SUGGESTIONS FOR FUTURE DECOMMISSIONING COUNTERPART MEETINGS

I. AGENDA AND TIME MANAGEMENT

- Stick to the time frames allowed per speaker. Do not let speakers go well beyond their allotted times.
- The number of slides in each presentation should be limited.
- Allow more time in the agenda for regional status reports.
- Have fewer items on the agenda.
- Minimize overlap on material covered during the Headquarters presentations.
- Focus on discussions of the issues, among attendees. Downplay presentations on future agendas.

II. ATTENDEES

- Have a more widespread invitation to and attendance at the Decommissioning Counterpart Meeting. Seek attendance from the Environmental and Performance Assessment Branch, Office of Public Affairs, Office of State Programs, Office of Enforcement, Office of the General Counsel, and regional State Liaison Officers.
- Encourage broader management attendance (from all organizations) at the meeting.

III. MEETING LOGISTICS

- Organize the room into smaller tables, as opposed to one, long "bowling alley" arrangement.
- Slides should be in a standardized format and reviewed by the Decommissioning Branch before the meeting.
- Slides should be made available in a collated notebook prior to the meeting.
- Collect the slides/presentations on a CD and provide it to attendees.

IV. LOCATION

- Hold the 2003 Decommissioning Counterpart Meeting in Las Vegas with a field trip to Yucca Mountain [Note: This option was looked into for the 2003 meeting, but eventually ruled out by DWM and RIV management in an effort to reduce the impact of non-mission related trips to Yucca Mountain.]

Attachment

V. MEETING LENGTH AND SCHEDULE

- The meeting should be longer than just a day and a half. Suggestions varied between 2 full days and 3 days in length.

- For a 3-day meeting, the following schedule was suggested:

  Day 1, First Half: Overview of general NRC trends and agency wide programmatic activities. Presentations in increasing levels of detail should be made on NRC, NMSS, DWM, DCB (budget, targets, changes, guidance) and regional activities.

  Day 1, Second Half: Updates of site/plant activities within each region. Discussions on site-specific issues and technical issues can be tabled until the next day.

  Day 2, First Half: Policy issue discussions. These policy issues should be established well before the meeting. Discussions should have a short presentation of the issue, and end with an agreed upon outcome or action item. Policy issues should not be "tabled" here; the point would be to develop a policy that is agreeable to all, then take it back to more senior management for approval.

  Day 2, Second Half: Discussions of technical issues or approaches. These should be technical in nature. They may be used to inform staff of new technical guidance. The technical issues to be discussed should be agreed upon well in advance of the meeting. Some time should be reserved to address emergent technical issues raised on Day 1.

  Day 2, Dinner: A group dinner could be held in the evening.

  Day 3: Field trip to a decommissioning site, or waste management site with applications to decommissioning.