

**National Materials Program
Pilot Project Chairs Teleconference Meeting
May 19, 2004
9:30 AM - 10:30 AM ET**

Agenda

1. Draft Milestones and Schedule
2. Draft Final Report to the Commission
3. General Discussion
4. Updates on the Pilot Projects

Notes from Meeting

Start Time: 9:30 AM Eastern Time

Attendees: Kevin Hsueh, Shawn Smith, Ruth McBurney, Jan Endahl, Michael Markley, Thomas Young.

1. Draft Milestones and Schedule

Pilot Chairs discussed the draft milestones and schedule report. Five upcoming monthly conference calls were scheduled before November 2004. During the upcoming conference calls, Pilot Chairs will focus on discussing the content of the final report due to the Commission in November 2004. NRC managers and OAS, CRCPD Chairs will be invited to participate in August and September conference calls to receive their feedback on the draft final report. Additional milestones for Pilot 1, 3, 4 and 5 were discussed and identified in the milestones and schedule report.

2. Draft Final Report to the Commission

Pilot Chairs discussed major items to be included in the draft final report. It is expected that discussions on success measures addressed by each pilot project, lessons learned from the security working group, financial issues, and comments from the March 31 Stakeholders' meeting will be included in the draft final report. Kevin is tasked to complete the first draft report and distribute it to Pilot Chairs prior to the next conference call for review and comment. Pilots 1 and 3 are expected to provide additional information to STP by June 8 to be reflected in the draft report.

3. General Discussion

A poster on the NMP has been prepared and will be used in the poster session at the annual CRCPD meeting. Pilot Chairs are expected to provide staff time estimates to STP by June 4, 2004. It is expected that Pilot Chairs will decide on a case-by-case basis as to whether their draft pilot project reports should be posted on the NMP web site.

4. Updates on the Pilot Projects

A Steering Committee for Pilot 1 is in the process of being formed to test a proposed process developed by Pilot 1. The Pilot 1 working group plans to recommend two regulatory needs, selected from its priority list, to the Steering Committee for testing. The first Steering Committee meeting is expected to be held by the end of June 2004. Pilot 1 is expected to complete the test and finalize its draft final report in September 2004.

Pilot 2 draft final report has been reviewed by NRC regional offices with no comments. Pilot 2 is expecting responses from other NRC offices, and OAS and CRCPD Chairs.

Pilot 3 is in the process of preparing its draft final report and plans to submit the report to STP by June 8, 2004.

Pilot 4 has identified a new modality to be used for guidance development under the pilot project and is currently working on the Work Product Plan and the revised Charter. Pilot 4 plans to submit these two documents for review and comment by May 28, 2004 and complete the draft final report in September 2004.

Pilot 5 plans to send an All Agreement States letter to request information on use of the revised Inspection Manual Chapter 2800 and its associated routine inspection procedures in Agreement States. Information received from Agreement States will be analyzed and reflected in the Pilot 5 final report.