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MEMORANDUM FOR: RES Technical Staff

FROM: Saul Levine, Director
Office of Nuclear Regulatory Research

SUBJECT: GUIDELINES FOR RES STAFF PARTICIPATION IN
RESEARCH REVIEW GROUPS

As you know, RES has established and encouraged the use of Research Review Groups to enhance communication and bring to the RES program management a wide range of technical viewpoints, including views from representatives of NRC organizations that use the research results. As we gain more experience with the use of Research Review Groups and as their number increases, it is useful to amplify past guidelines from RES staff participation in Research Review Groups.

The enclosed guidelines are intended to clarify the functions of research review groups and the responsibilities of RES members, and I request they be implemented upon receipt of this memorandum.

Saul Levine, Director
Office of Nuclear Regulatory Research

Enclosure: Guidelines for RES
Staff Participation in Research
Review Groups

cc: Harold Denton, NRR
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GUIDELINES FOR RES STAFF PARTICIPATION
IN RESEARCH REVIEW GROUPS

A. PURPOSE OF RESEARCH REVIEW GROUPS

Research review groups provide a broad base of technical expertise to aid RES management in reviewing research in defined technical areas. These groups review and comment on:

- Research plans and predicted results of major experiments;
- The validity and applicability of research results;
- Possible redirection of research projects;
- New research projects formulated by RES to meet defined needs;
- Priorities within the technical areas covered by the research review group.

Research review groups enhance communication among technical specialists in the research area covered by the group.

B. ORGANIZATION OF RESEARCH REVIEW GROUPS

RES Divisions and the Probabilistic Analysis Staff establish research review groups in defined technical areas. Membership of research review groups is limited to NRC staff members only.

RES Divisions and the Probabilistic Analysis Staff designate the research review group chairman and other members from their Division, as appropriate.

RES management should encourage other program offices to designate members to research review groups in technical areas of mutual concern. Management should encourage research review group members to take time to prepare for meetings, to report review group activities, and to raise unresolved issues to management for resolution.

Research review group chairmen may invite individuals who are not NRC employees to attend specific meetings. These invitees may include representatives from research contractors, universities, EPRI, vendors, DOE and other agencies, and any others who may contribute. However, (1) these invitees should offer only individual views for consideration by the group; (2) these invitees should vary from meeting to meeting; and (3) such invitees should not participate either officially or unofficially in the deliberations or recommendations of the group.

C. RESPONSIBILITIES OF RESEARCH REVIEW GROUP CHAIRMAN

Research review group chairmen arrange for periodic review group meetings. Usually these groups meet quarterly. The chairman arranges for research contractors to present for review group evaluation their research plan and predicted results of major experiments. The chairman also arranges for the group to review and comment on the validity and applicability of the research results and other subjects (listed above in Section A) as appropriate.

In conducting research review group meetings, the chairman encourages participants to be open and candid in expressing their views of the research program. At the conclusion of review group meetings, the chairman obtains summary views from each review group member.

Within approximately two weeks after a research review group meeting, the chairman issues summary minutes representing the views expressed, including dissenting views. The minutes should clearly note how the dissenting views are to be addressed and should suggest ways to resolve these issues.

In distributing the minutes, the chairman sends two copies to Distribution Services Branch, who will place the minutes in the Public Document Room. Chairmen of reactor safety research review groups also send three copies of the minutes to Raymond F. Fraley, Executive Director, ACRS.

D. RESPONSIBILITIES OF RESEARCH REVIEW GROUP MEMBERS (INCLUDING CHAIRMAN)

Research review group members serve as individual technical specialists with an understanding of their Office interests and concerns in the area covered by the review group. Members are expected to be knowledgeable of formal positions taken by their Office in that area. Furthermore, members are responsible to state their own technical opinions if different from their Office position on the subject and to clearly indicate that such views are their own.

In preparing for research review group meetings, members are expected to read the technical reports issued by research contractors under the cognizance of their research review group. Members should review the agenda and be prepared to discuss their Office's position as they understand it on matters to be discussed.

Guidelines for RES Staff
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In order to assure continuity of representation at research review group meetings, members should attend each meeting or else send an alternate.

Research review group members should try to resolve among themselves technical issues that arise. If some issues are not resolved in the research review group, members are responsible to promptly raise these issues to their respective higher management for resolution.

Research review group members are expected to take relevant assignments from the chairman. For example, if requested by the chairman, a member would be expected to find out his other Division's position on a particular issue and communicate it to the chairman in writing.

Research review group members are expected to advise their management (and other interested staff) of major activities, recommendations of the review groups, and results of each meeting. Supervisors are responsible for determining the appropriate level for additional briefings of higher management and for assisting the Review Group Chairmen in obtaining suitable and timely office management feedback to the program effort. Please note that one of the functions of the Research Review Group is to provide a link between the research and user functions as outlined in SECY-77-130, "Procedures for Processing User Office Research Requirements." Important research results are conveyed to user offices by Research Information Letters (RIL's) which are sometimes the subject of special review group meetings. Procedures for review of RIL's by NRR are attached for information and mention (on p. 2) that the principal NRR point of contact for review of RIL's is usually a member of the appropriate Research Review Group.

E. RECORD-KEEPING

Research review group chairmen keep records of their group's membership, summary meeting minutes, and pertinent correspondence.

The Technical Assistant to the Director, Office of Nuclear Regulatory Research, periodically publishes a list of research review groups, including their scopes and membership.

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