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## **POLICY ISSUE**

(NEGATIVE CONSENT)

February 10, 1993

SECY-93-034

For: The Commissioners

From: James M. Taylor  
Executive Director for Operations

Subject: AGENCY POLICY CONCERNING PUBLIC MEETINGS  
HELD BY THE STAFF

Purpose: To consult with the Commission regarding  
issuance of uniform agency policy governing  
when meetings held by the staff should be  
open to public attendance and how they  
should be announced.

Background: The agency has operated under a policy on  
open meetings which was approved by the  
Executive Director for Operations and  
published in the Federal Register on June  
28, 1978 (43 FR 28058) (Enclosure 1).  
Although the policy statement announced the  
practice of permitting the public to attend  
meetings between applicants and licensees  
and the NRC staff, it did not specify how  
the agency would notify the public of such  
meetings. Moreover, NRC offices and regions  
currently differ in how they define open  
meetings and are inconsistent in how they  
announce those meetings they believe to be  
open to the public.

Contact:  
W. E. Oliu, ADM  
492-4955

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WHEN THE FINAL SRM IS MADE  
AVAILABLE

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For example, in one region meetings between licensees and division directors and above are announced as open to the public, while meetings held by staff below division director level are not announced at all. This policy is reversed in another region. There, meetings between licensees and regional technical staff are open to public observation, while meetings between licensees and senior NRC regional officials are not normally open.

The mechanisms by which meetings are announced vary widely also. Two program offices and one region announce their open staff meetings by telephone recordings, whereas the other offices and regions do not. Those program offices also send meeting notices selectively to the Public Document Room and Local Public Document Rooms. The regions issue press releases to announce meetings only if they believe the meetings will be of sufficient public interest. Two regions also send meeting notices by facsimile to interested media contacts and one region sends meeting announcements to a variety of local community-access cable TV channels.

#### Discussion:

To provide consistent, explicit guidance in these areas, I directed the staff to draft the attached Management Directive 3.5, "Announcing Meetings Open to the Public" (Enclosure 2). It revises and supersedes the previous policy on opening meetings contained in the 1978 Policy Statement on Open Meetings. The directive also establishes a central, uniform system for public access to staff meeting announcements. To clarify for the staff the scope of meetings encompassed by this policy, the statement defining open staff meetings includes examples of a variety of meetings typically open to the public and those typically closed to the public. Upon approval of this directive, the staff will issue a Federal Register notice announcing this revision of the open meeting policy statement and noting its availability.

The centralized system for announcing open staff meetings, to be operated by the Office of Administration, will provide the public with access to a toll-free telephone recording of meeting announcements. Open meeting announcements will also be posted in the Public Document Room. A toll-free public-access electronic bulletin board is currently under development for agency meeting announcements. The Office of Public Affairs will continue to notify the news media of the more significant meetings, both at headquarters and in the regions.

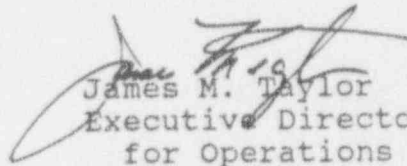
The definition of open staff meetings and the system designed to announce them specified in this directive do not apply to the Commission, to offices that report directly to the Commission, or to agency organizations governed by the Federal Advisory Committee Act.

Coordination:

The Office of the General Counsel has no legal objection and the Office of Public Affairs concurs.

Recommendation:

It is my intent to issue Management Directive 3.5, "Announcing Meetings Open to the Public," to publish in the Federal Register a notice of the change in the 1978 Policy Statement, and to issue a press release about these changes within 10 working days from the date of this paper unless I am instructed otherwise by the Commission.

  
James M. Taylor  
Executive Director  
for Operations

Enclosures:  
As stated

SECY NOTE: In the absence of instructions to the contrary, SECY will notify the staff on Thursday, February 25, 1993, that the Commission, by negative consent, assents to the action proposed in this paper.

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# UNITED STATES NUCLEAR REGULATORY COMMISSION

## RULES and REGULATIONS

TITLE 10, CHAPTER 1, CODE OF FEDERAL REGULATIONS - ENERGY

### COMMISSION NOTICES POLICY STATEMENTS CONDUCT OF PROCEEDINGS

43 FR 28058  
Published 5/28/78

#### DOMESTIC LICENSE APPLICATIONS

##### Open Meetings and Statement of NRC Staff Policy

The Nuclear Regulatory Commission's (NRC's) regulations in 10 CFR 2.102 permit applicants to confer informally with the NRC technical staff during reviews of domestic license or permit applications. These meetings have served as an essential means for the exchange of technical information and views necessary for the technical review of applications. For several years other parties or potential parties to domestic licensing proceedings, as well as members of the general public, have, upon request, been permitted to attend applicant-NRC technical staff meetings as observers. However, the Commission's regulations do not require that others be permitted to attend such informal meetings between applicant and staff, and the general practice being followed in this regard has never been formally articulated. This statement is intended to provide such articulation. It is also noted that this matter is related to the provision for increased public participation which was approved by the Commission during its consideration of NUREG 0292 (Denton Report).

As a general matter, the Commission and staff try to involve concerned citizens in any Commission activity in which they have expressed an interest. All meetings conducted by the NRC technical staff as part of its review of a particular domestic license or permit application (including an application for an amendment to a license or permit) will be open to attendance by all parties or petitioners for leave to intervene in the case. These meetings are intended by the NRC technical staff to facilitate an exchange of information between the applicant and the staff. It is expected that the NRC technical staff and the applicant will actively participate in the meeting. Others may attend as observers. Likewise, when meetings are scheduled between the staff and other parties or petitioners, applicants would be permitted to attend only as observers.

The general policy of open meetings described above will admit of only a few exceptions, which must be approved by the Director of the relevant division. For example, some persons may not be permitted to attend meetings where classified or proprietary information (including sensitive safeguards information) is to be discussed. The NRC staff will prepare a written

summary of the unclassified and non-proprietary portions of such meetings and forward the summary to interested persons unable to attend so that they will be informed of what transpired at the meeting. However, attendance will not be limited solely because preliminary opinions, recommendations, or advice will be offered on the merits of the applications during the meeting.

When a party or petitioner for leave to intervene requests, reasonable efforts will be made by the NRC staff to inform the party or petitioner of forthcoming meetings conducted by the NRC technical staff so that appropriate arrangements for attendance can be made. It is recognized that in some cases the need for a prompt meeting may make it impossible or impracticable to notify all parties and petitioners. The policy described above also cannot practicably be applied to chance encounters between NRC technical staff personnel and other parties or petitioners but such chance encounters will not be permitted to serve as a source of information for the conduct of licensing reviews.

46 FR 28533  
Published 5/27/81

#### Statement of Policy on Conduct of Licensing Proceedings

##### I. Background

The Commission has reviewed the docket of the Atomic Safety and Licensing Board Panel (ASLBP) and the current status of proceedings before its individual boards. In a series of public meetings, the Commission has examined at length all major elements in its licensing procedure. It is clear that a number of difficult problems face the agency as it endeavors to meet its responsibilities in the licensing area.

This is especially the case with regard to staff reviews and hearings, where requested, for applications for nuclear power plant operating licenses.

Historically, NRC operating licensing reviews have been completed and the license issued by the time the nuclear plant is ready to operate. Now, for the first time the hearings on a number of operating license applications may not be concluded before construction is completed. This situation is a consequence of the Three Mile Island (TMI) accident, which required a

reevaluation of the entire regulatory structure. After TMI, for over a year and a half, the Commission's attention and resources were focused on plants which were already licensed to operate and on the preparation of an action plan which specified changes necessary for reactors as a result of the accident.

Although staff review of pending license applications was delayed during this period, utilities which had received construction permits continued to build the authorized plants. The staff is now expediting its review of the applications and an unprecedented number of hearings are scheduled in the next 28 months. Many of these proceedings concern applications for operating licenses. If these proceedings are not concluded prior to the completion of construction, the cost of such delay could reach billions of dollars. The Commission will seek to avoid or reduce such delays whenever measures are available that do not compromise the Commission's fundamental commitment to a fair and thorough hearing process.

Therefore, the Commission is issuing this policy statement on the need for the balanced and efficient conduct of all phases of the hearing process. The Commission appreciates the many difficulties faced by its boards in conducting these contentious and complex proceedings. By and large, the boards have performed very well. This document is intended to deal with problems not primarily of the boards' own making. However, the boards will play an important role in resolving such difficulties.

Individual adjudicatory boards are encouraged to expedite the hearing process by using those management methods already contained in Part 2 of the Commission's Rules and Regulations. The Commission wishes to emphasize though that, in expediting the hearings, the board should ensure that the hearings are fair, and produce a record which leads to high quality decisions that adequately protect the public health and safety and the environment.

Virtually all of the procedural devices discussed in this Statement are currently being employed by sitting boards to varying degrees. The Commission's reemphasis of the use of such tools is intended to reduce the time for completing licensing proceedings. The guidelines set forth below are not to be



# ***Announcing Meetings Open to the Public***

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***Directive  
3.5***

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# U. S. Nuclear Regulatory Commission

Volume: 3 Information Management

Part: 1 Publications, Mail, and Information  
Disclosure

ADM

## Announcing Meetings Open to the Public Directive 3.5

### Policy (3.5-01)

In furtherance of Commission intent to keep concerned citizens informed of any Commission activity in which they express an interest, all meetings conducted by the Nuclear Regulatory Commission (NRC) staff will be open to attendance by all members of the general public in accordance with the definition of a public meeting specified in Part I of Handbook 3.5. This directive and handbook do not supersede the responsibilities of the NRC staff to notify parties to NRC proceedings about meetings that are open for public attendance.

### Objectives (3.5-02)

- To ensure that members of the public have the opportunity to gain a full understanding of the agency's regulatory process through attendance at and observation of the agency's meetings with applicants, licensees, and others. (021)
- To ensure that applicable meetings are announced in a timely manner and to adequately inform interested members of the public. (022)
- To balance the need for the NRC staff to exercise its regulatory and safety responsibilities without undue administrative burden. (023)



## **Organizational Responsibilities and Delegations of Authority**

(3.5-03)

### **Executive Director for Operations**

(031)

Establishes policy regarding public attendance at meetings conducted by the NRC staff.

### **Office Directors and Regional Administrators**

(032)

Implement the policy in this directive for the receipt and dissemination of public meeting notices.

### **Director, Office of Administration (ADM)**

(033)

Develops and administers a program for the receipt and dissemination of notices of public meetings.

### **Director, Division of Freedom of Information and Publications Services, ADM**

(034)

As delegated from the Director, ADM, develops and administers a program for the receipt and dissemination of notices of public meetings.

## **Applicability**

(3.5-04)

- This directive applies to meetings between the staff and outside persons. (041)
- This directive does not apply to the Commission or to offices that report directly to the Commission. (042)

## **Applicability**

(3.5-04) (continued)

- This directive does not apply to or supersede any existing law, rule, or regulation that addresses public attendance at a specific type of meeting. (043)

## **Handbook**

(3.5-05)

Detailed procedures and guidelines, as well as the definition of public meetings, are contained in Handbook 3.5.

## **References**

(3.5-06)

1. Government in the Sunshine Act, 5 U.S.C. 552b.
2. Federal Advisory Committee Act, 5 U.S.C., Appendix I.
3. Rules of Practice for Domestic Licensing Proceedings, 10 CFR Part 2.
4. Advisory Committees, 10 CFR Part 7.
5. Public Records, 10 CFR Part 9.

# ***Announcing Meetings Open to the Public***

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***Handbook  
3.5***

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Volume 3, Part 1 – Publications, Mail, and Information Disclosure  
Announcing Meetings Open to the Public  
Handbook 3.5 Parts I – II

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## Introduction

This handbook provides the following types of information:

It--

- Defines the types of agency meetings open to the public for observation;
- Describes the means by which the public may learn when agency open meetings are being held; and
- Specifies the procedures by which the staff provides sufficient information to the agency's central meeting announcement coordinator to announce public meetings.

## Part I

### Definition of a Public Meeting

#### Public Meeting (A)

The NRC has a long standing practice of providing the public with the fullest practicable information on its activities and conducting business in an open manner, while balancing the need for the NRC staff to exercise its regulatory and safety responsibilities without undue administrative burden.

A public meeting is a planned, formal encounter between one or more NRC staff members and one or more outside persons with the expressed intent of discussing substantive issues that are directly associated with NRC's regulatory and safety responsibilities. (1)

An outside person is any individual who is not—(2)

- An NRC employee; (a)
- Under contract to the NRC; (b)
- Acting in an official capacity as a consultant to the NRC; (c)
- Acting in an official capacity as a representative of an agency of the Executive, Legislative, or Judicial Branch of the U. S. Government (except where the agency is subject to NRC regulatory oversight); or (d)
- Acting in an official capacity as a representative of a foreign government. (e)



## The Commission, Commission Offices, and Other Exemptions (B)

This definition applies to meetings between the NRC staff and outside persons. It does not apply to the Commission or offices that report directly to the Commission. Also, the definition of a public meeting is not intended to apply to or supersede any existing law, rule, or regulation that addresses public attendance at a specific type of meeting. For example, 10 CFR Part 7 specifically addresses public attendance at advisory committee meetings, 10 CFR Part 2, Appendix C addresses public attendance at enforcement conferences, and 10 CFR Part 9, Subpart C addresses public attendance at Commission meetings. (1)

In general, meetings between the NRC staff and outside parties will be public meetings unless the NRC staff determines that—(2)

- The *subject matter* to be discussed—(a)
  - Is specifically authorized by an Executive order to be kept secret in the interests of national defense or foreign policy (classified information); (i)
  - Contains trade secrets and commercial or financial information (proprietary information); (ii)
  - Contains safeguards information; (iii)
  - Is of a personal nature where such disclosure would constitute a clearly unwarranted invasion of personal privacy; (iv)
  - Is related to a planned, ongoing, or completed investigation and/or contains information compiled for law enforcement purposes; (v)
  - Could result in the inappropriate disclosure and dissemination of preliminary, unverified information; (vi)
  - Has no direct, substantive connection to a specific NRC regulatory decision or action; or (vii)

## **The Commission, Commission Offices, and Other Exemptions (B) (continued)**

- The administrative burden associated with public attendance at the meeting could result in substantially interfering with the NRC staff's execution of its safety and regulatory responsibilities. (b)

It is important to note that whether or not a meeting should be open for public attendance is dependent primarily on the subject matter to be discussed, not on whom within the NRC staff is participating (e.g., staff level versus senior management). (3)

## **Examples of Staff Meetings (C)**

The following examples of meetings that are typically open or typically closed to public attendance are not intended to be all inclusive but to establish a thought process that can be used to make decisions on any meeting scenario.

### **Meetings Typically Open to the Public (1)**

#### **Staff Meetings with Licensees or Applicants Relating to Licensing Issues (a)**

A meeting conducted by the NRC technical staff with applicants or licensees as part of its review of a particular domestic license or permit application (including an application for an amendment to a license or permit) will be open to attendance to all parties or petitioners for leave to intervene in the case, who may attend only as observers and, to the extent of available space, to interested members of the public.

#### **Staff Meetings with Parties or Petitioners with Leave to Intervene in a Case (b)**

A meeting conducted between the NRC technical staff and other parties or petitioners with leave to intervene in a case regarding the staff's review of the licensing action will be open to applicants or licensees, who may attend only as observers and, to the extent of available space, to interested members of the public.

## Examples of Staff Meetings (C) (continued)

### Headquarters and Regional Staff Working-Level Meetings with Licensees (c)

Representatives of a utility licensed to operate a nuclear power plant request the opportunity to hold a "working level" meeting with the NRC headquarters or regional staff to provide the staff with additional technical information related to a proposed license amendment (change to the Technical Specifications) the staff is reviewing. The discussions that would take place at this meeting could directly impact an NRC regulatory decision or action (granting of the proposed license amendment request); therefore, this meeting should be a public meeting.

### Facility Shutdown and Restart Meetings (d)

The NRC staff has issued an order shutting down a nuclear power plant because of potential safety concerns. Representatives of the utility licensed to operate the facility request a meeting with several NRC staff to discuss the actions they have taken to address the staff's concerns, as well as to discuss possible restart of the facility. The discussions that would take place at this meeting could directly impact an NRC regulatory decision or action (proposed restart of the facility); therefore, this meeting should be a public meeting. In this case, it may also be necessary to obtain alternate meeting space away from the site to support public attendance.

### Incident Investigation and Augmented Inspection Team Exit Meetings (e)

In reaction to an event at a nuclear power plant the NRC establishes an IIT or an AIT to thoroughly evaluate the situation at the site. Upon completion of the evaluation an exit meeting is held with the licensee to discuss the team's findings. The exit meetings for IITs and AITs will normally be open to the public unless the EDO (IIT) or appropriate Regional Administrator (AIT), in consultation with the Director, Public Affairs, decides the criteria contained in this guidance indicate it is appropriate to have a closed meeting. Alternatively, in connection with AIT public meetings or IIT public meetings they may decide it is

## **Examples of Staff Meetings (C) (continued)**

### **Meetings Typically Open to the Public (1) (continued)**

#### **Incident Investigation and Augmented Inspection Team Exit Meetings (e) (continued)**

more appropriate to have a separate public meeting and/or press conference in lieu of the public exit meeting with the licensee.

#### **Staff Meetings with NSSS Vendor on Confirmatory Research for Vendor's Application for Design Certification (f)**

NRC officials desire to meet with representatives of a nuclear steam supply system vendor and representatives of a foreign government to discuss the specific confirmatory research related to the vendor's application for design certification under 10 CFR Part 52 that will need to be performed. The confirmatory research will influence the NRC staff's design certification review. Although a meeting with representatives of a foreign government would not need to be a public meeting, a meeting with representatives of the vendor would. Accordingly, this meeting should be a public meeting.

#### **NUMARC Meetings (g)**

Representatives of the Nuclear Management and Resources Council (NUMARC) desire to meet with several NRC staff to discuss the proposed staff position delineated in a draft generic letter. The discussions that would take place at this meeting could directly impact an NRC regulatory decision or action (development and adoption of proposed staff position); therefore, this meeting should be a public meeting.

### **Meetings Typically Closed to the Public (2)**

#### **Daily Resident Inspector Status-of-Facility Meetings (a)**

The Senior Resident Inspector and the Resident Inspector at a nuclear power plant hold a short meeting every morning with the plant manager to discuss activities at the facility. Arranging for public

## **Examples of Staff Meetings (C) (continued)**

### **Meetings Typically Closed to the Public (2) (continued)**

#### **Daily Resident Inspector Status-of-Facility Meetings (a) (continued)**

attendance at this type of meeting would place an undue administrative burden (for example, establishing access authorization to the protected area for members of the public) on the Senior Resident Inspector and the Resident Inspector and could result in substantially interfering with their performing their safety and regulatory responsibilities; therefore, this morning meeting would not need to be a public meeting.

#### **“Drop-in” Meetings or Similar Management Meetings (b)**

Senior executives of a utility licensed to operate a nuclear power plant request the opportunity to conduct a “drop-in” visit or similar management meeting with senior managers of the regional office in which their facility is located. “Drop-in” visits or similar management meetings typically consist of a general exchange of information only and have no direct, substantive connection to a specific NRC regulatory decision or action; therefore, such meetings would not typically need to be public meetings.

#### **Budget Meetings with OMB Officials (c)**

Officials from the Office of Management and Budget (OMB) desire to meet with NRC officials to discuss the NRC’s proposed budget for the next fiscal year. The OMB officials are acting in their official capacities as representatives of the Executive Branch, and the subject matter to be discussed (NRC’s proposed budget for the next fiscal year) is considered by NRC to be predecisional information; therefore, this meeting would not need to be a public meeting.

#### **Staff Meetings with an NSSS Vendor About a Change in Schedule for the Vendor’s Application Submission (d)**

Several NRC staff desire to meet with a nuclear steam supply system vendor at the vendor’s office to discuss the vendor’s application for

## Examples of Staff Meetings (C) (continued)

### Meetings Typically Closed to the Public (2) (continued)

#### Staff Meetings with an NSSS Vendor About a Change in Schedule for the Vendor's Application Submission (d) (continued)

design certification under 10 CFR Part 52. The NRC staff desires to discuss the timeframe and schedule for submission of certain portions of the application, as well as the impact that the vendor's not meeting these deadlines would have on the NRC staff's review of the application. The NRC staff does not desire to discuss any technical or safety issues associated with the application. These discussions are a general exchange of information only and have no direct, substantive connection to an NRC regulatory decision or action; therefore, this meeting would not need to be a public meeting.

#### Staff Meetings with NRC Contractors (e)

NRC officials desire to meet with representatives of an organization under contract to NRC to do confirmatory research related to an advanced light-water reactor design certification application. The organization (since it is under contract to NRC) is not an outside person; therefore, this meeting would not need to be a public meeting.

#### Staff Meeting with an Allegor of Wrongdoing (f)

Several NRC officials desire to meet and interview an employee of an organization licensed by NRC to possess certain types of radioactive materials regarding the employee's allegations of wrongdoing by the organization. The discussions are related to ongoing investigatory activities; therefore, this meeting would not need to be a public meeting.

#### Inspection Exit Meetings (g)

Upon conclusion of an inspection, NRC inspectors meet and discuss with the licensee of a nuclear power plant the preliminary results of their inspection activities (an exit meeting). The discussions are essentially an extension of the inspection and the timing of them is fluid based on activities at the plant and/or sufficient development by



## Examples of Staff Meetings (C) (continued)

### Meetings Typically Closed to the Public (2) (continued)

#### Inspection Exit Meetings (g) (continued)

the NRC of any NRC findings. Attendance at the exit meeting by representatives of agreement or adjacent states, for example, would be governed by the policy agreed to by a specific State and the NRC concerning attendance by such representatives.<sup>1</sup>

#### Fitness-for-Duty Meetings (h)

NRC officials desire to meet with representatives of a utility licensed to operate a nuclear power plant to discuss preliminary information regarding the fitness-for-duty of a specific licensed reactor operator. The meeting would not need to be a public meeting because public discussion of the licensed individual could be an invasion of personal privacy.

#### Inspection Team Meeting with Licensee Following a Significant Event (i)

A team of NRC inspectors is responding to a significant event at a nuclear power plant. The team desires to meet with licensee representatives when they arrive onsite to obtain updated plant status information. Arranging for public attendance at this meeting would place an undue administrative burden on the inspectors and could result in substantially interfering with their performing their safety and regulatory responsibilities; therefore, this meeting would not need to be a public meeting. Status information will be provided to the press and the public in press conferences and announcements.

#### Conduct of an Inspection (j)

An NRC inspector is conducting an inspection at a research reactor/a nuclear power plant/a vendor facility. Arranging for public attendance

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<sup>1</sup>In certain significant high public interest cases, the Regional Administrator or Office Director, in consultation with the Director, Public Affairs, may decide it is appropriate to allow public attendance or have a separate public meeting to discuss the results of the inspection or review.

## Examples of Staff Meetings (C) (continued)

### Meetings Typically Closed to the Public (2) (continued)

#### Conduct of an Inspection (j) (continued)

on the inspection could place an undue administrative burden on the inspector and would result in substantially interfering with the performance of the inspector's safety and regulatory responsibility; therefore, public participation is not necessary.<sup>1</sup>

#### Staff Review Visits to Licensee Corporate and Plant Facilities (k)

An NRR reviewer is going to the utility corporate office to examine design calculations prior to writing the SER. As a followup, the reviewer goes to the site the following week to review the in-plant design implementation. Again, the timing of the exit interview is fluid based on licensee activities and/or sufficient development by NRC of any NRC findings.<sup>1</sup>

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<sup>1</sup>In certain significant high public interest cases, the Regional Administrator or Office Director, in consultation with the Director, Public Affairs, may decide it is appropriate to allow public attendance or have a separate public meeting to discuss the results of the inspection or review.

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## Part II

### Announcing Meetings Open to the Public

#### Formal Notice of Public Meetings (A)

Meetings open to the public should normally be announced to the public and to the Commission at least 10 days in advance of the date of the meeting and may be announced up to 60 calendar days before the meeting. (1)

Meetings will be announced to the public through notices posted in the Public Document Room and a toll-free telephone message line. The toll-free message line will be listed in the weekly compilation of press releases issued by the Office of Public Affairs. A public-access electronic bulletin board that lists all scheduled meetings is currently under development. (2)

The Commission will be informed of all public meetings by the meeting announcement coordinator, Office of Administration (ADM), Division of Freedom of Information and Publications Services (DFIPS), following receipt of meeting notices from agency offices in accordance with Sections (B)(1) and (2) of this Part. (3)

#### Procedures for Noticing Public Meetings (B)

To notice a public meeting, provide the information specified in NRC Form 549, "Public Meeting Announcement Data Input" (Exhibit), to the meeting announcement coordinator, ADM, DFIPS, at least 10 working days in advance of the meeting by facsimile (301)492-7313 or mail (Mail Stop P-378) in accordance with guidelines on NRC Form 549. (1)

## Procedures for Noticing Public Meetings (B) (continued)

When a party in a proceeding or petitioner for leave to intervene requests information about forthcoming meetings conducted by the NRC technical staff, reasonable effort is made by the NRC staff to inform the party or petitioner of such meetings. When such notice is given to parties in a proceeding, the staff may submit a copy of that notice to the meeting announcement coordinator, if it contains the mandatory information requested in NRC Form 549 (Exhibit). (2)

Upon receipt of NRC Form 549, or other acceptable notice, the meeting announcement coordinator will enter the pertinent information into the computerized Public Notice File database and disseminate the notices as follows: (3)

- A weekly report of all meetings, by date and in time-of-day order, contained in the file as of 10:00 a.m. on Friday of each week by agency mail to the following organizations: (a)
  - The Commission (i)
  - Office of the Secretary (ii)
  - The Executive Director for Operations (iii)
  - Program office directors, regional administrators and, at their request, other office directors (iv)
  - The Director of Public Affairs (v)
  - The Public Document Room for posting (vi)
  - Chairmen of the Advisory Committees on Nuclear Waste and Reactor Safeguards (vii)
- A daily report by facsimile **only when** a meeting has been newly scheduled, cancelled, or changed within the following 10 days, to the following organizations: (b)
  - The Commission (i)
  - Office of the Secretary (ii)
  - The Executive Director for Operations (iii)

## Procedures for Noticing Public Meetings (B) (continued)

- Program office directors, regional administrators and, at their request, other office directors (iv)
- The Director of Public Affairs (v)
- The Public Document Room for posting (vi)
- Chairmen of the Advisory Committees on Nuclear Waste and Reactor Safeguards (vii)

The meeting announcement coordinator will update information for the toll-free telephone recording on a weekly basis, except when a cancellation or schedule change requires a more timely update. (4)

Meetings scheduled with less than a 10-day public notice must be approved in writing by the appropriate branch chief before the notice is submitted to the meeting announcement coordinator. (5)

Volume 3, Part 1 - Publications, Mail, and Information Disclosure  
Announcing Meetings Open to the Public  
Handbook 3.5 Exhibits

Exhibit  
NRC Form 549, "Public Meeting Announcement  
Data Input"

NRC FORM 549 B-82 NRCMD 3.5		U.S. NUCLEAR REGULATORY COMMISSION		MEETING NOTICE NUMBER (POA/LPOR BRANCH WILL COMPLETE)	
<b>PUBLIC MEETING ANNOUNCEMENT DATA INPUT</b> (Fields with shaded headings are mandatory)					
<b>NRC MEETING CONTACT</b>					
NAME		COMMERCIAL TELEPHONE (Include Area Code)		FACSIMILE TELEPHONE (Include Area Code)	
<b>MEETING DATE(S) AND TIME(S) OR 24-HOUR NOTICE</b>					
MEETING DATE(S) (Use MM/DD/YY format)		MEETING TIME(S) (Circle a.m. or p.m.)			
FROM	TO	BEGINNING		ENDING	
			a.m.		a.m.
			p.m.		p.m.
			a.m.		a.m.
			p.m.		p.m.
			a.m.		a.m.
			p.m.		p.m.
<b>MEETING LOCATION</b>					
BUILDING		STREET ADDRESS			
ROOM NUMBER		CITY AND STATE			
<b>PURPOSE OF MEETING (95 characters available)</b>					
<b>COMMENTS (95 characters available)</b>					
<b>DOCKET OR PROJECT NUMBER</b> (8/12/97)		<b>FACILITY NAME</b>			
<b>ORGANIZATIONS IN ATTENDANCE</b>					
<b>NRC OFFICES/REGIONS</b> (Offices only—DO NOT use Divisions, Branches, etc.)			<b>OUTSIDE PARTICIPANTS</b> (100 characters available)		
<b>APPROVAL</b> — (Required for hearing then 10 days advance notice)					
SIGNATURE — BRANCH CHIEF				DATE	
RETURN THIS FORM TO: MEETING NOTICE COORDINATOR, MAIL STOP P-378, FACSIMILE (301) 492-7313, TELEPHONE (301) 492-4725 OR 492-4726					

NRC FORM 549 (B-82)