

January 8, 2013

MEMORANDUM TO: Project Managers
Licensing Branch
Spent Fuel Storage and Transportation, NMSS

FROM: Michele Sampson, Acting Branch Chief **/RA/**
Licensing Branch
Spent Fuel Storage and Transportation, NMSS

SUBJECT: DELEGATION OF AUTHORITY TO ISSUE MEETING NOTICES

All qualified Spent Fuel Storage and Transportation (SFST) Licensing Branch Project Managers (PMs) are hereby delegated authority to issue meeting notices for licensing activities without prior branch chief approval. This authority is limited to issuance of meeting notices that meet the 10-day metric for public openness. Issuance of meeting notices which will publish in less than 10 days before the meeting is not authorized without branch chief approval. In addition, PMs must apply the following guidelines in planning and issuing meeting notices:

- The PM shall coordinate with the SFST Licensing Assistant (LA) to ensure that notices are issued in accordance with Agency format and process. It is ultimately the responsibility of the PM to ensure the notice will be issued before the 10-day metric.
- The PM shall verify that meetings with closed portions are appropriately implemented in accordance with guidance found in Management Directive 3.5. The PM shall verify that materials and discussions that are withheld from public disclosure contain proprietary or security related information and meet the definition for withholding as stated in 10 CFR 2.390. Specifically, the PM shall ensure that the agenda is appropriately balanced in time and scope between open and closed portions, to provide reasonably adequate information on the topic to members of the public. A meeting that is completely closed should be rare and discussed with the branch chief a priori.
- The PM shall coordinate with needed staff and management to verify their availability to attend the meetings. However, the complete availability and confirmed attendance by assigned team members is not needed to schedule a meeting.
- The PM shall not schedule meetings that conflict with other major meetings in the Division, Office, or Agency (e.g., all-hands meetings).
- The PM shall recognize meetings that are significant in terms of being controversial, having generic applicability, and/or having high visibility among external stakeholders. The PM shall plan pre-briefs to prepare attending managers, as appropriate. The PM shall also consider and plan for the need to issue an "EDO Daily Note" or "One-Week Look Ahead" for the meeting, as appropriate.

The Licensing Branch Chief will continually review the effectiveness of this delegation, and may modify or suspend the delegation to select individuals or Licensing Branch PMs, if needed.

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