



UNITED STATES
NUCLEAR REGULATORY COMMISSION
REGION IV
612 EAST LAMAR BLVD, SUITE 400
ARLINGTON, TEXAS 76011-4125

April 30, 2010

MEMORANDUM TO: Roy Caniano, Director, Division of Reactor Safety
Dwight D. Chamberlain, Director, Division of Reactor Projects
Kriss Kennedy, Acting Director, Division of Nuclear Materials Safety
Myra Hays, Director, Division of Resource Management
and Administration

FROM: Elmo Collins, Regional Administrator **(/RA/)**

SUBJECT: ANNUAL REGION IV SENIOR LEADERSHIP MEETING

The annual Region IV senior leadership meeting is scheduled for May 13-14, 2010, at the Crowne Plaza Suites, 700 Avenue H, Arlington, Texas.

Our theme for this offsite meeting is “Enduring Receptiveness” on the part of supervisors and managers to the concerns, comments, and ideas raised by our people. This theme compliments NRC efforts to enhance the open and collaborative working environment. As you know, we have already initiated several activities to learn the insights from the NRC’s Safety Culture and Climate Survey and are in the process of developing actions to further strengthen the participatory exchange of information within the region.

During Day 1 of the retreat we will participate in the “Safely Speaking,” training offered by J. B. Kelley, of Employment Learning Innovations, Inc. This training will provide insights on how to interact with our employees including: barriers to an open environment; behaviors associated with successful communications and miscommunications; and how to raise and resolve concerns. During Day 2 we will discuss the results of focus groups conducted in Region IV. We will also develop actionable items resulting from the focus group recommendations and the “Safely Speaking” training.

All managers and supervisors in the region should plan to attend the retreat, except as specifically approved by me in advance.

The annual Planning, Budgeting, and Performance Management offsite meeting will be held in August 2010. Focus areas for this meeting will include staff utilization, self assessment results, program reviews, and items requiring attention by the regional management team. The agenda and information needs to support the August 2010 meeting will be forthcoming.

Enclosure: Agenda

Memo to Multiple

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cc w/Enclosure via electronic distribution:

BSMallett, OEDO

MVirgilio, OEDO

LTrocine, OEDO

NMamish, OEDO

SCollins, RI

LReyes, RII

MSatorius, RIII

Memo to Multiple

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bcc w/Enclosure:

EECollins

CACasto

ATHowell

CLCain

AVegel

TWPruett

DAPowers

CJPaulk

JLPellet

EClay

JLLopez

Region IV Branch Chiefs

S:\RAS\PBPM\2010\PBPM Meeting Agenda May 13-14 2010.doc ADAMS ML

ADAMS: <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> SUNSI Review Complete	Reviewer Initials:	
	<input checked="" type="checkbox"/> Publicly Available	<input checked="" type="checkbox"/> Non-Sensitive	
Category A.	<input type="checkbox"/> Non-publicly Available	<input type="checkbox"/> Sensitive	
KEYWORD:			
RIV:DD/DRS:amt	DRA	RA	
TWPruett	ATHowell	EECollins	
<i>/RA/</i>	<i>/RA/</i>	<i>/RA AHowell for/</i>	
04/14/2010	04/28/2010	04/30/2010	

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LEADERSHIP OFF-SITE MEETING AGENDA

May 13, 2010 Raising and Resolving Concerns

TIME	TOPIC	SPONSOR
8:00 - 8:30 a.m.	Opening Remarks	Collins
8:30 - 11:30 a.m.	Safely Speaking Training	J. B. Kelley, Employment Learning Innovations, Inc.
11:30a.m. - 1:00p.m.	Lunch	All
1:00 p.m. - 4:15 p.m.	Safely Speaking Training	J. B. Kelley, Employment Learning Innovations, Inc.
4:15 p.m. - 4:30 p.m.	Day 1 Closing Remarks	Collins

May 14, 2010 Raising and Resolving Concerns

TIME	TOPIC	SPONSOR
8:00 - 8:30 a.m.	Opening Remarks and Recap of Safely Speaking Training	Collins
8:30 - 9:45 a.m.	Results of Focus Group Efforts	Collins/Howell
9:45 - 10:15 a.m.	Break	All
10:15 - 12:00 p.m.	<ol style="list-style-type: none">1. Develop Key Actions for Addressing Safely Speaking Training Focus Areas2. Develop Strategy for Addressing Safety Culture Survey Focus Group Efforts	All

Enclosure