STP Procedure Approval

Agreement State Liaison to the Management Review Board

SA-121

Issue Date: ~~July 3, 2002~~

Review Date: ~~July 3, 2005~~

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NOTE

The STP Director's Secretary is responsible for the maintenance of this master copy document as part of the STP Procedure Manual. Any changes to the procedure will be the responsibility of the STP Procedure Contact. ~~Copies of STP procedures will be distributed for information~~.

I. INTRODUCTION

This document describes the procedure for the coordination of the Agreement State Liaison to the Management Review Board (MRB). The MRB provides a senior-level review of the Integrated Materials Performance Evaluation Program (IMPEP) team's findings and recommendations for Agreement States' or the U.S. Nuclear Regulatory Commission's (NRC) Regional reviews.

II. OBJECTIVE

A. To provide guidance to the Organization of Agreement States (OAS) on the coordination of the Agreement State Liaisons to the MRB.

B. To provide guidance to the Office of State and Tribal Programs (STP) staff on coordination of the Agreement State Liaisons for the MRB meetings.

III. BACKGROUND

A. It is the policy of the NRC to evaluate the NRC's Regional materials programs and Agreement States' radiation control programs in an integrated manner. Guidelines for IMPEP are found in Management Directive (MD) 5.6, *Integrated Materials Performance Evaluation Program*.

B. The MRB makes the overall assessment of each NRC Regional or Agreement State program on the basis of the proposed final report and recommendations prepared by the IMPEP team that conducted the review. The guidelines followed by the MRB when conducting MRB meetings for IMPEP reviews and issuing findings for Regional and Agreement State programs are outlined in STP Procedure SA-106, *The Management Review Board*.

IV. ROLES AND RESPONSIBILITIES

A. OAS Executive Board:

1. Designates an OAS member to be responsible for the coordination of Agreement State Liaisons with the ~~Senior~~ IMPEP Project Manager ~~for IMPEP Coordination, STP~~ and,

2. Sets a year by year term of service given approval of the volunteer's management and OAS Executive Board.

B. The OAS Designee:

1. Coordinates any interest by senior Agreement State managers to participate in the MRB with STP~~.~~, including unsolicited interest by Agreement State managers outside of the normal recruitment cycle;

2. Determines the timing of recruitment of Agreement State Liaison volunteers;

~~2~~3. ~~Is responsible for the c~~Coordinat~~ion~~es ~~of~~ Agreement State Liaison assignments to specific MRB meetings and ~~of~~ backup/substitutions, when necessary ~~in emergency cases.~~;

~~3~~4. Provides the ~~Senior~~ IMPEP Project Manager ~~for IMPEP Coordination,~~ the list of Agreement State Liaison MRB assignments~~.~~ and,

5. Addresses any issues or concerns in coordination with the IMPEP Project Manager.

C. STP Director:

1. Designates the ~~Senior~~ IMPEP Project Manager ~~for IMPEP Coordination~~ or alternat~~ive~~ designee as the point of contact ~~with~~ for the OAS designee~~.~~; and,

2. Authorizes invitational travel for the MRB liaison's attendance at MRB meetings.

D. ~~Senior~~ IMPEP Project Manager ~~for IMPEP Coordination~~:

1. Develops the yearly IMPEP schedule and projected MRB dates and transmits the schedule to the OAS designee;~~.~~

2. Coordinates MRB assignments with the OAS designee~~.~~;

3. Provides training, as appropriate, for new Agreement State Liaisons~~.~~;

4. Maintains a list for the OAS and STP of the Agreement State Liaisons and meetings attended~~.~~ and,

5. Communicates and provides all necessary information to the individual Agreement State Liaison per STP Procedure SA-106.

E. Individual Agreement State Liaisons:

1. Will usually be available for participation at several MRBs yearly ~~per coordination with the OAS designee and Senior Project Manager for IMPEP Coordination.~~; and,

2. Provide~~s~~ Agreement State perspective on any matter discussed or voted on by the MRB.

V. GUIDANCE

~~A. Coordination by OAS designee~~

~~1. The OAS designee will provide recruitment guidance to interested senior Agreement State managers, including unsolicited interest by Agreement State managers outside of the normal recruitment cycle.~~

~~2. The OAS designee, in coordination with STP, will decide the timing of recruitment.~~

~~3. The OAS designee will set commitments on a year to year basis given approval of volunteer's management and the OAS Executive Board.~~

~~4. The OAS designee will solicit volunteers when the yearly list of MRBs is provided and, based on the volunteers' availability, assign Agreement State Liaisons to the MRB.~~

~~5. The OAS designee, in coordination with the Senior Project Manager for IMPEP Coordination, will address any issues or concerns raised.~~

~~B. Senior Project Manager for IMPEP Coordination~~

~~1. The Senior Project Manager for IMPEP Coordination will develop an annual schedule of at least 12 months of planned MRBs and coordinate the~~

~~assignment of Agreement State Liaisons to individual MRBs. The Senior Project Manager for IMPEP Coordination will transmit the above list to the OAS designee when the annual schedule is sent to IMPEP team leaders.~~

~~2. The Senior Project Manager for IMPEP Coordination will provide training for the Agreement State Liaison as appropriate. The Senior Project Manager for IMPEP Coordination will provide details on timing, invitational travel, expectations and Annual IMPEP training to the Agreement State Liaisons to the MRB.~~

~~3. The Senior Project Manager for IMPEP Coordination will provide information to the Agreement State Liaison on specific MRB meetings as outlined in STP Procedure SA-106.~~

~~C~~A. Participation in MRB

1. The Agreement State Liaison may attend either in person (invitational travel funded by NRC), by video conferencing or by teleconferencing.

2. Since the MRB schedule is ~~determined by~~ coordinated with the State/Region being reviewed, the date will be established as soon as possible after the IMPEP Review. If it is not possible to attend because of conflicts, the Agreement State Liaison should contact the OAS designee to determine a replacement. The OAS designee will notify the ~~STP Senior~~ IMPEP Project Manager ~~for IMPEP Coordination~~ of the change.

~~D. Follow-up reviews and special issues~~

~~Every effort will be made to try to keep the same MRB Agreement State Liaison for special issues or follow-up reviews that are State/Regional specific.~~

VI. APPENDICES

~~Not Applicable~~Reserved.

VII. REFERENCES

1. Management Directive 5.6, *Integrated Materials Performance Evaluation Program (IMPEP).*
2. STP Procedure SA-106, *The Management Review Board*.