Desk Guide for Agreement States Leading Government-to-Government Meetings
(2025 version 1.0)

Purpose

The purpose of this desk guide is to provide a comprehensive framework for Agreement States to effectively host Government-to-Government (G2G) meetings with the U.S. Nuclear Regulatory Commission (NRC). These meetings serve as a platform across the National Materials Program (NMP) for information sharing on pertinent and timely issues, fostering collaboration, and mutual understanding between the NRC and Agreement States. By extending the hosting responsibilities to Agreement States, we aim to enhance the exchange of knowledge, promote best practices, and address regulatory challenges in a more inclusive and participatory manner.

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Introduction

G2G meetings have traditionally been hosted by the NRC. These meetings are crucial for discussing and sharing information on current and emerging issues that impact both parties. As we move forward, the NRC is extending the opportunity for Agreement States to host these meetings, recognizing the value of diverse perspectives, and the benefits of shared leadership.

This desk guide is designed to assist Agreement States in planning, organizing, and conducting G2G meetings. It outlines the roles and responsibilities of the host, provides guidance on selecting relevant topics, and offers best practices for facilitating productive discussions. By following this guide, Agreement States can ensure that their hosted meetings are effective, engaging, and aligned with the overarching goals of the NMP.

Roles and Responsibilities

Agreement States

- Propose relevant and timely topics for discussion to the Organization of Agreement States (OAS) Board or NMP Champions.
- Provide subject matter experts and prepare presentations on proposed topics.
- Collaborate with NMP Champions to ensure the meeting agenda is comprehensive and relevant.

NRC

- Provide the Microsoft Teams platform for virtual meetings.
- Maintain and distribute the mailing list for meeting invitations and communications.
  - Note: When distributing the mailing list for meeting invitations, it is essential to ensure that the list is appropriate for the meeting topic, i.e., draft rule language. The audience must be approved for the specific topic of discussion. Additionally, participants may need to be reminded not to share information outside the meeting participants to maintain confidentiality and integrity of the discussion.
  - Support Agreement States and NMP Champions in logistical and technical aspects as needed.

NMP Champions

- Facilitate the G2G meetings, ensuring smooth and productive discussions.
- Coordinate with Agreement States and the NRC to finalize meeting agendas.
- Assist in identifying and inviting relevant subject matter experts.

By clearly defining these roles and responsibilities, we aim to streamline the process of hosting G2G meetings and ensure that each party can effectively contribute to the success of these collaborative efforts.

Step-by-Step Instructions

Propose Topic Ideas

1. **Identify Relevant Topics**
   - Review current issues, emerging trends, and pertinent regulatory challenges.
   - Select topics that are timely and relevant to both the NRC and Agreement States.

2. **Contact OAS or NMP Champions**
   - Draft a concise email outlining your proposed topic.
   - Include a brief description of the topic and its significance.
   - Provide your contact information for follow-up discussions.

   Sample Email Template:

   Subject: Proposed Topic(s) for Upcoming G2G Meeting

   Dear [OAS/NMP Champion Name],
   I hope this message finds you well. I am writing to propose the following topic(s) for discussion at the upcoming Government-to-Government (G2G) meeting:

   1. [Topic 1]: [Brief Description]
   2. [Topic 2]: [Brief Description]

   These topics are timely and relevant due to [reason]. I believe they will foster valuable discussions and information sharing.

   Please let me know if you need any additional information or if there are any further steps I should take.

Best regards,

[Your Name]
[Your Contact Information]

3. **Work with the NRC to Set Up a Date and Meeting Invitation**
   - **Coordinate with the NMP Champions**
     - Once the topics are approved, contact the NMP Champions to discuss potential dates for the meeting.
     - Ensure the proposed dates align with the availability of key participants and subject matter experts.
     - NMP Champions will coordinate with the NRC to reserve the meeting date.

   - **Set Up Meeting Invitation**
     - NRC will use the Microsoft Teams platform to schedule the meeting.
     - A detailed meeting invitation including the date, time, agenda, and any pre-meeting materials will be sent to the G2G mailing list.

2. **Coordinate Presentation Information**
   - **Identify Subject Matter Experts**
     - Reach out to relevant experts who can provide insights on the approved topics.
     - Confirm their availability and willingness to present at the meeting.

   - **Prepare Presentations**
     - Work with the subject matter experts to develop comprehensive presentations.
     - Ensure the presentations are clear, concise, and aligned with the meeting agenda.

   - **Share Presentation Details**
     - Coordinate with the NRC and NMP Champions to finalize the presentation schedule.
     - Share the presentation details, including the order of speakers and time allocations, with all participants.

   By following these steps, you can ensure a well-organized and productive G2G meeting.

Best Practices and Tips

1. **Early Planning and Coordination**
   - **Start Early**: Begin planning well in advance to ensure all logistics are in place.
   - **Coordinate with Stakeholders**: Engage with the NRC, NMP Champions, and other relevant parties early to align objectives and expectations.

2. **Clear Agenda and Objectives**
   - **Define Objectives**: Clearly outline the goals of the meeting to ensure all participants are aligned.
   - **Develop a Detailed Agenda**: Create a structured agenda with specific topics, time allocations, and designated speakers.

3. **Effective Communication**
    - **Send Invitations Early**: Distribute meeting invitations well in advance to ensure maximum participation.
    - **Provide Pre-Meeting Materials**: Share relevant documents, presentations, and background information ahead of time to allow participants to prepare.

4. **Technical Preparation**
    - **Test Technology**: Conduct a test run of the Microsoft Teams platform to ensure all technical aspects are functioning smoothly.
    - **Provide Technical Support**: Have technical support available during the meeting to address any issues that may arise.

5. **Engaging and Inclusive Facilitation**
    - **Encourage Participation**: Foster an environment where all participants feel comfortable sharing their insights and asking questions.
    - **Manage Time Effectively**: Keep discussions on track and ensure that all agenda items are covered within the allotted time.

6. **Follow-Up and Documentation**
    - **Record the Meeting**: If possible, record the meeting for future reference and for those who could not attend.
    - **Distribute Meeting Minutes**: Share detailed meeting minutes and action items, if applicable, with all participants promptly after the meeting.

    Tips for a Successful Meeting
    - **Set Clear Expectations**: Communicate the purpose and expected outcomes of the meeting to all participants.
    - **Be Flexible**: Be prepared to adapt the agenda if necessary to address emerging issues or participant feedback.
    - **Promote Collaboration**: Encourage open dialogue and collaboration among participants to foster a sense of shared purpose.
    - **Evaluate and Improve**: After the meeting, gather feedback from participants to identify areas for improvement for future meetings.

By following these best practices and tips, Agreement States can ensure that their hosted G2G meetings are well-organized, productive, and beneficial for all parties involved.

References and Resources

1. **Contact Information**
    - **OAS**
        - Current OAS Board Members: https://www.agreementstates.org/board-members.html
        - Website: https://www.agreementstates.org/

    - **NMP Co-Champions**
        - Ask the Co-Champions: https://www.nrc.gov/materials/nmp/communications.html#ask

Revision History

Version	Date	Description of Changes	Issuing Office
1.0	2025-08-19	Initial draft created	NMSS/MSST/SLPB