

## Highlights TS Teleconference July 20, 2011, 3:00 p.m. EDT

### Participants

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Arnold, Steve (Wastren-EnergX)  
Bayne, Stuart (AWD)  
Boynton, Anne (LBNL)  
Burger, Bob (SNL)  
de la Rosa, Diana (SNL)  
Kerr, Thom (ORNL)  
Lawlor, Teresa (B&W Y12)  
Lockett, Steve (NA-41)

McKay, David (EOTA)  
Michel, Chris (Excalibur)  
Miller, Ed (NA-43)  
Mitchell, John (Knowledge Systems)  
Mitchell, Laurie (Hanford)  
Nelson, Don (LLNL)  
Sousa, Liz (EOTA)

### Old Business

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#### ***Review/Approval of April 2011 Minutes***

1. Minutes from the April 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 Objectives/Core Groups***

- *Objective 1: Hold workshop*
  - This is conducted annually during the EMI SIG meeting.
- *Objective 2: Hold quarterly conference call*
  - This is in progress throughout the year.
- *Objective 3: Develop Lessons Learned document*
  - This document should be reviewed and updated every year. Bob Burger will lead the review effort and ensure updates are conducted.
- *Objective 6: Offsite Training* (D. de la Rosa for B. Burger, SNL)
  - Bob Burger requested travel funds from DOE to compile all offsite training documents collected and make compatible for generic use at sites. He is awaiting response.
- *Objective 7: Proficiency Training* (T. Kerr, ORNL)
  - Three templates (initial walkthrough, qualified incumbent, key decision makers) were developed for sites to use. The forms are designed to plug in site-specific information, logos, and objectives to evaluate programs.

These are available on the EMI SIG website at

<http://orise.orau.gov/emi/training/EROProficiencyDocumentationTemplates.htm>

- *Objective 9: New Staff Resources* (L. Mitchell, Hanford)
  - The presentation slides were reviewed by all core group members. Final course revisions are being made, and work will begin on style and formatting.
  - A suggestion was made to annotate where site-specific content should be inserted.
  - Diana de la Rosa commented this product could potentially be used as a starting point for Objective 6 (Offsite Training).
  - EOTA offered to have an instructional designer review the presentation and provide input on how it can be refined or presented differently to make more user-friendly. They can also post on the EOTA site as well. Additionally, they are currently working on developing an asset overview, and this course could potentially be folded in.

## **New Business**

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### ***Introduction of New Co-Chair***

1. Bob Burger thanked outgoing Co-Chair, Thom Kerr, for his years of dedicated service and introduced Teresa Lawlor. Amparo Atencio reported a listserv announcement was distributed to the EMI SIG membership.
2. Teresa Lawlor is an Emergency Planning Specialist at the Y-12 National Security Complex. Her job duties include managing the Emergency Response Organization (ERO) Training Program, serving in the ERO as the Technical Support Center Coordinator, and serving as coordinator for Off-site Notification and Emergency Public Information.

### ***Discussion of New Objectives***

The consensus was to adopt a new objective (Objective #10, Subcommittee Liaisons), led by Bob Burger (SNL). Process, responsibilities, and reporting back to TS will be established.

- All liaisons have been assigned. Liaisons are responsible for reaching out to other EMI SIG subcommittees, reporting back to the TS when subcommittees are working on training initiatives, and offering assistance from TS when training activities being developed.
- There will be a regularly scheduled block on the TS conference calls for liaisons to report on any training news from other subcommittees.

### ***EOTA Update***

David McKay and Liz Souza discussed an EOTA Survey and provided a status update on CEUs for EOTA courses. A survey was posted to their website to poll population of what organizations people belong to. After responses are compiled, they will reach out to those organizations to try to get courses qualified for CEUs.



**Action Items**

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<b>Task</b>	<b>Person Responsible</b>
1. Follow up with J. Fairbent about travel funds request for Obj. 6	Bob Burger
2. Send out announcement about Obj. 7 completed templates via listserv and request feedback (e.g., how effective, if adopted, how used)	Amparo Atencio
3. Convene Obj. 9 work group to discuss course title and final revisions	Laurie Mitchell
4. Add Introduction verbiage to Obj. 9 slide template.	Bob Burger
5. Forward Obj. 9 course template to EOTA for instructional design review.	Laurie Mitchell
6. Provide link to EOTA survey via TS listserv.	Amparo Atencio
7. Connect EOTA staff with Hanford folks who worked on organizing courses to qualify for CEUs.	Laurie Mitchell

**Next Subcommittee Meeting**

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The next regularly scheduled call will be held **October 19, 2011 (3:00 p.m. Eastern)**.

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