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UNITED STATES
NUCLEAR REGULATORY COMMISSION
ADVISORY COMMITTEE ON REACTOR SAFEGUARDS
WASHINGTON, D.C. 20555-0001

August 21, 2001

MEMO TO: ACRS/ACNW Staff

FROM: John T. Larkins *J. Larkins*

SUBJECT: ACRS/ACNW MEETING MINUTES

The attached report which was distributed in 1997 will refresh your memory regarding the form and content of ACRS/ACNW Full Committee minutes and ACRS Subcommittee and ACNW Working Group Minutes.

Attachment: Memo dated 11/21/97, Subject: ACRS/ACNW Meeting Minutes Project

CM999



UNITED STATES
NUCLEAR REGULATORY COMMISSION
ADVISORY COMMITTEE ON REACTOR SAFEGUARDS
WASHINGTON, D. C. 20555

November 21, 1997

MEMORANDUM TO: ACRS Staff
ACNW Staff

FROM: John T. Larkins, Executive Director
ACRS/ACNW

SUBJECT: ACRS/ACNW MEETING MINUTES PROJECT

The attached report presents recommendations concerning the form and content of ACRS/ACNW Full Committee Minutes and ACRS Subcommittee and ACNW Working Group Minutes. The goal of this report is to reduce the amount of time spent on preparing these Minutes, while continuing to fulfill our legal requirements and capture the important points made in each meeting.

Please ensure that future Minutes reflect the guidance in this report. After we have gained some experience in implementing this guidance, we will reevaluate the procedures to determine if they can be further improved.

Attachments:
As stated

ACRS/ACNW MEETING MINUTES PROJECT

ACRS Staff Representative: Doug Coe
ACNW Staff Representative: Howard Larson

This project evolved from a determination by ACRS/ACNW management that the process of producing meeting minutes could be streamlined. Current Office guidance for writing detailed minutes was considered burdensome in that time was spent on this activity with minimal benefit to the Committees' missions.

PROJECT GOAL

Minimize the staff time spent on producing certified meeting minutes, consistent with legal requirements, to maximize staff time spent ensuring that the content, organization, timeliness, and accuracy of information provided to Members support the Committee's goal of providing quality advice to the Commission and its staff. The underlying assumption is that the Committees receive greater benefit from the "front-end" staff work (e.g., status reports and analysis) than from the "back-end" work such as meeting minutes.

PROJECT OBJECTIVE

Produce recommendations/guidance for staff engineers/scientists regarding the form and content of meeting minutes needed to accomplish the project goal.

PROCESS USED TO COMPLETE THE PROJECT

1. Solicit input from all staff engineers/scientists
2. Inform Committee Members and solicit input
3. Review current requirements and guidance
4. Analyze inputs and requirements against project goal
5. Formulate recommendations
6. Solicit peer review from staff engineers/scientists
7. Present recommendations to ACRS/ACNW management for approval
8. Present recommendations to ACRS and ACNW
9. Issue recommendations as guidance

SOLICITATION OF STAFF AND COMMITTEE INPUT

During the September 1994 ACNW meeting, attending Members gave their support to the concept of reducing the amount of detail in meeting minutes. During the October 1994 ACRS meeting the ACRS Chairman indicated support for this concept as well. Inputs from ACRS/ACNW staff engineer/scientist inputs were received prior to project start and again following distribution of a first draft, with several inputs received and incorporated into the second draft.

ANALYSIS

The FACA and 10 CFR 7.13 requirement for "detailed" minutes do not further define "detailed" with respect to any desired objective or target audience. The user needs for these meeting minutes are highly variable. They may range from an absent Committee Member who is very knowledgeable of the details in the topic area and only interested in significant changes to staff or industry positions, to a researcher or Committee Member who desires to obtain detailed background information. Since it is not possible to accurately anticipate all specific future user needs and to incorporate the right information in the minutes to satisfy these needs for all cases, a "level of detail" determination must be made on a case-by-case basis for each set of minutes. In the absence of a known need for a high level of detail, the following guidance should be applied.

ACRS Subcommittee and ACNW Working Group minutes

Subcommittee and working group meeting minutes must contain sufficient detail such that a person absent from the meeting would readily understand the important issues discussed and the related views of the principal persons/organizations involved. In addition, important concerns and issues raised by the subcommittee/working group members and consultants must be summarized. The writer may limit the detail to that of an executive level overview. Researchers who require specific points of discussion made by presenters or specific questions raised by individual Committee members can obtain these from either the presentation slides or the transcript, which is now available in electronic form and is keyword searchable for ease of utilization. The minutes should thus provide an executive overview of the topics and perspectives discussed, to aid further research using presentation slides or the transcript as needed.

A suggested format for subcommittee and working group meeting minutes is provided in the attachment. It is intended that this attachment be used as a template, for format consistency, by all staff engineers and scientists. It has been carefully worded to convey all information required by 10CFR7.13.

Full Committee meeting minutes

Full Committee meetings are almost always a series of short presentations, and the minutes are written as a compilation of separate sections for each. Presentation slides, handouts, and transcripts are available for those persons interested in further detail. Therefore the same

guidance as noted above applies to full Committee meeting minutes. In addition, the letters written as a product of full Committee meetings document Committee advice and need only be referenced in the full Committee minutes (i.e. should not be summarized or interpreted).

Transcripts are now provided on diskette for all ACRS/ACNW meetings, and the Committees' Commission briefings transcripts can be obtained from SECY. Thus, internal requests for transcripts from NRC staff persons can be easily accommodated via e-mail. Similar requests from the public may eventually be accommodated by ongoing information technology advances.

EXISTING REQUIREMENTS AND GUIDANCE

Federal Advisory Committees Act (FACA) - "Detailed minutes of each meeting of each advisory committee shall be kept and shall contain a record of the persons present, a complete and accurate description of matters discussed and conclusions reached, and copies of all reports received, issued, or approved by the advisory committee. The accuracy of all minutes shall be certified to by the chairman of the advisory committee."

10 CFR 7.13 Minutes of advisory committee meetings - "(a) Detailed minutes shall be kept of each NRC advisory committee meeting. The minutes shall include the following information:

- (1) The time, date, and place of the meeting;
 - (2) A list of the attendees at the meeting who are advisory committee members or staff, agency employees, or members of the public who presented oral or written statements;
 - (3) An estimate of the number of other members of the public who were present;
 - (4) The extent of public participation; and
 - (5) An accurate description of each matter discussed during the meeting and its resolution, if any, by the committee.
- (b) The minutes of an NRC advisory committee meeting shall include a copy of each report or other document received, issued, or approved by the committee in connection with the meeting. If it is impracticable to attach a document to the minutes, the minutes shall describe the document in sufficient detail to permit it to be identified readily."

Committee Bylaws, Section 9 (ACRS) and Section X (ACNW) -

These sections state that minutes must be kept, and provide instructions for routing, commenting, approving, and distributing the minutes. Although these bylaws require the cognizant Committee Member to certify the technical accuracy of the minutes, it is the policy of the ACRS/ACNW staff management that the engineer/scientist who drafts the minutes has the primary responsibility for ensuring the technical accuracy of the minutes.

PAST GUIDANCE (TO BE SUPERSEDED BY THIS DOCUMENT)

Memorandum from R. Fraley, dated September 21, 1992, Subj: PREPARATION OF
ACRS SUBCOMMITTEE MINUTES

Memorandum from R. Major, dated November 14, 1991, Subj: GUIDANCE ON THE
PREPARATION OF WORKING GROUP AND FULL COMMITTEE MEETING MINUTES

ATTACHMENT 1

ATTACHMENT 1

ADVISORY COMMITTEE ON REACTOR SAFEGUARDS
(official subcommittee name)
SUBCOMMITTEE MEETING MINUTES
(date of meeting)
ROCKVILLE, MARYLAND

INTRODUCTION [this section complies with 10 CFR 7.13(a)(1)]

The ACRS Subcommittee on (official subcommittee name) held a meeting on (date), in Room T-2B3, 11545 Rockville Pike, Rockville, Maryland. The purpose of this meeting was to discuss the (general purpose or topic of the meeting). The meeting was open (/closed) to public attendance with the exception of a portion which was closed for (discussion of proprietary information or other reason consistent with the FRN). Mr./Ms./Dr. (name) was the Designated Federal Official for this meeting. There (were/were no) written comments or requests for time to make oral statements received from members of the public. The meeting was convened by the Subcommittee Chairman at (time) a.m. on (date), recessed at (time) p.m., and reconvened at (time) a.m. and adjourned at (time) p.m. on (date).

ATTENDEES

[this section complies with 10 CFR 7.13(a)(2), (a)(3), and (a)(4)]

ACRS Members/ACRS Consultants:

[name ACRS members/consultants/invited experts in attendance]

Principal NRC Speakers:

[name principal NRC speakers] Example:
Ms./Mr./Dr. (Name), Office

Principal industry speakers:

[name principal industry speakers] Example:
Ms./Mr./Dr. (Name), Organization

Other speakers:

[name other principal speakers, if any]

[list any written comments, if any]

(official subcommittee name)
Subcommittee Meeting (date of meeting)

[Specify the number of public attendees other than those listed above per 10 CFR 7.13(a)(3), and if any member of this group participated in the meeting, make a statement regarding the extent of public participation per 10 CFR 7.13(a)(4)] Example:

There were approximately **(number)** other members of the public in attendance at this meeting. A list of those attendees who registered is available in the ACRS office files and will be made available upon request. **[If members of the public, who are not listed above as speakers, participated by providing comments or other input to the Committee during the meeting, then per 10 CFR 7.13(a)(4) make a statement here such as: "During the meeting, (number) persons not listed as speakers above participated by providing oral comments to the Committee." Briefly summarize the comments below.]**

OPENING REMARKS BY THE SUBCOMMITTEE CHAIRMAN

Mr./Ms./Dr. (Name), Subcommittee Chairman, convened the meeting and made the following opening remarks:

[Summarize any opening remarks such as the Chairman's perspective on issues to be discussed, meeting objectives, changes to the expected presentations that differ from the Federal Register Notice, and related past or future ACRS activities]

DISCUSSION OF AGENDA ITEMS [this section complies with CFR 7.13(a)(5)]

[Provide an accurate description of each matter discussed in the meeting, so that a person would be guided to the proper presentation slides or transcript if needed. The text should describe the actual topics discussed, regardless of the agenda or presentation slides. To the extent feasible, the order of items listed in the agenda should be followed. However, items could be combined if they are closely related. To improve clarity, use of selected slides from presenters' handouts is acceptable; refer reader to attachment].

Industry Presentations

Introduction (if any) - [Full name of the Speaker, Organization]
[Summarize, in paragraph or bullet form, the important points made]

(official subcommittee name)
Subcommittee Meeting (date of meeting)

Topic - [Full name of the Speaker, Organization]

Mr./Ms./Dr. [Last Name] discussed Topic 1. Important points by Mr./Ms./Dr. [Last Name] included the following:

Other points made by Mr./Ms./Dr. are included in the Attachment, pp... [Include selected slides provided by the presenter].

NRC Staff Presentation

Introduction (if any) - [Full name, Office]

Topic 1 - [Full name, Office]

Mr./Ms./Dr. (Last Name) discussed Topic 1. Important points made by Mr./Ms./Dr. (Last name) included the following:

[summarize, in paragraph or bullet form, the important points discussed]

ACRS Consultant/Invited Expert Presentation (if applicable) - Full name and Organization)

Mr./Ms./Dr. (Last name), ACRS Consultant/Invited Expert, discussed [include Subject matter discussed]. Important points made by Mr./Ms./Dr. included the following:

[summarize, in paragraph or bullet form, the important points discussed]

Topic (Closed) - (Mr./Ms./Dr. Full name and Organization), discussed proprietary information related to [include Subject matter]. Important points made by Mr./Ms. Dr. (Name) included:

[summarize, in paragraph or bullet form, the important points discussed -do not disclose proprietary information - if minutes cannot be written without disclosing proprietary information, then a supplement to the minutes must be written and labeled proprietary. If the proprietary information is included in a supplement to the minutes, it should be noted in the Introductory paragraph at the beginning of the minutes.]

(official subcommittee name)
Subcommittee Meeting (date of meeting)

SUBCOMMITTEE COMMENTS, CONCERNS AND RECOMMENDATIONS

[Briefly summarize, in paragraph or bullet form, any significant subcommittee criticisms, concerns, and recommendations made during the meeting, and their resolution.]

STAFF AND INDUSTRY COMMITMENTS

[Summarize, in paragraph or bullet form, commitments made by the staff and industry groups during the meeting.]

Example:

- The Subcommittee suggested that the staff provide clarification to **(include specifics)** to preclude misunderstanding or misinterpretation of its intent. The staff has agreed to do so.
- The Subcommittee suggested additional interaction between the staff and industry is needed to resolve the differences.
- The staff and the industry group have agreed.

NOTE: Items listed under this section should be followed up to ensure that the staff and the industry have done the things they have committed to during the meeting. If they did not do what they have committed, it should be brought to the attention of the members. Also, these items will be included in the Office Action Item Tracking System.

This will help to assess the contributions made by the ACRS to the regulatory process.

SUBCOMMITTEE DECISIONS

[Itemize any future plans to refer the matter to full Committee, hold additional meetings, etc.]
Example:

The Subcommittee plans to draft a letter for consideration by the full ACRS. The Subcommittee determined that no further meetings would be scheduled, but that the NRC staff and **[list vendors, industry groups, etc.]** would provide a presentation to the full Committee on the following topics identified by the Subcommittee:

(official subcommittee name)
Subcommittee Meeting **(date of meeting)**

[List the topics]

FOLLOW-UP ACTIONS

Representatives of the NRC staff and industry and their contractors agreed to respond to the following questions and provide additional information and documents:

[List the questions, requests for additional information on a specific topic, and request for specific documents]

BACKGROUND MATERIAL PROVIDED TO THE SUBCOMMITTEE PRIOR TO THIS MEETING

[this section complies with 10 CFR 7.13(b)] Example:

1. Status report, memorandum from D. Coe to ABB-CE Advanced Designs Subcommittee, dated April 3, 1994.
2. CE-Standard Safety Analysis Report, System 80+, through Amendment U.
3. System 80+ Design Certification Material, December 31, 1993.
4. Final Safety Evaluation Report dated February 29, 1994
5. Letter to D. Coe, ACRS, from C. Brinkman, ABB-CE, dated April 4, 1994, Subj: ABB-CE Responses to ACRS Questions on System 80+sm.
6. Consultant Report by Dr. J. Quintiere, An Assessment of Fire Barrier Standards and the Impact of Smoke Transport, March 1994

PRESENTATION SLIDES AND HANDOUTS PROVIDED DURING THE SUBCOMMITTEE MEETING

[this section complies with 10 CFR 7.13(b)] Example:

The presentation slides and non-proprietary handouts used during the meeting are attached (see attachment 2).

(official subcommittee name)
Subcommittee Meeting (date of meeting)

[Presentation slides and handouts will often be voluminous and can frequently be removed from the copy of the minutes sent to Members, except for those slides referenced in the minutes for clarity.]

NOTE: Additional details of this meeting can be obtained from a transcript of this meeting available in the NRC Public Document Room, 2120 L Street, N.W., Washington, D.C. 20006, (202) 634-3274, or can be purchased from Ann Riley & Associates, Ltd., (Court Reporters and Transcribers) 1250 I Street, NW, Suite 300, Washington, D.C. 20005 (202) 842-0034.

Attachments:

1. Selected Presentation Slides referred to in the body of these Minutes
2. Presentation Slides and Handout (Office File Copy Only)

ATTACHMENT 2

ATTACHMENT 2

ADVISORY COMMITTEE ON NUCLEAR WASTE
(official working group name)
WORKING GROUP MEETING MINUTES
(date of meeting)
ROCKVILLE, MARYLAND

INTRODUCTION [this section complies with 10 CFR 7.13(a)(1)]

The ACNW Working Group on (official working group name) held a meeting on (date), in Room T-2B3, 11545 Rockville Pike, Rockville, Maryland. The purpose of this meeting was to discuss the (general purpose or topic of the meeting). The meeting was open (/closed) to public attendance with the exception of a portion which was closed for (discussion of proprietary information or other reason consistent with the FRN). Mr./Ms./Dr. (name) was the Designated Federal Official for this meeting. There (were/were no) written comments or requests for time to make oral statements received from members of the public. The meeting was convened by the Working Group Chairman at (time) a.m. on (date), recessed at (time) p.m., reconvened at (time) a.m. and adjourned at (time) p.m. on (date).

ATTENDEES

[this section complies with 10 CFR 7.13(a)(2), (a)(3), and (a)(4)]

ACNW Members/ACNW Consultants:

[name ACNW members/consultants/invited experts in attendance]

Principal NRC Speakers:

[name principal NRC speakers] Example:
Ms./Mr./Dr. (Name), Office

Principal industry speakers:

[name principal industry speakers] Example:
Ms./Mr./Dr. (Name), Organization

Other speakers:

[name other principal speakers, if any]

[list any written comments, if any]

(official working group name)
Working Group (date of meeting)

[Specify the number of public attendees other than those listed above per 10 CFR 7.13(a)(3), and if any member of this group participated in the meeting, make a statement regarding the extent of public participation per 10 CFR 7.13(a)(4)] Example:

There were approximately **(number)** other members of the public in attendance at this meeting. A listing of those attendees who registered is available in the ACNW office files and will be made available upon request. **[If members of the public, who are not listed above as speakers, participated by providing comments or other input to the Committee during the meeting, then per 10 CFR 7.13(a)(4) make a statement here such as: "During the meeting, (number) persons not listed as speakers above participated by providing oral comments to the Committee." Briefly summarize the comments below.]**

Other speakers:

[name other principal speakers, if any]

[list any written comments, if any]

[Specify the number of public attendees other than those listed above per 10 CFR 7.13(a)(3), and if any member of this group participated in the meeting, make a statement regarding the extent of public participation per 10 CFR 7.13(a)(4)] Example:

There were approximately **(number)** other members of the public in attendance at this meeting. A listing of those attendees who registered is available in the ACNW office files and will be made available upon request. **[If members of the public, who are not listed above as speakers, participated by providing comments or other input to the Committee during the meeting, then per 10 CFR 7.13(a)(4) make a statement here such as: "During the meeting, (number) persons not listed as speakers above participated by providing oral comments to the Committee." Briefly summarize the comments below.]**

OPENING REMARKS BY THE WORKING GROUP CHAIRMAN

Mr./Ms./Dr. (Name), Working Group Chairman, convened the meeting and made the following opening remarks:

[Summarize any opening remarks such as the Chairman's perspective on issues to be discussed meeting objectives, changes to the expected presentations that differ from the

(official working group name)
Working Group (date of meeting)

Federal Register Notice, and related past or future ACNW activities]

DISCUSSION OF AGENDA ITEMS [this section complies with CFR 7.13(a)(5)]

[Provide an accurate description of each matter discussed in the meeting, so that a person would be guided to the proper presentation slides or transcript if needed. This should describe the actual topics discussed, regardless of the agenda or presentation slides. To the extent feasible, the order of items listed in the agenda should be followed. However, items could be combined if they are closely related. To improve clarity, use of selected slides from presenters' handouts is acceptable; refer reader to attachment].

Industry Presentations

Introduction (if any) - [Full name of the Speaker, Organization]
[Summarize, in paragraph or bullet form, the important points made]

Topic - [Full name of the Speaker, Organization]
Mr./Ms./Dr. [Last Name] discussed Topic 1. Important points by Mr./Ms./Dr. [Last Name] included the following:

Other points made by Mr./Ms./Dr. are included in the Attachment, pp... [Include selected slides provided by the presenter].

NRC Staff Presentation

Introduction (if any) - [Full name, Office]

Topic 1 - [Full name, Office]
Mr./Ms./Dr. (Last Name) discussed Topic 1. Important points made by Mr./Ms./Dr. (Last name) included the following:

[summarize, in paragraph or bullet form, the important points discussed]

ACNW Consultant/Invited Expert Presentation (if applicable) - Full name and Organization)

Mr./Ms./Dr. (Last name), ACNW Consultant/Invited Expert, discussed [include Subject matter discussed]. Important points made by Mr./Ms./Dr. included the following:

(official working group name)
Working Group (date of meeting)

[summarize, in paragraph or bullet form, the important points discussed]

Topic (Closed) - (Mr./Ms./Dr. Full name and Organization), discussed proprietary information related to **[include Subject matter]**. Important points made by Mr./Ms. Dr. (Name) included:

[summarize, in paragraph or bullet form, the important points discussed - do not disclose proprietary information - if minutes cannot be written without disclosing proprietary information, then a supplement to the minutes must be written and labeled proprietary. If the proprietary information is included in a supplement to the minutes, it should be noted in the Introductory paragraph at the beginning of the minutes.]

WORKING GROUP COMMENTS, CONCERNS, AND RECOMMENDATION

[Briefly summarize, in paragraph or bullet form, any significant working group criticisms, concerns, and recommendations made during the meeting, and their resolution.]

STAFF AND INDUSTRY COMMITMENTS

[Summarize, in paragraph or bullet form, commitments made by the staff and industry groups during the meeting.]

Example:

- The Working Group suggested that the staff provide clarification to **(include specifics)** to preclude misunderstanding or misinterpretation of its intent. The staff has agreed to do so.
- The Working Group suggested additional interaction between the staff and industry is needed to resolve the differences.
- The staff and the industry group have agreed.

NOTE: Items listed under this section should be followed up to ensure that the staff and the industry have done the things they have committed to during the meeting. If they did not do what they have committed, it should be brought to the attention of the members. Also, these items will be included in the Office Action Item Tracking System.

(official working group name)
Working Group (date of meeting)

SUBCOMMITTEE DECISIONS

[Itemize any future plans to refer the matter to full Committee, hold additional meetings, etc.] Example:

The Working Group plans to draft a letter for consideration by the full ACNW. The Working Group determined that no further meetings would be scheduled, but that the NRC staff and [list other Government agencies, industry groups, etc.] would provide a presentation to the full Committee on the following topics identified by the Working Group:

This will help to assess the contributions made by the ACNW to the regulatory process.

FOLLOW-UP ACTIONS

Representatives of the NRC staff and industry and their contractors agreed to respond to the following questions and provide additional information and documents:

[List the questions, requests for additional information on a specific topic, and request for specific documents]

BACKGROUND MATERIAL PROVIDED TO THE WORKING GROUP PRIOR TO THIS MEETING

[this section complies with 10 CFR 7.13(b)] Example:

1. Status report, memorandum from H. Larson to Working Group Members, dated
2. "Source 'Term Report". New York State Low-Level Radioactive Waste Siting Commission. November, 1993.
3. "Storage of Low-Level Radioactive Waste in Michigan', Michigan Low-Level Radioactive Waste Authority. March. 1993.
4. Assistance Available Through the National Low-Level Waste Management Program', DOE/LLW-68T. INEL/DOE, December 1992
5. "1991 Massachusetts Low-Level Radioactive Waste Survey Report', The Massachusetts Low-Level Radioactive Waste Management Board, November 1992.

PRESENTATION SLIDES AND HANDOUTS PROVIDED DURING THIS MEETING

(official working group name)
Working Group (date of meeting)

[this section complies with 10 CFR 7.13(b)] Example:

The presentation slides and non-proprietary handouts used during the meeting are attached (see attachment I).

[Presentation slides and handouts will often be voluminous and can frequently be removed from the copy of the minutes sent to Members, except for those slides referenced in the minutes for clarity.]

NOTE: Additional details of this meeting can be obtained from a transcript of this meeting available in the NRC Public Document Room, 2120 L Street, N.W., Washington, D.C. 20006, (202) 634-3274. or can be purchased from Ann Riley & Associates, Ltd., (Court Reporters and Transcribers) 1250 I Street, NW, Suite 300, Washington, D.C. 20005 (202) 842-0034.

Attachments:

1. Selected Presentation Slides referred to in the body of these Minutes
2. Presentation Slides and Handout Office File Copy Only-