



**Highlights
TS Teleconference
January 19, 2011, 3:00 p.m. EDT**

Participants

Arnold, Steve, Portsmouth	Luckett, Steve, NA-41
Bayne, Stuart, AWD Mgt. Services, Inc., DOE ORO	Miller, Ed, NA-43
Bleich, Marta; ANL	Mitchell, Laurie; Mission Support Alliance
Boynton, Anne, LBNL	Nelson, Don, LLNL
Burger, Bob, SNL (Chair)	Paul, Roger, B&W Y-12
de la Rosa, Diana; Sandia	Rolfe, Theresa; SNL
Kerr, Thom; ORNL (Co-Chair)	Wyatt, Louise, ORISE
Kinnunen, Eric, Washington Closure Hanford	

Old Business

Review/Approve October 2010 Minutes

- Minutes from the October 2010 TS Teleconference were reviewed and approved as written.
- The minutes are posted on the website:
<http://orise.orau.gov/emi/training/teleconference-highlights.htm>

Review Action Items from October 2010 Meeting

Description	Person Responsible	Status
Make corrections to July 2010 meeting minutes and repost to website	Amparo Atencio	Completed
Provide names of additional volunteers for Core Group 6 to ORISE	Diana de la Rosa	Completed
Forward additional examples submitted for Core Group 6 to ORISE	Diana de la Rosa	Completed
Get information on nomination process for TS leadership positions	Amparo Atencio	Completed
Send HS-63 web addresses to Objective 8 group to review material for universal trends	Steve Luckett	Steve recalled sending it out to group, but he will send to Amparo for resending to make sure it gets out to everyone.

Description	Person Responsible	Status
<p>Notify Amparo Atencio of best dates for core group conference calls if ready to convene</p>	<p>Core Group Leads</p>	<p>Objective 6 – Offsite Training: They will meet by conference call on Jan. 27. They have no funds to get together prior to EMI SIG Meeting.</p> <p>Objective 7 – Proficiency Training: They need to have a conference call before EMI SIG Meeting. Thom sent out drafts to Bob and Amparo. They will get to members and set a date for the conference call.</p> <p>Objective 8 – DOE HQ Evaluation Reports: Bob did a review on the IG 459 report but did not get anything out of it. Steve will take a look at that and see what we can do.</p> <p>Objective 9 – New Staff Resources: Amparo is trying to find out a good day in early February. Laurie will touch base with Amparo about the date.</p>

Status of Current Core Groups

1. *Objective 6: Offsite Training* (D. de la Rosa for B. Burger, SNL)
 - Diana and Bob talked to EOTA and found out what they already have as well as what they will need in the future. Sent this information out to core group, and they think they have a few possibilities. They want to find out if there is a common thread that they can work from. They will take a look at what they have agreed on as good areas to discuss, i.e. offsite classification, etc.
 - Theresa Rolfe asked to be included when information is distributed to the core group.
2. *Objective 7: Proficiency Training* (T. Kerr, ORNL)
 - Thom stated that in October he sent three draft proficiency forms to Amparo that could be used as templates, and that those are ready for people to start reviewing.

They need to send them out to the objective group and get some comments. After that, when he wants to get the call together.

- Stuart asked if he sent them out. He replied that they have been sent to Amparo to distribute to the core group.
- These are very similar to the presentation he made at the EMI SIG Meeting last year.

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

- The Objective was tabled for later discussion because Jim Moore was not on the call. Steve has had no feedback from Jim regarding an email he sent to him, but will contact him before the end of January to see what he wants to do with this.

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

- Laurie stated that they had a kick-off meeting in October and a couple meetings since. They will modify the EP 101 course from Hanford.
- Teresa Lawlor sent some information from her site, and the group voted to use her PowerPoint presentation instead because it has more information.
- The task team has divided up 15 EM program elements. The idea was to provide information based on 151 and all the different program areas—training, response, etc. At the first meeting in October, nine elements were assigned and are now completed. At the December meeting, the final six program elements that they are working on were assigned. They decided not to hurry to complete it before EMI SIG Meeting. Once they have the information posted on SharePoint, they will start taking out some of the Y-12 and redundant information, reformatting the slides, and putting them in proper order. If others have access to the SharePoint area, they can take a look at what they have so far and give feedback.

Note: SharePoint access can be requested by sending an email to Louise Wyatt, ORISE, (louise.wyatt@orise.orau.gov) or by clicking on the “request a password” link on the Training Subcommittee web page (<http://orise.orau.gov/emi/training/default.htm>).

New Business

Input for Annual Report to Steering Committee

Bob will write the final report in middle of March. Bob noted that Objective 8 is the only one of concern. The others seem to be going along fine. In mid February, he will request input from TS members for the final report to the EMI SIG Steering Committee that includes all the TS activities for the year.

Election of Chair and Vice Chair Positions

- Thom is stepping down from the Vice-Chair position. Laurie Mitchell and Teresa Lawlor have both been nominated for the Vice-Chair. Laurie said Thom had talked to her about it, and she had received approval from her managers. Teresa was not on the call to comment.

- Bob is willing to continue to serve as Chair or to step down, according to the decision of the Subcommittee.
- A ballot will be sent out, and the decision announced at EMI SIG Meeting.
- TS members should let Amparo know if you are interested in one of the positions. Amparo will send out the ballot.

TS WORKSHOP DURING EMI SIG ANNUAL MEETING

- Bob commented that the meeting can be conducted within a half-day process. These proposals have been submitted:
 - Bob Burger – “Training the Gold Standard for your EM Program”
 - Bob Burger – “TS business—elections, objectives, accomplishments, etc.”
 - Thom Kerr – “Using Comprehensive Examinations to Determine Qualification and Proficiency of Key Decision-Makers for Emergency Situations”
- TS members should bring concerns or issues from their sites that they would like to discuss.
- Deadline to submit presentations was January 7, 2011.
- Diana asked if there is anyone who would be willing to speak on different generational issues regarding social media, etc.
 - Holly Hardin and Jeff Leifel, ORISE, are presenting on this topic at the EPI and TECHWG meetings.
 - It was suggested that Shelly Havlik did a good presentation a few years ago on that.

TRADEing Post

- Bob asked if the picture settings on the display needed to be changed or not.
- Bob requested that all TS members bring a training product from their sites of which they are proud. The idea is to share so others can get ideas on training to take back to their sites. His goal is to have every TS member who attends the EMI SIG Meeting bring something for the training display, e.g. SOP, lesson plan, proficiency level, regular class, list of forms, etc. He is looking for commitment from the members to do this. He stated that training is the hub, and we need to be putting our products out.
- Theresa has developed some proficiency modules geared toward consequence assessment team at Sandia. She will not be going, but Bob can bring them to the meeting. Bob said that 50 or 60 disks containing training products from Sandia Labs will be on the table so people can take them and use them.
- Someone from Livermore at last year’s EMI SIG Meeting was interested in Sandia’s HOTSPOT Training Module last year. Eric said he was not the person, but he is interested. He will email Theresa for the information.
- All CDs placed in the display were taken last year. Valuable information was shared.

The purpose is to take information that is out there, and put it in a program that everyone can use—universal, standardized. Makes more sense to do that than “reinvent the wheel.”

- Don Nelson heard that EOTA developing a web-based controller evaluator course or series of courses. He would like to get the information and try to incorporate it into their training program.
 - Roger Paul, Y-12, responded that Terry Nore, Y-12, and Becky Bullard, ORISE, are working on that to be completed first week of May. There is going to be another call tomorrow at 2:00 p.m. Eastern to discuss that more.

Action Items

Description	Person Responsible
Send out draft Proficiency Forms (Objective 7) to the core group.	Amparo
Contact Steve Lockett, and get in touch with Jim Moore regarding Objective 8	Bob Burger
Add Theresa Rolfe to Objective 6 core group distribution	Laurie Mitchell
Request input for TS Report to the EMI SIC Steering Committee	Bob Burger
Notify Amparo if you are interested in the Chair or Vice-Chair position	TS Members
Send out ballot for Chair and Vice-Chair positions	Amparo
Prepare a training product to bring for the TS display at EMI SIG Meeting	All TS members
Schedule next meeting for first part of April and notify TS members of date, time, and number.	Amparo

Next Subcommittee Meeting

The TS will schedule a call for the beginning of **April __, 2011 at 3:00 p.m. EST** to discuss last items that need to be completed before the workshop. The call-in number will be distributed at a later date.