



**Minutes of the NDR Awareness and Training
Held on 16 February 2018, at 9:00 AM– 15:00 PM
Phalaborwa, Cajori Hotel**

PAGE 1 OF 6

Participants:

(■ = PRESENT, □ = APOLOGY, △= ½ FRACTION OF MEETING ATTENDED, X = ABSENT, ◇ = ON INVITE)

#	NAME	ORGANISATION	STATUS
1.	Maropong Segacwi - MS	NNR	■
2.	Theresa Kekana - TK	NNR	■
3.	Baleseng Matshaba - BM	NNR	■
4.	Julian Boulton - JB	NNR	■
5.	A Krog - AK	Palabora Copper	■
6.	Moses Chabangu – MC	Foskor Zirconia	■
7.	Mpho Seokoma –MS	Foskor Zirconia	■
8.	Emile Corradi – EC	Bosveld	■
9.	Leona Malherbe – LM	Palabora Copper	■
10.	Martin Delport – MD	SAAF	■
11.	Fumani Mofokeng – FM	Foskor Palabora	■
12.	Clinton Louw - CL	Foskor Palabora	■
13.	AJ van der Westhuizen - AJW	Palabora Copper	■

1. Welcome and opening remarks

Mr. AJ van der Westhuizen from Palabora Copper (Pty) Ltd welcomed everyone. AJW thanked the NNR for having the training at the holders of nuclear authorisations facilities. He also thanked the COR holders of the Phalaborwa area to honour the invitation from the NNR and concluded that it shows the commitment both parties have in ensuring the success of the National Dose Register (NDR).

2. NDR Awareness and Training Agenda

	Discussion	Presented form	Responsible
	NDR Project Status	1. Presentation	TK & JB
	NDR Excel Data Upload Template	2. Data sheets Presentation	BM
	Tea Break	3. Presentation	TS



**Minutes of the NDR Awareness and Training
Held on 16 February 2018, at 9:00 AM– 15:00 PM
Phalaborwa, Cajori Hotel**

PAGE 2 OF 6

Accessing to NDR portal	4. Live Presentation	TS
NDR Data Upload portal demonstration		
Data Trouble Shooting and processing	5. Demonstration	TS
Tea Break		All
Q & A session	6. Holder posed questions and NNR responded	All
User feedback		

2.1. Project status

TK provided a presentation which covered the following:

- Legal background for the NDR (International and National)
- NDR Project Phases
- Benefits of the NDR
- Project Management Structure
- NDR uploads Target dates per Category
- Summary of Palabora holders in terms of NDR

JB provided a presentation which covered the following:

- Regulatory Authority Information System (RAIS)
- Data Transfer and Upload
- ICT strategy

2.2. NDR Excel Data Upload Template

BM presented on the NDR Upload Template and focussed on the following

- Downloading the correct template from the system
- Explained all the fields on the upload template



**Minutes of the NDR Awareness and Training
Held on 16 February 2018, at 9:00 AM– 15:00 PM
Phalaborwa, Cajori Hotel**

PAGE 3 OF 6

2.3. Accessing to NDR portal, NDR Data upload portal demonstration and Data Trouble Shooting and processing

TS presented on the following:

- Logging into the NDR (issue of token and password)
- Provided a practical demonstration on the NDR test side and also the NDR Live site (technical challenges were experienced as the demonstration was done on 3G and not on the network).
- Demonstrated the troubleshooting process and processing of the information

3. NDR STATUS OF PHALABORWA HOLDERS

Holder	Status on NDR prior training	Status on NDR after training
Palabora Copper (Pty) Ltd	Live site	Uploads up to date
Foskor Zirconia	Holder successfully submitted 3 green files in 2017 but was never moved to the live site by the NNR	Live site and uploaded files from to 2017
Foskor Palabora	Holder was under the main account of Foskor Zirconia. This is because the facilities were once one holder. Following the separation the NNR did not separate the account as a result Foskor Palabora did not have an NDR Test account.	An account for NDR Test was created. The holder has not yet uploaded the test uploads.
SAAF	No account could be found.	The holder indicated that they do not have



Minutes of the NDR Awareness and Training
Held on 16 February 2018, at 9:00 AM– 15:00 PM
Phalaborwa, Cajori Hotel

		<p>the IT systems required for the NDR. The representatives was using his personal email and also a borrowed laptop for the training. It was resolved that the NNR would formally send SAAF the IT requirements that was initially sent to holders.</p>
<p>BOSVELD</p>	<p>Account available but no uploads done on Test site</p>	<p>Holder enquired if they should upload their doses on the NDR as they are below 1mSv/a and the trend also proves that. The NNR indicated that according their current COR they are still required to upload. The NNR also indicated that the holder should get formal exclusion of submitting dose reports by submitting a safety assessment to the NNR for review.</p>



**Minutes of the NDR Awareness and Training
Held on 16 February 2018, at 9:00 AM– 15:00 PM
Phalaborwa, Cajori Hotel**

PAGE 5 OF 6

4. Q&A Sessions

The following questions were asked by the holders

Issue	NNR Response	Action
1. A holder wanted to know if they would be able to retrieve worker information from previous uploads on NDR.	You download the template once and only update the relevant information.	Complete
2. A holder requested that the NNR should have a message on the NDR website to indicate if there is a new version of the NDR Template upload.	Noted	To be discussed by NNR Website Developers and decide.
3. Make the NDR token field Static on templates to avoid this field to be changed by user.	Noted	To be discussed by NNR Template Developers and decide.
4. A holder asked if the NDR can be accessed by regulators on an international level. If so, how will they be able to find a South African employee whom they might have employed but using a passport number? The NDR requires only a South African ID number on the template for South Africans.	Noted	Question to be tabled during the NDR Steering Committee.

5. USER FEEDBACK

HOLDER	FEEDBACK
Palabora Copper	No issues using the systems and are uploading as required.



**Minutes of the NDR Awareness and Training
Held on 16 February 2018, at 9:00 AM– 15:00 PM
Phalaborwa, Cajori Hotel**

PAGE 6 OF 6

Foskor Zirconia	No issues with the system as they were able to successfully upload the test files and were just not moved to the live site.
Foskor Palabora	Holder had access challenges as they didn't have master account for their facility.
SAAF	No feedback as they have not used the site.
Bosveld	No feedback as they have not used the site
NNR	Realised that the not all venues comes with Wi-Fi and this pose a challenge as we need holder to be able to access the NDR website during the training sessions. Proper arrangements would have to be done when arranging the venue. It must be noted that this might have financial implications for the NNR.

6. CLOSURE

Prior to closing, the NNR team members (TS & BM) went to Foskor Zirconia and Foskor Palabora to verify if Foskor Zirconia is now able to log into the live site and also to verify if Foskor Palabora can now log into the test and both were found to be accessible.

The IT Manager from the NNR thanked the organisers (Palabora Copper (Pty) Ltd) for the proper arrangements (venue, refreshments and lunch) they provided to ensure the training is a success.