

April 3, 2015

MEMORANDUM TO: Scott A. Morris, Director
Division of Inspection and Regional Support
Office of Nuclear Reactor Regulation

FROM: Ronald V. Schmitt, Technical Assistant **/RA/**
Division of Inspection and Regional Support
Office of Nuclear Reactor Regulation

SUBJECT: DIVISION DIRECTOR BIWEEKLY MEETING PROCEDURE

The new Office of Nuclear Reactor Regulation, Division of Inspection and Regional Support procedure for conducting the Headquarters and Regional Biweekly Call is enclosed. The procedure outlines agenda development, meeting conduct, meeting summary and preparation, follow-up activities associated with these meetings, (held every other Friday).

Enclosures:

1. Biweekly Call Procedure
2. Meeting Agenda Template
3. Meeting Summary Template
4. Meeting Checklist

CONTACT: Ronald V. Schmitt, NRR/DIRS
(301) 415-3934

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