

August 14, 2000

MEMORANDUM TO: Janice Dunn Lee, Director
Office of International Programs

FROM: Elizabeth L. Doroshuk */RA/*
Office of International Programs

SUBJECT: MEETING SUMMARY - INTERNATIONAL COUNCIL MEETING,
JULY 31, 2000

Reference: Memorandum from Janice Dunn Lee to William D. Travers et al.,
"USNRC INTERNATIONAL COUNCIL," dated July 12, 2000.

Purpose:

The purpose of this memorandum is to summarize the results of the second International Council Meeting, which was held on July 31, 2000. A list of attendees is included as Attachment 1. As stated in the NRC's draft Strategic Plan, the International Council is intended to enhance integration of the NRC's international activities. The agenda for the International Council Meeting, forwarded to the attendees in advance, is included in the Reference.

Discussion:

Janice Dunn Lee, Director of the Office of International Programs (OIP), began the meeting with a discussion of information to be presented during the upcoming International Programs Commission briefing. She provided the International Council members with copies of draft briefing material prepared by OIP, and asked for the Council's initial feedback. Information concerning the agency's resources expended on international activities this year, specifically budget amounts, FTEs and foreign trips funded by the agency, was reviewed in detail. It became clear that there are different ways of presenting this information, but that what is important is that the program offices know what information OIP needs, and that this information in turn respond to the Commission's information needs.

Janice also mentioned that OIP has been receiving many good trip reports, and asked that the program offices continue to provide copies to the OIP Office Director. Janice explained that she reviews the reports, and provides some of them to the Commission and staff. She agreed to provide copies to the Executive Director for Operations (EDO) and the program office originating the report for those reports forwarded.

The International Council also discussed the new model developed by the Office of Nuclear Material Safety and Safeguards (NMSS) for notification of upcoming foreign travel. A copy of the model is included as Attachment 2. It was agreed that all three program offices would consider including early notification of plans for foreign travel in their office procedures for foreign travel.

The concept of developing an agency-wide procedure for preparing trip reports that would include the preparation of a concise 1 page summary shortly after conclusion of the trip was raised; however, the International Council did not act on this, expressing its desire to chip away at the process slowly, and not try to overhaul everything at once. The main points, it agreed, are to ensure OIP receives a copy of all international trip reports, and to encourage the addressees to read them, with the overall objective remaining the timely issuance of succinct reports.

Janice also informed the International Council that OIP is working towards developing an updated "Priorities Paper." Janice went on to explain that it is to be developed during the carrying out of stage 2 of the PBPM process in OIP. She asked for help and guidance during this part of the process in OIP, since currently there are no dedicated resources for the effort in this office. The International Council encouraged OIP to move forward with stage 2, and suggested that the establishment of priorities in OIP may lead to the reassignment of international priorities in other offices. It was suggested that a separate meeting of knowledgeable PBPM experts in each of the program offices be organized to help OIP move forward with stage 2, and the offices agreed.

Before ending the meeting, Janice provided the International Council with two possible statements of purpose for the International Council. The International Council agreed to develop comments and consider the statements of purpose during its next meeting.

Conclusions:

The International Council members will provide their revisions to the International Programs Commission briefing material to OIP by Wednesday, August 3, in preparation for the dry run scheduled for Thursday, August 4.

OIP will arrange a meeting of knowledgeable PBPM representatives from the program offices and request that they share their experiences in and offer suggestions on successfully completing stage 2 of the process.

The International Council will discuss the adoption of a statement of purpose at the next quarterly meeting.

It was agreed that there is a consensus on the value of the International Council meetings and the opportunity they provide for sharing issues of common interest.

Attachments: As stated

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NAME	*EDoroshuk:mc m		*DChaney		*RHauber		JLee	
DATE	08/ 14/00		08/14/00		08/14/00		08/ /00	

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INTERNATIONAL COUNCIL MEETING

July 31, 2000

LIST OF ATTENDEES

1. John W. Craig, Assistant for Operations, Office of the Executive Director for Operations
2. Ashok C. Thadani, Director, Office of Nuclear Regulatory Research
3. Martin J. Virgilio, Deputy Director, Office of Nuclear Material Safety and Safeguards
4. Samuel J. Collins, Director, Office of Nuclear Reactor Regulation
5. Janice Dunn Lee, Director, Office of International Programs
6. Trip B. Rothschild, Assistant General Counsel for Legal Counsel, Legislation and Special Projects, Office of the General Counsel
7. Ronald D. Hauber, Deputy Director, Office of International Programs
8. Michael C. Cullingford, Assistant for Technical Policy and International Liaison to the Director, Office of Nuclear Reactor Regulation
9. Marvin R. Peterson, Senior Advisor, Office of International Programs
10. Donna C. Chaney, Senior International Policy Officer, Office of International Programs
11. Elizabeth L. Doroshuk, Senior Policy Analyst, Office of International Programs

ATTACHMENT 1