

DIVISION OF HIGH-LEVEL WASTE REPOSITORY SAFETY MANAGEMENT BOARD CHARTER

I PURPOSE

The purpose of the High-Level Waste Repository Safety (HLWRS) Management Board is to provide efficient and effective execution of the HLWRS program through regulatory and policy decisions or recommendations affecting HLWRS program responsibilities. The purpose of this document is to charter that Board.

II HLWRS MANAGEMENT BOARD

Members of the HLWRS Management Board (voting):

- Director of HLWRS, Board Chair
- Deputy Directors of HLWRS

Non-members:

- Secretary of the HLWRS Management Board (non-voting):
- Advisors to the HLWRS Management Board (non-voting):
 - ▶ HLWRS Branch Chiefs
 - ▶ HLWRS Senior Level System Advisors
 - ▶ The U.S. Nuclear Regulatory Commission (NRC) Office of the General Counsel
 - ▶ Southwest Research Institute (SwRI) Vice President, Geosciences and Engineering Division
 - ▶ Center for Nuclear Waste Regulatory Analyses (CNWRA) President
 - ▶ Safety Integration Review (SIR) representatives
 - ▶ Other NRC and CNWRA staff members, as requested by the Board

A NRC project manager or another staff member will be designated to serve as Secretary for the HLWRS Board. This person will coordinate agendas, provide required information before the meetings, and prepare any documentation that may be appropriate, as requested by the members of the Board.

Advisors do not vote on decisions before the Board. They provide information, analyses, advice, and counsel on matters that come before the Board.

Advisors provide independent objective insights and recommendations in areas including but not limited to policy issues, identification and resolution of technical issues; reduction of uncertainties; proposed new technical assistance and research work by CNWRA; identification and approaches to resolution of regulatory and programmatic issues; and the scope, schedules, and priorities of related work.

Enclosure

CNWRA participation is expected at all meetings, except for those meetings dealing strictly with internal matters. The CNWRA role on the HLWRS Management Board is limited in three ways. First, it is restricted from performing any inherently governmental functions. Second, it advises NRC but is not engaged in decision making, including decisions regarding assignment of work to the CNWRA. Third, it cannot participate in activities on behalf of the NRC or other clients that may give rise to a conflict of interest as a result of access to information obtained through its special relationship with the NRC as a Federally Funded Research and Development Center.

III RESPONSIBILITIES

In fulfilling its purposes and responsibilities, the Board may:

- Review new HLWRS program policies and plans, or proposed changes to existing policies and plans, from the standpoint of their effectiveness to achieve HLWRS program goals and planned accomplishments.
- Address problems or concerns regarding the timely implementation of HLWRS program policies and plans.
- Coordinate with the CNWRA, at the management level, with respect to the development, implementation and integration of the HLWRS program.
- Review and recommend approval of proposed regulations and significant guidance documents.
- Monitor SIR activities, as necessary, to assure consistent progress in resolving NRC and U.S. Department of Energy (DOE) Key Technical Issues I agreements and other programmatic activities.
- Review significant HLWRS program activities and related communications with the Advisory Committee on Nuclear Waste, Nuclear Waste Technical Review Board, National Academy of Sciences, and other organizations.
- Evaluate concerns with the DOE program raised by the SIR, management, or staff, and recommend appropriate actions to facilitate timely resolution.
- Review and recommend to the Office approval of HLWRS program budget, and in coordination with the Deputy Program Manager oversee budget implementation, including CNWRA program expenditures. The Board will review the activities to implement the HLWRS Planning, Budgeting and Performance Management process, including planning and recommended actions to address tasks/milestones.
- Resolve (or identify path forward) for significant internal differences or disagreements with HLWRS policies and plans, development and implementation of same, and related technical issues, as needed.

IV MEETINGS

Meetings will be held at least monthly, and as otherwise necessary, at an established time and location. They will be normally one hour in duration. Attendance will be limited to Board members and advisors, with other HLWRS or CNWRA staff members participating as needed and requested by the Board.

It is anticipated that the advisors - in particular, the HLWRS Branch chiefs and SIR team representatives - will identify or suggest potential matters for Board consideration via the Secretary. At each meeting, the Board decides which matters to review at the next meeting. Board members can add emergent items to the Board agenda. Before each meeting, an agenda will be developed using the Purpose, Outcome, Process (POP) format. Items can be for information, decision, or path forward.

Clear objectives need to be defined when seeking a Board decision and/or recommendation. Because preparation is vital to the success of the Board, point papers or draft documents need to be prepared in advance and circulated one week in advance allowing adequate time for review so Board members and Advisors can effectively participate.

Board decisions are generally based on consensus. Board decisions and/or next steps will generally be documented as an "actual outcome" at the end of each POP agenda item.

V RECORDS

Informal notes will be prepared for file for most meetings with summaries documenting decisions and actions. Typically, the actual outcome will be noted on the implemented POP. An electronic copy of the HLWRS Management Board informal notes will be sent to the HLWRS and CNWRA staff for information.

A list of action items will be maintained and reviewed at each meeting. Responsible parties and due dates will be assigned.

The Secretary of the Board will brief the HLWRS and CNWRA staff on appropriate Board activities at the weekly Yucca Mountain Team Meeting.