

Highlights
TS Teleconference
July 21, 2010, 3:00 p.m. EDT

Participants

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| Andersen, Brenda; LANL | Lawlor, Teresa; BWXT Y-12 |
| Atencio, Amparo; ORISE | Lockett, Stephen; DOE NNSA |
| Burger, Bob; SNL | Miller, Edward; DOE NNSA |
| Donkin, Julia; U.S. DOE | Mitchell, Laurie; Mission Support Alliance |
| Dunkle, Marie; MK Dunkle Consulting | Nelson, Don; LLNL |
| Freshwater, David; U.S. DOE | Rolfe, Theresa; SNL |
| Gee, Robert; BWXT Y-12 | Shunk, Kim; Bechtel Jacobs |

Old Business

Review/Approve May 2010 Minutes

1. Minutes from the May 2010 TS Workshop were reviewed and approved with no changes.
2. The minutes are posted on the website:
<http://orise.orau.gov/emi/training/specialmeetings.htm>

Recap of 2010-2011 Objectives

1. The committee brainstormed objectives for 2010-2011 during the May 2010 workshop.
2. A recap of the current objectives is posted on the website:
<http://orise.orau.gov/emi/training/status-current-objectives.htm>

Status of Current Core Groups

1. *Objective 6: Offsite Training* (B. Burger, SNL)
 - Several core group members have dropped out of the group. Those interested in working with this core group should contact Diana (ddelar@sandia.gov) or Amparo Atencio (amparo.atencio@orise.orau.gov).
 - No further surveying of sites will be done.
 - This group is still seeking examples of products that can be shared.
 - A comparison of ORNL and EOTA materials would be good.
2. *Objective 7: Proficiency Training* (T. Kerr, ORNL)
 - Several examples were received, but more are needed.
 - Thom Kerr will review common denominators for good practices from the examples received and will develop a template based on the common denominators

3. *Objective 8: DOE HQ Evaluation Reports* (J. Moore, NStec)

- Additional volunteers joined this core group: Bob Burger, Brenda Andersen
- This group will look for universal trends in web material to be distributed by Steve Lockett.
- A question was asked about whether IG audits would be included in this review. The response was IG write-ups are vague but do address complex-wide issues. David Freshwater commented there are currently one two IG reports, both of which do not address training. Steve Lockett responded it would be HS-63 write-ups to be reviewed.

4. *Objective 9: New Staff Resources* L. Mitchell, Hanford)

- Hanford has Emergency Preparedness 101 (EP101) presentation for new hires to review. Laurie Mitchell has revised the EP101 presentation for this group's use. She left in general information for offsite use.
- This group will work on how to revise the presentation to make it more useful for other DOE sites.
- This group will also review the EMI SIG training products currently posted on the website (e.g., Exercise Builder and Developing Exercise Objectives and Scenarios). <http://orise.orau.gov/emi/training-products/default.htm>
- Amparo Atencio reported TRADE training products not posted on the website are outdated and would not be useful to review. She recommended canvassing the other EMI SIG subcommittees to see what resources they may be aware of that might be helpful.

New Business

Discussion with EOTA

1. Bob Burger met with EOTA staff, Paul Jenkins and Melissa Otero, and discussed possible ways for EOTA to become involved in the work of the TS:
 - New staff resources
 - Offsite training (e.g., refresher, qualifier)
2. Questions concerning EOTA training include:
 - How can TS display the information?
 - How can training information be provided to the DOE sites?
3. EOTA should be the centerpiece to process training and should have a central role.
4. Ed Miller has been working with EOTA to determine a core list of courses for a minimal level needed to communicate with DOE. Some courses have already been identified.



Action Items

| Description | Person Responsible |
|--|---|
| Send listserv announcements for more volunteers for Objective 6 and Objective 9 | Amparo Atencio |
| Send listserv announcements for more product examples for Objective 6 and Objective 7 | Amparo Atencio |
| Send HS-63 web addresses to Objective 8 group to review material for universal trends | Steve Luckett |
| Check status of EP101 clearance with site Document Control office | Laurie Mitchell |
| Notify Amparo Atencio of best dates for core group conference calls for groups that are ready to convene | Bob Burger/ Diana de la Rosa Thom Kerr Jim Moore Laurie Mitchell |
| Set up conference calls for core groups that are ready to convene | Amparo Atencio |

Next Subcommittee Meeting

The next TS teleconference is scheduled for **October 20, 2010 at 3:00 p.m. EST**. The call-in number will be distributed at a later date.