



UNITED STATES
NUCLEAR REGULATORY COMMISSION
WASHINGTON, D.C. 20555-0001

**OFFICE OF THE
INSPECTOR GENERAL**

August 6, 2010

MEMORANDUM TO: William Borchardt
Executive Director for Operations

FROM: Stephen D. Dingbaum */RA/*
Assistant Inspector General for Audits

SUBJECT: STATUS OF RECOMMENDATIONS: AUDIT OF NRC'S
PROCESS FOR CLOSED MEETINGS (OIG-10-A-14)

REFERENCE: ASSISTANT FOR OPERATIONS, OFFICE OF THE
EXECUTIVE DIRECTOR FOR OPERATIONS
MEMORANDUM DATED JULY 7, 2010

Attached is the Office of the Inspector General's (OIG) analysis and status of recommendations as discussed in the agency's response dated July 7, 2010. Based on this response, recommendations 1 and 2 are resolved. Please provide an update on the status of these recommendations by January 7, 2011.

If you have questions or concerns, please call me at 415-5915 or Sherri Miotla, Team Leader at 415-5914.

Attachment: As stated

cc: N. Mamish, OEDO
J. Andersen, OEDO
J. Arildsen, OEDO
C. Jaegers, OEDO

Audit Report

AUDIT OF NRC'S PROCESS FOR CLOSED MEETINGS

OIG-10-A-14

Status of Recommendations

- Recommendation 1: Revise MD 3.5 to enhance NRC's closed staff meeting process. Specifically,
- a. Clearly define what constitutes a "meeting."
 - b. Clarify guidance to ensure that closed staff meeting notices and summaries are appropriately available to the public through ADAMS.
 - c. Revise ADAMS Template NRC-001 and MD 3.5 to ensure that the guidance for preparing closed staff meeting notices is consistent.

Agency Response Dated
July 7, 2010:

We agree with this recommendation. Defining the term "meeting," clarifying guidance involving closed meeting notices and summaries, and revising ADAMS Template NRC-001 and MD 3.5 give us an opportunity to clarify our policies and processes involving meetings, particularly some aspects of the closed meeting process. Finding the right openness balance in addressing these recommendations while ensuring our actions do not adversely impact some of our core processes (e.g. phone calls with licensees on operability issues) is critical. I intend to establish a small working group to discuss these issues and revise existing guidance and policy documents, as well as draft additional guidance (if necessary). These products will in turn be shared with a wider agency audience for comment to ensure agency-wide buy-in, understanding, and implementation. Although draft products can be developed and used in a relatively short amount of time, finalizing products will require a substantial amount of time due to the complex Management Directive revision process. Completion date: drafts - December 31, 2010; final - December 31, 2011.

OIG Analysis: The agency's proposed corrective action to Revise MD 3.5 to enhance NRC's closed staff meeting process meets the intent

Audit Report

AUDIT OF NRC'S PROCESS FOR CLOSED MEETINGS

OIG-10-A-14

Status of Recommendations

Recommendation 1 continued:

of the recommendation. This recommendation will be closed when the agency submits, and OIG reviews, the revised MD 3.5.

Status: Resolved.

Audit Report

AUDIT OF NRC'S PROCESS FOR CLOSED MEETINGS

OIG-10-A-14

Status of Recommendations

Recommendation 2: Establish a timeframe for issuing closed staff meeting notices and summaries.

Agency Response Dated
July 7, 2010: We agree with this recommendation and see establishing a timeframe for issuing closed staff meeting notices and summaries as a logical goal to include with the action detailed above in response to Recommendation 1.

OIG Analysis: The agency's proposed corrective action to establish a timeframe for issuing closed staff meeting notices and summaries meets the intent of the recommendation. This recommendation will be closed when the agency submits, and OIG reviews, the revised agency guidance that includes a timeframe for issuance of closed staff meeting notices and summaries.

Status: Resolved.