



**Minutes of the NDR Awareness and Training Workshop**  
**Held on 24 May 2019, at 10:00 AM– 13:00 PM**  
**Richards Bay, Richards Bay Minerals**

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**Participants:**

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

#	NAME	ORGANISATION	STATUS
1.	Lindani Mkhize - LM	NNR	■
2.	Baleseng Matshaba - BM	NNR	■
3.	Phumele Zwane	Richards Bay Minerals	■
4.	Hlengiwe Sabela	Transnet Port Terminal RCB	■
5.	Peter Van Biljon	Ionizing Radiation	■

**1. Welcome and opening remarks**

Mr. B Matshaba welcomed all the participants to the Training Workshop. BM thanked all the participants for attending the training at the RBM's facilities. He also thanked the COR holders from the Kwa-Zulu Natal area for honouring 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	Presentation	LM
NDR Excel Data Upload Template	Data Template Presentation	LM
Accessing to the NDR portal	Online NDR Demonstration	BM
NDR Data Upload portal demonstration	Online NDR Demonstration	BM
Data Trouble Shooting and processing	Online NDR Demonstration	BM
Q & A session	Holders posed questions and NNR responded	All
User feedback		

**2.1. Project status**

LM presented an NDR Project status covering the following areas:



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- Legal background for the NDR (International and National)
- NDR Project Phases
- Benefits of the NDR
- Project Management Structure
- Regulatory Authority Information System (RAIS)
- Data Transfer and Upload
- ICT strategy
- NDR uploads Target dates per Category

## **2.2. NDR Excel Data Upload Template**

**LM** demonstrated to the users how to download the template and complete the required fields before uploading.

- Downloading the correct template from the system
- Explained all the fields on the upload template and the information required on those fields.

## **2.3. Access to NDR portal, NDR Data upload portal demonstration and Data Trouble Shooting and processing**

**BM** demonstrated to users the following areas of the NDR portal:

- **Access to NDR portal**
  - Logging into the NDR (issue with user accounts and password)
  - Using the Forgot Password function
- **NDR Data upload portal demonstration**
  - Provided a practical demonstration on the NDR test site and the NDR Live site
  - How to access via VPN or an exempt IP address. (Technical challenges were experienced as the demonstration was done on 3G and not on the network.)
  - Detailed demonstration of the navigation panel



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- Demonstration of each page on the portal depending on a user's permissions.
- **Data Trouble Shooting and processing**
  - Demonstrated downloading the Processing results and Data Template.
  - Practical presentation on how to read the processing results and make update to the data file.

### 3. NDR STATUS OF KZN HOLDERS

Holder	Status on NDR prior training	Status on NDR after training
<b>Ionizing Radiation</b>	They require VPN access to the Portal as Peter represented multiple holders and does not have a static IP Address.	Able to access the portal for both DP's.
<b>Richards Bay Minerals</b>	Provide training for the Master Account user.	The Master Account User was confident that she would be able to use the NDR portal to upload data.
<b>Transnet Port Terminal – Richards Bay</b>	Provide training and access for the Sub-Account user.	After the training the Sub-Account user had a better understanding on how to use the system

### 4. Q&A Sessions

The holders asked the following questions;

Issue	NNR Response	Action
1. Should an employees working for a mine in departments (e.g. Finance	Employees registered as radiation workers for a specific mine need to be monitored.	To be discussed during the SC meeting.



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or reception area) where there are rarely exposed to radiation be monitored for radiation exposure.	The issue will also be raised during the Steering Committee Meeting for more clarity.	
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**5. Closure**

Prior to closing, the NNR team members (BM & LM) consolidated the training and workshop objectives. The holders communicated their satisfaction with the training and knowledge of where to send a request for assistance in the future.