



MEMORANDUM TO: M. Plesset, Chairman, ACRS
FROM: W. M. Mathis *W. M. Mathis*
SUBJECT: ACRS PROCEDURES

After observing the conduct of our business during the past week, I am convinced that improvement can be made in our methods and procedures.

For example, our meeting topics have consumed far more time than scheduled, have accomplished very little if anything, and have shown our subcommittee meetings on these same topics to have been essentially a waste of time.

First, we do not follow through on subcommittee activities because each member of the Committee feels he must dig through all the details to satisfy his personal interest for which he cannot accept the opinion of others. This method of project or activity review makes the subcommittee concept of review and recommendation impractical so other approaches should be considered.

Second, each meeting should be preceded with a very definite stated "Purpose."

The purpose may be any of the following, for example:

- . information
- . action; i. e., letter
- . guidance for further work
- . report for whomever or whatever

Third, with a purpose clearly defined, the presentations can be engineered to fulfil the purpose by instructing the participants in what is desired for such subjects as:

- . scope
- . depth
- . recommendations
- . status
- . schedule
- . priority
- . research needs
- . etc.

M. Plesset, Chairman

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Fourth, Committee members must do their homework and decide what they want to hear - what participation is necessary on their part - how much detail on what subjects they wish to investigate - and when making requests or recommendations the Committee must assume responsibility for the actions required and be accountable for the merit of the results to be accomplished.

Fifth, we have been critical of the planning of others but have no plans for our own activities. Possibly we would do a better job if we attempted to better program our objectives and goals for some future time scale, f. e. define the more important safety issues which we believe should receive attention by NRC and on a suggested schedule for accomplishment.

The above thoughts are rough and can stand much refinement and amplification, but I hope they are provocative enough to initiate more thought on the part of the entire Committee. In short, we can do a better job and need to get on with it. Possibly, we could chew on this in February.

cc: ACRS Members
R. F. Fraley