

## **NRR/DIRS Procedure for Headquarters and Regions Biweekly Call**

### **A. PURPOSE**

The purpose of the biweekly meeting is to provide an open forum for Reactor Oversight process (ROP) internal stakeholders at headquarters and in the regions to discuss topics related to the administration of the ROP. The meetings also allow representatives from other U.S. Nuclear Regulatory Commission (NRC) programs to meet with division-level managers to discuss associated topics.

### **B. REFERENCES**

- Reactor Oversight Process Independent Assessment 2013 (Agencywide Documents Access and Management System (ADAMS) Package Accession Number [ML14058A231](#))
- Division Director Counterpart Meeting Summary on Resolving Recommendation 7 of the Independent Assessment Report (ADAMS Package Accession Number [ML15029A237](#))

### **C. DISCUSSION**

The HQ and Regions Bi-weekly call should be conducted every other Friday from 10:00 am through 11:30 am Eastern time and is intended to share ROP-related topics between the represented organizations Office of Nuclear Reactor Regulation (NRR), Office of Nuclear Security and Incident Response, (NSIR) and the four Regional Offices (Regions) (as well as other NRC Offices, such as the Office of New Reactors (NRO), Office of Research (RES), Office of Nuclear Material Safety and Safeguards (NMSS), etc.) have a topic of interest for the group. Agenda topics will be solicited and an agenda published several days before the call. All participants should be prepared to discuss ROP topics of concern. Discussions may include status of rulemaking, status of Task Interface Agreements (TIAs), changes to inspection procedures, administrative items affecting regional inspection resources, and inspection issues that are generic to several NRC-regulated facilities. Of particular note, the treatment of low level generic issues (“little g”) that do not meet the criteria for using a formal NRC process for generic resolution should also be discussed and resolved. The ROP Independent Assessment Report Recommendation 7, recommended that low-level generic issues be resolved through a generic issues process to improve the use of NRC inspection resources and to ensure a thorough and consistent industry response. Generic issues that can affect multiple sites across the country and without a defined regulatory process may be dispositioned inconsistently or not all across the Regions. Examples include:

- Solid state process units;
- Operations with Potential to Drain Reactor Vessel;
- Tornado (missile) protection (GDC 2) (i.e., handling operability/enforcement for long-standing, very low safety significant issues);
- Open phase. (Occurred at Byron and resulted in an NRC Bulletin; some sites implemented immediate interim measures while others did not);
- NFPA-805 (PRA updates resulted in higher risk contributions from risk).
- SFP Boraflex degradation (e.g., Palisades, Peach Bottom); and
- Westinghouse shutdown seal/NFPA 805 issues (e.g., Farley, Beaver Valley).

The examples identified above serve to provide guidance for similar future issues to be discussed during the Division Director Biweekly call. Actions or decisions reached during the call should be communicated to internal and external stakeholders as appropriate<sup>1</sup>.

#### **D. IMPLEMENTATION**

NRR/DIRS staff (meeting coordinator) is responsible for arranging and hosting the meeting, creating and distributing the meeting agenda to participants, documenting who attended the meeting, summarizing the meeting outcome and posting relevant meeting information on the NRR/DIRS SharePoint site. Typically, the Director (or designee) of NRR/DIRS will facilitate the call. The Biweekly call is open to applicable stakeholders who want to discuss ROP-related topics. However, at a minimum, Directors (or their designees) from the divisions within the Offices of NRR, NSIR, and the Regions whose organizations routinely implement the ROP (as well as other NRC Offices, such as NRO, RES, NMSS etc., that have a topic of interest for the bi-weekly call) should participate with the goal of exchanging information, gaining alignment, and or making decisions on ROP-related topics of interest as necessary. The Directors (or their designees) may invite staff to support discussions on topics of interest. Directors (or their designees) from the following divisions represent a quorum (of the most relevant groups to discuss topics) for the meeting. All positions identified below do not need to be represented at every bi-weekly meeting, only those positions that are applicable to the topics that are scheduled to be discussed need to be present, and will comprise a quorum.

- NRR
  - Division of Inspection and Regional Support (DIRS);
  - Division of Operating Reactor Licensing (DORL)
  - Division of Policy and Rulemaking (DPR)
  - Japan Lesson-learned Directorate (JLD)
- NSIR
  - Cybersecurity Directorate (CSD)
  - Division of Preparedness and Response (DPR)
  - Division of Security Operations (DSO)
  - Division of Security Policy (DSP)
- Regions I, II, III and IV
  - Division of Reactor Projects (DRP)
  - Division of Reactor Safety (DRS)
  - Division of Division of Construction Projects (DCP: R-II)
  - Division of Nuclear Materials Safety (DNMS: R-III)
- NRO, RES, NMSS and other Officials (as applicable)

#### **Agenda/Guidance:**

The meetings should be conducted consistent with the guidance below.

#### **Agenda Development:**

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<sup>1</sup> During the January 28, 2015 Division Directors Counterpart Meeting, the Directors decided that the regions will identify and present IA Recommendation 7 generic-type issues (see ADAMS Package Accession Number [ML15029A237](#)).

The meeting coordinator will solicit (e.g., e-mail, telephone, etc.) from meeting participants topics that should be discussed during the next call. The meeting coordinator will gather the topics and use the template on Enclosure 1 to develop the agenda and distribute it to the meeting participants for comments and approval no later than two days in advance of the meeting. Individuals who will present a topic during the call should send any supporting documents as applicable to the meeting coordinator. The meeting coordinator will post the approved agenda and supporting documentation on the NRR/DIRS SharePoint Site before the meeting.

#### Meeting Process:

The summary and associated actions from the previous meeting should be discussed at the start of the meeting. The NRR/DIRS Director should use the agenda as a guide for facilitating the meeting; the order of proceeding through the topics is at the discretion of the Director. There are numerous types of agenda items that will be periodically discussed: (1) TIA status/updates and “little g” issues, (2) Monthly topic (first Friday of month) ROP Enhancements and (3) Rotating topics – Pre-selected prior to end of each meeting; they would be highlighted in the advance email requesting regular agenda topics. These may include but are not limited to the following topics: (1) Industry/NEI initiatives, (2) Recently completed reports (e.g., OIG, GAO, etc.), (3) Operating Experience (OpE), information, (4) Budget/FTE utilization, (5) Training/Qualification issue, (6) Fukushima/JLD activities, (7) NRR/Divisional topics and (8) Others.

The last type of agenda item is the decision-making opportunity/topic. This is where specific topics (e.g., DDCM item tracker review, bi-weekly items follow-up, etc.) require a decision to be made. These topics will always be made at end of bi-weekly call, and they will only involve relevant stakeholders (who are already are meeting together for the regular bi-weekly call). The rest of meeting attendees can leave the call. For topics requiring a decision, the Directors should work collaboratively in achieving consensus for issues. Follow-up actions should be identified during the discussions. The NRR/DIRS Director should summarize all decisions and follow-up actions with the participants to ensure these are captured accurately.

#### Meeting summaries:

The meeting coordinator will use the template on Enclosure 2 to summarize the outcomes of the meeting. The summary should include decisions that were made and any follow-up actions. The meeting summary should be developed and distributed to attendees no more than one week after the meeting. The meeting coordinator should send the summary to the NRR/DIRS manager who was the lead for the call to solicit comments and corrections. Other meeting participants may also be consulted, if the technical information would provide accuracy for the summary. After the feedback has been incorporated, the meeting coordinator should place the summary and supporting documents into ADAMS as a package. The meeting summary should be labeled Official Use Only (OUO)-Internal Use Only, as not publically available and as (typically) Sensitive. Other supporting documents may need to be individually evaluated as to

their appropriate classification. The meeting coordinator should place the ADAMS Accession Number for the summary on the NRR/DIRS SharePoint site.

The meeting coordinator, in coordination with NRR/DIRS management, should forward any decisions made associated with low-level generic issues (“little g”) to the staff (i.e., the Inspection Manual Coordinator in NRR/DIRS/IRIB) that is responsible for creating the Inspector Newsletter. The decisions regarding the handling of these generic issues will be documented in the Newsletter (in addition to the biweekly meeting summary). Additionally, the treatment of these generic issues will be communicated to the industry via the Monthly ROP Public Meeting and therefore should be forwarded to the NRR/DIRS/IPAB responsible for coordinating the monthly ROP public meeting so these decisions can be added to the agenda for this meeting.

#### Meeting Follow-up

The checklist on Enclosure 3 provides actions for meeting preparation and completion that are to be completed by the meeting coordinator.

## Meeting Agenda Template

Office/Agenda Item	Time (minutes)	Presenter(s)	Decision needed?
<b>Roll call:</b> Regions, NSIR, NRR and other Offices			
<b>NRR/DIRS</b>			
<b>Summary-</b> from previous meeting <sup>2</sup> notes			
<b>Recurring Bi-weekly topics:</b> TIA status/updates and IA Recommendation-7 Generic Issues <sup>3</sup> (or “little g” issues)			
<b>Requested HQ/Regional topics</b>			
<b>Recurring Monthly topic (first Friday of month) – ROP Enhancements</b>			
<b>Rotating topics –</b> (1) Industry/NEI initiatives, (2) Recently finished reports (e.g., OIG, GAO, etc.), (3) Operating Experience (OpE) briefing, (4) Budget/FTE utilization, (5) Training/Qualification, (6) Fukushima/JLD, (7) NRR/Divisional topics and (8) Others.			
<b>Decision-making opportunity/topic –</b> (if applicable)			
<b>Miscellaneous Items:</b> (if applicable)			
<b>DIRS summarizes actions<sup>4</sup></b>			

<sup>2</sup> Summarizing the previous meeting will be a permanent agenda item

<sup>3</sup> Discussing IA Recommendation-type generic issues will be a permanent agenda item.

<sup>4</sup> Summarizing Follow-up Actions will be a permanent agenda item.

## Meeting Summary Template

On [date], the following attendees (for example) participated in the Headquarters and Regions Biweekly Call:

Attendees:

NRR

- DIRS Director
- DORL Director
- DPR Director
- JLD Director

NSIR

- CSD Director
- DPR Director
- DSO Director
- DSP Director

Region-I

- DRP Director
- DRS Director

Region-II

- DRP Director
- DRS Director
- DCP Director

Region-III

- DRP Director
- DRS Director
- DNMS Director

Region-IV

- DRP Director
- DRS Director

NRO, RES, NMSS and other Officials (as applicable)

- List appropriate managers/ technical staff, for the applicable office

**Summary of Meeting** *(Provide a brief summary of issues discussed)*

- Recurring Bi-weekly topics: TIA status/updates and IA Recommendation-7 Generic Issues (or “little g” issues)
- Requested HQ/Regional topics
- Recurring Monthly topic (first Friday of month) – ROP Enhancements
- Rotating topics – (1) Industry/NEI initiatives, (2) Recently finished reports (e.g., OIG, GAO, etc.), (3) Operating Experience (OpE) briefing, (4) Budget/FTE utilization, (5) Training/Qualification, (6) Fukushima/JLD, (7) NRR/Divisional topics and (8) Others.
- Decision-making opportunity/topic – if applicable
- Roll call: Regions, NSIR, NRR and other Offices
- Follow-up Actions from the meeting – if applicable
  - *Provide a brief summary of the follow-up actions discussed during the call*

## Meeting Checklist

### Meeting Preparation:

- Solicit topics from meeting participants;
- At least two days before the meeting, send agenda to participants for approval;
- Request supporting documents for topics to be discussed; and
- Before meeting, finalize and send agenda to all participants, post agenda and supporting documents on NRR/DIRS SharePoint site.

### Day of Meeting

- Verify Bridge line is working;
- During the call, ensure DIRS director summarizes previous meeting;
- During the call, transcribe the meeting summary; and
- Upon conclusion of the call, verify DIRS director summarizes any follow-up actions with the participants.

### Meeting Follow-up

- No later than seven days after the meeting, draft meeting summary and send to participants;
- No more than 9 days after the meeting collect comments and corrections and finalize the meeting summary;
- Post the ADAMS Accession Number for the meeting summary on NRR/DIRS SharePoint site;
- Place meeting summary (labeled as Official Use Only (OUO)-Internal Use Only, as not publically available and as (typically) Sensitive) and supporting documents (other supporting documents may need to be individually evaluated as to their appropriate classification) as a Package into ADAMS;
- Communicate low-level generic issues to NRR/DIRS/IRIB staff who is responsible for the inspector newsletter; and
- Communicate low-level generic issues to NRR/DIRS/IPAB staff responsible for coordinating the Monthly ROP public meeting.