

July 24, 2013

## **ALL STATE LIAISON OFFICERS**

### **NATIONAL STATE LIAISON OFFICERS 2013 CONFERENCE (FSME-13-069)**

**Purpose:** To: (1) provide notification of the National State Liaison Officers (SLOs) 2013 Conference to be held in Rockville, Maryland on November 5-6, 2013; (2) inform participants about an opportunity to attend a training session on effective communication of nuclear information for SLOs on November 7, 2013; and (3) provide conference participants with registration information and travel instructions. By October 15, 2013, all SLOs are requested to either register for the conference through the registration website described below or provide notification of decline in attendance to one of the contacts listed\*.

**Background:** Approximately every two years, the Nuclear Regulatory Commission (NRC) convenes a meeting with all Governor-appointed SLOs to discuss issues of significant interest to the States and NRC in the areas of nuclear regulation, nuclear security, radiological public health and safety, and environmental issues. This meeting provides a unique opportunity to discuss issues of mutual interest with representatives from multiple States and NRC senior management. Previous National SLOs Conferences have been well attended and very successful.

**Discussion:** The NRC-sponsored National SLOs Conference will be held on November 5-6, 2013, at the Two White Flint North Auditorium at NRC Headquarters in Rockville, Maryland. Conference registration will begin at 7:30 a.m., and sessions will start at 8:00 a.m., on November 5, 2013. The conference will end by 5:00 p.m. on November 6<sup>th</sup>. Participants will also be provided an opportunity to attend an optional training session on effective communication of nuclear information for SLOs on November 7, 2013. The training is scheduled to begin at 8:00 a.m. and be completed by 12:00 p.m.

Based on feedback from NRC's Regional State Liaison Officers, which included input from some SLOs, we are developing an agenda for the conference that will include key items of interest for participants. Some of the agenda topics being considered, which are subject to change, include: Japan lessons learned activities, waste confidence activities, emergency preparedness updates, disaster initiated reviews, probabilistic flood hazard assessments for nuclear facilities, public affairs initiatives, agency Tribal activities, and open forum discussions.

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\*This information request has been approved by OMB 3150-0163, expiration 03/31/2016. The estimated burden per response to comply with this voluntary collection is approximately 8 hours. Send comments regarding the burden estimate to the Records and Information Services Branch (T-5F53), U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, or by Internet e-mail to [infocollects.resource@nrc.gov](mailto:infocollects.resource@nrc.gov), and to the Desk Officer, Office of Information and Regulatory Affairs, NEOB-10202 (3150-0200), Office of Management and Budget, Washington, DC 20503. If a means used to impose an information collection does not display a currently valid OMB control number, the NRC may not conduct or sponsor, and a person is not required to respond to, the information collection.

Questions or comments regarding the conference should be directed to June Cai at (301) 415-5192 or [June.Cai@nrc.gov](mailto:June.Cai@nrc.gov) or Michelle Ryan at (630) 829-9724 or [Michelle.Ryan@nrc.gov](mailto:Michelle.Ryan@nrc.gov).

**Conference website and registration:** Please refer to the following website to learn more about the conference and to register: <http://homer.ornl.gov/nrc/conf/>. Additional information will be added to the website as it becomes available. If you do not plan to attend and will not send a designee in your place, please let Ms. Cai or Ms. Ryan know as soon as possible, but no later than **October 15, 2013**, as this information will assist with our planning process.

**Travel funding and per diem expenses:** NRC will fund the travel and per diem expenses for the SLO or his/her designee from each State to attend the conference and the training session.

Enclosed you will find travel instructions, including lodging information, and the required travel registration form which must be completed in order to prepare your travel authorization. The travel registration form is separate from registration on the conference website. This travel registration form should be submitted as soon as possible, but no later than **October 15, 2013**. Note that reimbursement will be authorized in accordance with hotel check-in on November 4, 2013, and check-out no later than November 7, 2013. Any deviation from this timeframe should be noted on the travel registration form. If you have any questions related to travel for this conference, please contact Brenda Usilton at 301-415-2348 or [Brenda.Usilton@nrc.gov](mailto:Brenda.Usilton@nrc.gov).

**Optional training on November 7:** NRC is pleased to offer an optional training session on effective communication of nuclear information for SLOs on the morning of November 7, 2013, at NRC headquarters. Based on feedback from the agency's Regional State Liaison Officers, NRC has scheduled this training to be held in conjunction with the 2013 conference to provide an opportunity for SLOs who are interested to attend. The goal of this training session is to provide a forum for information sharing from some NRC staff and among the SLO attendees on effectively communicating information related to the civilian use of radioactive materials. There will be opportunity for SLOs to discuss and share: 1) tools, techniques, references, and resources available for supporting effective communication of nuclear information based on the audience and situation, and 2) best practices and lessons learned by NRC as well as SLOs in their experiences with communicating nuclear information. The presentations and discussions will be led mainly by NRC staff with expertise in these areas. To register for the training, please select the option on the registration website.

Finally, while at NRC Headquarters, if there are any issues specific to your State that you would like to discuss with NRC staff, please let Ms. Cai or Ms. Ryan know so that we can work to arrange separate meetings for you with the appropriate NRC personnel where possible. If you have any questions regarding this correspondence, please contact me at 301-415-7278 or the individuals named below. We look forward to your participation in the National SLOs Conference.

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<b>DATE</b>	7/12/13	7/23/13	7/24/13

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