

United States Government

Department of Energy

# memorandum

DATE: OCT 8 - 1993

REPLY TO  
ATTN OF: RW-1

SUBJECT: Policy on Attendance by External Parties at OCRWM Meetings

TO: OCRWM Staff

In response to Secretary Hazel O'Leary's mandate to broaden the involvement of stakeholders and other interested parties in our decision-making processes, the Office of Civilian Radioactive Waste Management has clarified its policy regarding attendance by external parties at OCRWM-sponsored meetings. The purpose of this policy is to provide stakeholders with the earliest possible access to planning and decision-making activities affecting their interest.

In general, all OCRWM-sponsored meetings, with the exception of staff meetings or those involving proprietary information, will be open to the public. Such meetings generally fall into one of two categories:

**A. OCRWM Program Meetings**

Program meetings are those regular, recurring, or designated meetings necessary to conduct the mandated or assigned functions of the radioactive waste management program. These meetings are open for public attendance. External parties in most instances will be attending in order to observe the meeting and maintain a current awareness of on-going activities as they evolve. In general, these meetings will have time allotted on the agenda for public comment. Executive sessions limited to the Department of Energy and associated contractor staff may be held, if needed, to discuss pre-decisional matters or sensitive issues such as proprietary data, contractual or personnel matters, or budgets.

**Examples.** Examples of OCRWM program meetings are the bimonthly Director's Program Review and the Program Management Review (M&O) meetings. The Yucca Mountain Project's Technical Project Officer Meetings and Exploratory Studies Facility Design Review Meetings traditionally have been open for public attendance, and this policy will continue.

**Notification.** Notice of upcoming program meetings will be provided monthly to external parties through the *OCRWM Calendar*. The *Calendar* will list meetings related to the radioactive waste management program for the next four months and will include the location and a contact name for further information on each meeting. Meetings open to the public will be indicated by an "O." After receiving two or three *Calendars*, external parties will be surveyed as to their interest in continuing to receive the monthly calendar.

Since dates and locations of meetings may change after the *Calendar* is published, external parties will be encouraged to double-check meeting information by calling the OCRWM Information Center's toll-free number



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((800) 225-6972; (202) 488-5513 in the Washington, DC area) or by accessing INFOLINK, OCRWM's computerized database. If meetings must be rescheduled, the responsible OCRWM office arranging the meeting will notify the Information Center of these changes. Every effort will be made to provide notice of cancellations or changes in meeting dates sufficiently in advance to enable out-of-town attendees to adjust travel plans.

#### B. Public Participation Meetings

Public participation meetings are sponsored by the Office of Civilian Radioactive Waste Management to disseminate information to and receive input from a broad spectrum of external parties. Public comment periods normally will be afforded to those attending these meetings. Notice to program stakeholders and interested parties about public participation meetings should be as extensive as possible. Attendance should not be limited to selected individuals or groups.

Examples. Examples of the above type of meetings are the multipurpose canister workshops, Transportation Coordination Group meetings, Section 803 Report meetings, and the Yucca Mountain Project Public Update meetings.

Notification. Notice to the public about these meetings should take place a minimum of 30 days in advance. An announcement of the meeting should be placed in the *Federal Register*. To extend notice of the upcoming meeting to as many stakeholders and interested parties as possible, one or more of the following should be used:

- *OCRWM Calendar*
- Letters of invitation
- Paid advertisements in trade and/or local press
- News releases

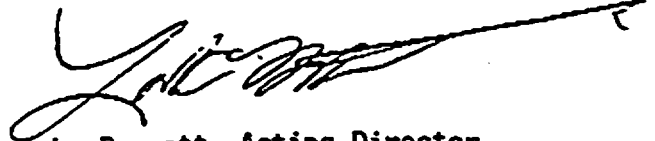
As mentioned previously, the *OCRWM Calendar* will be provided monthly to external parties. The *Calendar* listing for public participation meetings will include the location and a contact for further information. Public participation meetings will be indicated on the *Calendar* by a "P."

A master mailing list of OCRWM stakeholders, including telephone numbers, of external parties who should be invited to public participation meetings is available from the Education and Information Division. The list, which will be updated routinely, is available on a diskette that can be used to print letters and mailing labels. Depending on the topic of the meeting, the organizing office within OCRWM may notify additional persons with particular interest in the subject.

Announcements in the trade and/or local press through paid advertisements and news releases announcing the meetings are encouraged where appropriate and should be coordinated within the Department.

In conclusion, a good rule of thumb to keep in mind in determining whether a meeting will be open to external parties is this: We are conducting the public business, therefore, it will be done in an open and public manner unless a compelling reason exists to limit attendance.

I expect all OCRWM personnel and contractor support staff to fully support these principles and assume personal responsibility for their implementation within your areas of responsibility.



Lake Barrett, Acting Director  
Office of Civilian Radioactive  
Waste Management

cc: D. Dreyfus, S-1  
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< TRANSACTION REPORT >

10-19-1993(TUE) 16:13

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