**From:**          Mindy Landau ⁀ 𝒸DD
**To:**            Bruce Mallett; Eileen Mason; Elizabeth Hayden; Elmo Collins; Francine Goldberg;
Francis Cameron; Frederick Combs; G Paul Bollwerk; Jacqueline Silber; James Johnson; John
Larkins; Joseph Holonich; Lee Dewey; Lynn Deering; Michael Case; Pat Gwynn; Renee Pedersen;
Roger Hannah; Sandy Joosten; Steven Reynolds; Susan Frant; Thomas Martin; Wayne Lanning
**Date:**          6/13/01 12:45PM
**Subject:**       Minutes of 6/12 Communications Task Force Meeting

Attached are the minutes from our meeting yesterday. Thanks for making it so productive. Please note I
have indicated in **bold** print those who owe me (or others) information. Please remember we are under a
tight deadline, so if you could provide me with info specific to the paper by Monday or Tuesday of next
week, I would appreciate it. I will make a strawman available to the members of the task force for their
review as soon as possible. Thanks.


**CC:**            Carol Ann Reed; J. Bradley Fewell; John Voglewede; Karen Olive; Lucia Lopez;
Marlene Crigger; Patricia Norry; Roland Lickus; Sandra Northern

**Communications Task Force**
**Meeting Minutes**
**June 12, 2001**

The staff completed the task of reviewing the upcoming month's meetings and categorizing them. Some discussions regarding the definition of "drop-ins" vs. management meetings resulted. It was agreed that drop-ins were already defined in M.D. 3.5 and would not be included in this SRM response. It was recognized that staff will need a certain amount of judgment and flexibility to determine which category their meeting falls into, but that general guidance would be provided to the staff.

Telephone access - Access can be provided now through the use of MCI calling cards or the 800 number. There is a cost associated with the Regions routing the 800 number through headquarters. It was decided that if a meeting is not held in the vicinity of a facility, phone access to Type 1 meetings should be offered. The meeting notice would have to announce telephone access capability, and the onus would be on the member of the public to contact the meeting coordinator to make arrangements. **OCIO (John Voglewede) will provide Mindy with information on resources and costs associated with telephone access.**

Audio-recording - There was agreement that because of equipment cost, inconsistent quality of recordings, legal issues and logistical problems with duplicates, storage, access to audiotapes, that this service could not be provided at this time. The group feels that the improved access to meeting summaries or transcripts for type 2 and 3 meetings adequately substitutes for an audio recording. The staff needs to be mindful of the advantages of providing transcripts which are useful for NRC staff and the public, and it was agreed transcripts should be strongly considered for category 3 meetings.

Public request for a meeting, and agenda items - The group agreed anyone can contact any staff person on a particular meeting they are aware of. There should be words inserted on the meeting website, particularly for category 3 meetings, that anyone with suggested agenda items can call the meeting contact. Fran Goldberg noted that in phase 2 of the web redesign, we may want to explore "buttons" installed on program web sites for the public to be informed of upcoming meetings, document releases, new items on the web, etc. This would also cover many of the public's concerns regarding meeting notification, document access, etc.

Follow-up - If staff is requesting public input, for instance at a category 3 meeting, special effort should be exerted to incorporate their comments into the final product. For other meetings, if questions or comments cannot be answered at the meeting, follow-up should be taken to the extent practicable. More responsiveness is required for certain types of meetings (cat 3).

Staff needs to balance responsiveness with practicality. We should state broadly that we are here to serve the public, build relationships and recognize that those relationships will bear positive investment for our programs.

$$ to attend meetings - There is a policy on this -- **Chip will provide wording to Mindy.** Certain groups are invited and paid for when we need specific input from them.

Security -- Certain precautions are mandated. Visitors who are pre-registered do not have to

sign-in at HQ. Guidelines were recently updated for remote location meetings. **Tom M. will provide some wording to Mindy.**

Fact sheets, general info -- OPA will explore writing a fact sheet on hearings **(Janet K. will provide Beth with info)** and on Agreement States.

Meeting notice methods -- this was addressed in a staff paper last year. We eliminated telephone service because no one used the 800 number. We did not receive any negative comments from the public on this action. The staff could, at their discretion, provide mailing lists for stakeholders, particularly for Cat 3 meetings. When previous interest has been expressed at type 3 meetings, may be appropriate to follow up with "snail mailings" and/or ads in local newspapers to notify the public of meetings. Again, the "button" on the web site for e-mail notification would help in this regard.

FOIA - costs are determined by law, similar to other agencies. Intrusive questions come from Dept. of Justice guidance. **Carol Ann will provide some words to Mindy.**

Public Contact at NRC - Dave Lochbaum and others have requested that someone be appointed at NRC to act as a point-of-contact for external stakeholders to submit recommendations for public participation improvements, and to make recommendations on specific program areas. This issue will be explored further.