



Technology Working Group (TECHWG)

Highlights TECHWG Annual Meeting May 4, 2010, 5:00 p.m. to 6:30 p.m. PDT

Participants

Tony Charles, B&W Y-12	Steve Lockett, NNSA
Dorothy Cohen, ORISE	Peter Martin, EOTA
Jim Daniels, NST	David Matthews, NST
Holly Hardin, ORISE	Jeff Morrison, NST
Jonathan Gaff, ANL	Erica Ortega, SNL
Holly Hardin, ORISE	Carisa Schultz, INL
Jeff Leifel, ORISE	Dennis Urban, ORISE
Dale Leschnitzer, LANL	Gary Winner, ANL

Welcome

Jeff Leifel began the 1st TECHWG Annual Meeting with an in-person introduction of the leadership team and outline of the agenda.

TECHWG Charter

Jim reviewed the Charter in detail and requested feedback be given to himself and Jeff for inclusion in the final Charter. No additional updates or feedback were received and the Charter was deemed approved and official.

TECHWG SharePoint Site

Jeff discussed the need to make SharePoint an integral part of the group by keeping it current and making sure all members are able to access the site. If there are any issues logging in or obtaining access please contact [Jeff Leifel](#) or [Louise Wyatt](#).

TECHWG Direction and Focus Areas

Jim outlined the 2010 plan for TECHWG.

- Quarterly conference calls with a briefing on each call agenda
- Charter approved and 'signed-off'
- Selection of the #1 priority from our focus areas
- SharePoint will be used for presentation materials from briefings or guest speakers



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Open Discussion on Focus Area Priorities

Gary Winner started a discussion on the various paging tools being used at various sites today. These include Communicator ST, Meir 3, WARN, Reverse 911, as well as others. From this discussion, one suggestion was that TECHWG can gather requirements across the complex and create guidelines for HQ. This guideline can be shared with all sites in order to reduce initial research timeframes and ultimately provide solution options.

Everyone agreed that while standardization would be great progress, it may see limited success due to geographic issues, resources, and HQ guidelines at sites (i.e. Web EOC and EMINS). Therefore the approach TECHWG takes in creating guidelines is critical to its success across the complex.

Another thread included the need for better awareness and planning for system patches and upgrades. The following example was given - the day before an exercise there were multiple patches done on emergency mgmt systems during off-hours. The next day email, internet connectivity, etc. were impacted. Dale Leschnitzer commented on the need for Emergency Mgmt and Cyber to work together in order to minimize downtime impact or other issues due to patches, off-hour work schedules, etc.

A gap analysis project was launched out of our discussions and Dale Leschnitzer has volunteered to create this site matrix. You will be hearing from Dale as this project gets underway as he will be inquiring what systems are currently in place at your sites. The matrix will be available on SharePoint once completed.

A recommendation to invite Cyber to future teleconferences was unanimous and will be acted upon going forward. Therefore, invites to TECHWG calls should be forwarded within the sites to include Cyber personnel.

Steve Lockett reminded the group that technology is everywhere and it touches all EMI SIG groups in some way. It would be ideal if each site had at least one member in TECHWG, which includes a SharePoint account.

Jim and Jeff concluded TECHWG can be "one voice" for the sites. Thus bringing an awareness of what technology is currently in use across the complex and creating guidelines on future direction regardless of which focus areas is our priority.

TECHWG Co-chair Election

JD opened the floor up for the nomination and election of a co-chair. Dale Leschnitzer was nominated and accepted the position. Please welcome Dale to the leadership team!



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TECHWG Next Steps

Jeff will distribute meeting highlights and update the SharePoint site ASAP. In addition, Jeff will follow up with Tom Fields (possible Microsoft cloud hosting guest speaker on future teleconference).

Jeff and JD will determine next meeting date and agenda.

EMI SIG 2011 – It is a year away but we need to be thinking about what TECHWG can do at the next annual meeting. Would we like a ½ or full day for TECHWG? Think about this as we progress through 2010.

Wrap-up

Next teleconference is TBD while guest speaker schedules are identified.

Meeting adjourned at 6:15 p.m. PDT.