

**Highlights
TS Teleconference
April 6, 2011, 3:00 p.m. EDT**

Participants

Brenda Andersen, LANL	Thom Kerr, ORNL
Stuart Bayne, DOE ORO Contractor	Teresa Lawlor, BWXT Y-12
Bob Burger, SNL	Edward Miller, NNSA NA-43
EOTA: Melissa Otero, Vicki Pleau, Stacey Dominguez, David McKay	Laurie Mitchell, Hanford
Paula Gray, Hanford	Frank Moussa, Carlsbad, NM
Steve Hook, Parsons, Savannah River	Don Nelson, LLNL

Old Business

Review/Approve January 2011 Minutes

1. Minutes from the January 2011 TS Teleconference were approved as written.
2. The minutes are posted on the website:
<http://orise.orau.gov/emi/training/teleconference-highlights.htm>

Status of Current Core Groups

1. *Objective 3: Lessons Learned* (M. Dunkle, Dunkle Associates)
 - The document is undergoing its annual review for new examples.
 - A query has been sent out for any new updates from the sites.
2. *Objective 6: Offsite Training* (D. de la Rosa for B. Burger, SNL)
 - This group is trying to hold a 2-day workshop at EOTA in the October time frame.
 - The group will take offsite training documents collected and make compatible for generic use at sites.
3. *Objective 7: Proficiency Training* (T. Kerr, ORNL)
 - Three templates have been developed and will be presented during the EMI SIG meeting: initial walkthrough, qualified incumbent, key decision makers. The forms are designed to plug in site-specific information, logos, and objectives to evaluate programs.
 - These will be available on CD (50 copies) at the EMI SIG meeting.
 - Work is completed, but the templates need to be made available on the website.
4. *Objective 8: DOE HQ Evaluation Resources* (J. Moore, NStec)
 - No trends were found in this group's review.

- Tom Rogers and Teri Lachman will be presenting on this topic during the TS workshop from the inspector perspective.
- Work is completed.

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

- The presentation slides have been reviewed, and all core group members have added their portions, including EM historical info and DOE program elements to develop an overview course for new employees.
- The slides will be reordered and sent out to the core group for discussion during face-to-face meetings at the EMI SIG meeting.
- After consensus on the course revisions, the final order of slides will be incorporated and work will begin on style and formatting.

New Business

Annual Report to Steering Committee

- Bob has drafted the final report, and ORISE is editing.
- Objective 3 will change from COMPLETE to IN PROGRESS.
- The final report will be submitted to D. Cohen by 4/15/11.

Election of Chair and Vice Chair Positions

- An electronic ballot was distributed, and results have been tabulated.
- Election results will be announced at EMI SIG Meeting, during the TS Workshop.

TS Workshop at EMI SIG Annual Meeting

- The agenda has been finalized for the TS Workshop. Guests will include Steering Committee reps and a presentation from HS63.
- There will be an opportunity for open forum discussion during the TS Workshop. Potential discussion items include:
 - Availability of online or computer-based training for HOTSPOT or EPICO. It was noted that most of these applications are proprietary and may be difficult to get access online. FYI: there will be a HOTSPOT session at the EMI SIG on Thursday, May 5.
 - Site-specific training in place that could be leveraged by the EPI curriculum being developed by the EPI Subcommittee. The curriculum is baseline info designed to augment site-specific content. The courses have been approved by DOE and some will be released before the EMI SIG meeting.
 - Discussion and collaboration between the various EMI SIG Subcommittees, particularly where there are training linkages. Recommend instituting a 1-hour call/meeting for representatives from each of the committees to share information about what respective committees are doing.



Training Subcommittee(TS)

- Future objectives (2011-2012) will be selected during the TS Workshop. Potential objectives include:
 - Training across the spectrum among the Subcommittees
 - Subcommittee reps serving on other Subcommittees and reporting back on training issues.
 - Discuss/develop process to ensure access to and maintenance of products across Subcommittees.

TRADEing Post

- The TS display has been finalized by ORISE. Bob Burger, Thom Kerr, Laurie Mitchell, and Don Nelson will have items for the display table and will provide 50 copies. Don Nelson will not attend but can ship his items to ORISE.
- EOTA will have a booth. They will also exhibit some of their items at the TS display table.

Action Items

Description	Person Responsible
Ship items to ORISE for TRADEing Post display if not attending the EMI SIG NLT 4/22/11.	Don Nelson
Contact Subcommittee Chairs to discuss collaboration opportunities.	Bob Burger

Next Subcommittee Meeting

The next regularly scheduled call will be held the first week in **August 2011**. The call-in number and agenda will be distributed at a later date.