, knowledge sharing, workforce development, and advocacy in this essential field.

2.2 Objectives

The objectives of WiN Transport are to:

- provide a global platform for networking, exchange, and collaboration among members working in radioactive and nuclear transport;
- increase the visibility and recognition of women in the field, including in leadership and technical roles;
- support workforce development by helping attract, retain, and connect current and future professionals;
- contribute to education, outreach, and advocacy related to radioactive and nuclear transport; and
- encourage mentoring, professional growth, and the sharing of good practices across regions and sectors.

3. Areas of Impact and Work Program

3.1 Areas of Impact

WiN Transport shall focus its activities on the following four areas of impact:

1. **Visibility and Recognition**
Highlighting the achievements of women in radioactive and nuclear transport and increasing their visibility across the sector.
2. **Workforce Development**
Supporting efforts to strengthen and diversify the workforce, including attraction of younger professionals, retention of expertise, and career awareness.
3. **Advocacy and Demystification**
Contributing to initiatives that make radioactive and nuclear transport better understood, more approachable to newcomers, and better recognized by key stakeholders and the public.
4. **Networking, Mentorship, and Personal Development**
Providing opportunities for members to connect, learn from one another, and support professional development.

3.2 Annual Work Program

WiN Transport shall maintain a light annual work program identifying priority activities and intended deliverables for the year.

The annual work program should, to the extent practical:

- reflect the four areas of impact;
- identify priority actions, events, or initiatives;
- indicate the lead person or group responsible; and
- include simple, realistic, and measurable deliverables where appropriate.

The work program is intended as a practical guide rather than a rigid requirement and may be adjusted during the year based on volunteer availability, opportunities, and resources.

4. Membership

4.1 Eligibility

Membership in WiN Transport is open to all members of WiN Global. WiN Transport welcomes participants from all relevant sectors, including commercial, governmental, regulatory, research, academic, and medical fields.

4.2 Participation

There is no limit on the number of members of WiN Transport and no separate membership fee to join the group.

Members are encouraged to participate in a respectful, constructive, and inclusive manner consistent with the values of WiN Global and the purpose of WiN Transport.

4.3 Inclusion

WiN Transport seeks to promote diversity, equity, inclusion, and broad international representation across its membership and activities.

5. Governance

5.1 General Principles

WiN Transport shall operate with a simple and practical governance structure suited to a volunteer-led initiative. The structure is intended to support action and coordination, not to create unnecessary processes.

The governance structure of WiN Transport consists of:

- Group Leadership;
- a Steering Committee;
- Task Groups; and
- Secretariat support, as available.

5.2 WiN Transport Group Leadership

WiN Transport shall be led by a **Lead** and a **Co-Lead**.

The Leadership is responsible for the overall direction and coordination of WiN Transport and for ensuring that the initiative remains active, constructive, and aligned with its mission.

The Leadership shall:

- define and approve the annual work program, with input from the Steering Committee and Task Groups;
- coordinate with WiN Global, WNTI, and other relevant organizations;
- promote WiN Transport and support its visibility;
- encourage participation from a broad range of members and regions;
- identify and appoint, as appropriate, members of the Steering Committee and leads of Task Groups;
- support and oversee the work of Task Groups;
- help ensure that planned activities remain realistic in light of available volunteer capacity and resources;
- issue periodic updates on WiN Transport activities; and
- maintain and update these Terms of Reference as needed.

The Lead and Co-Lead should make best efforts to ensure diversity of background, geography, professional experience and **promotion of young generation** in the group's activities and leadership support structure.

5.3 Appointment and Term of Leadership

The Lead and Co-Lead shall normally serve for a term of two years. Terms may be renewed if appropriate and by agreement with the relevant supporting organizations and stakeholders.

If a vacancy arises, an interim replacement may be identified in a practical manner so that the work of WiN Transport can continue without disruption.

5.4 WiN Transport Steering Committee

The Steering Committee supports the Leadership in a primarily advisory and facilitative capacity.

The role of the Steering Committee is to:

- support the Leadership in identifying priorities and topics of interest;
- help shape the annual work program;
- promote WiN Transport;
- support delivery of activities and initiatives where possible by taking the lead on some actions and/or supporting and mentoring young professionals in leading some actions;
- help identify volunteers, speakers, mentors, sponsors, or contributors;
- represent WiN Transport at events, when appropriate and coordinated with the Leadership; and
- provide practical advice and feedback on proposed activities and outputs.

The Steering Committee should normally not exceed 10 members, unless flexibility is justified by the needs of the group.

Steering Committee members may also participate in Task Groups, including as members or leads, subject to availability.

5.5 Steering Committee Terms

Steering Committee members shall normally serve for a term of two years, which may be renewed. Appointments and renewals should be handled in a practical and flexible manner with a view to maintaining continuity, diversity, and active participation.

5.6 WiN Transport Task Groups

Task Groups may be established to support the areas of impact set out in Section 3 and to implement the annual work program.

WiN Transport may maintain up to four standing Task Groups corresponding to the four areas of impact. However, in order to remain practical and flexible, the Leadership may merge, pause, create,

or discontinue Task Groups as needed based on priorities, volunteer capacity, and the annual work program.

Members of WiN Transport may join one or more Task Groups on a voluntary basis.

Each Task Group should normally have a Task Group Lead and may also have a Co-Lead where useful. Leadership team and Steering Committee members shall encourage young professionals to lead and/or actively participate in task implementation

Task Groups are expected to:

- support implementation of activities and deliverables assigned to them;
- propose practical ideas and initiatives aligned with the mission and annual work program;
- keep the Leadership informed of progress, needs, and challenges; and
- work collaboratively with other Task Groups when appropriate.

Members are encouraged to participate actively and, where practical, to support continuity of effort over at least a one-year period. This expectation is intended as guidance rather than a strict requirement.

5.7 WiN Transport Secretariat

Secretariat support may be provided by WiN Global, WNTI, designated volunteers, or another arrangement agreed by the Leadership.

Subject to available support, the Secretariat may:

- organize meetings and provide meeting support;
- support agendas, notes, and follow-up actions as needed;
- help maintain an online presence in coordination with WiN Global;
- support communications, webinars, and events;
- provide advice on governance and administrative matters; and
- assist with maintaining key group documents and records.

6. Meetings and Ways of Working

6.1 Meetings

Leadership and Steering Committee meetings should normally be held quarterly, with email exchanges or calls in between as needed.

Task Groups should meet as needed to support their activities, without any fixed meeting requirement unless they choose to establish one.

Meetings may be held virtually or in person, including in connection with conferences or international events when practical.

6.2 Decision-Making

WiN Transport shall aim to operate by consensus and through practical discussion.

Formal voting should be avoided unless necessary. Where views differ and consensus cannot reasonably be reached, the Leadership may decide how to proceed after considering the input received.

No rigid quorum requirements are established under these Terms of Reference. Reasonable efforts should be made to consult those involved or affected before significant decisions are taken.

6.3 Proportionality

Processes, reporting, and approvals should remain proportionate to the scale and importance of the activity. The intent is to support action, not to burden volunteers with unnecessary administration.

7. Communications and Representation

WiN Transport shall coordinate its external communications, branding, and public-facing activities with WiN Global and, where appropriate, WNTI.

Members representing WiN Transport in conferences, webinars, events, working groups, or other forums should coordinate in advance with the Leadership where practical.

No member should make formal public statements, commitments, or positions on behalf of WiN Transport, WiN Global, or WNTI without appropriate coordination.

This does not prevent members from speaking in their personal or professional capacities, provided they do not present personal views as official positions of WiN Transport.

8. Resources and Funding

WiN Transport may seek sponsorship, in-kind support, or other resources to support approved activities, subject to the applicable policies, approvals, and arrangements of WiN Global, WNTI, or other relevant supporting organizations.

Because WiN Transport is a volunteer-led initiative, activities should be planned with reasonable regard to available time, support, and resources.

No individual member may commit WiN Transport, WiN Global, or WNTI to financial obligations or contractual arrangements without prior authorization through the appropriate channels.

9. Reporting and Review

WiN Transport should provide a brief annual summary of its activities, achievements, and priorities, in a format kept as simple and practical as possible.

These Terms of Reference shall be reviewed periodically, normally on an annual basis, and may be amended as needed to reflect experience, lessons learned, changes in priorities, or practical operating needs.

Minor updates may be made by the Leadership. More substantial changes should be discussed with the Steering Committee and coordinated, as appropriate, with WiN Global and WNTI.

10. Effective Date

These Terms of Reference shall take effect on the date of approval and remain in effect until revised or replaced.
