

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

Participants

Andersen, Brenda (LANL)	Kerr, Thom (ORNL)
Bayne, Stuart (AWD)	Lawlor, Teresa (BWXT Y-12)
Blake, Lorna (ANL)	Mitchell, Laurie (Hanford)
Corwin, Steven (Portsmouth OH)	Moore, Jim (NStec)
Dunkle, Marie (Dunkle Associates)	Nelson, Don (LLNL)
Freshwater, Dave (NA-41)	Otero, Melissa (EOTA)
Gray, Paula (Hanford)	

Old Business

Review of July 2011 Minutes

1. Minutes from the last conference call are posted on the website:
<http://orise.orau.gov/emi/training/teleconference-highlights.htm>

Status of Current Objectives/Core Groups

1. *Objective 3: Develop Lessons Learned Document* (M. Dunkle)
 - This document focused on use of training as a method to institutionalize lessons learned and the need to involve training staff. The product is posted on the EMI SIG website and has a variety of examples from different sites.
 - The working group committed to keeping the document current by periodically updating it with fresh examples for it to continue to be useful. Marie Dunkle suggested having a representative from each EMI SIG subcommittee to obtain specific input related to their areas instead of only using people from the original core group as reviewers.
 - Marie Dunkle will develop guidance in terms of what is needed from the review committee.
 - Amparo Atencio suggested Objective 10 representatives recruit volunteers from the other subcommittees.
 - Brenda Andersen, Stuart Bayne, and Marie Dunkle agreed to contact their respective subcommittee liaisons for volunteers.

2. *Objective 6: Offsite Training* (Amparo Atencio for Diana de la Rosa, SNL)

- Bob Burger received a response indicating that this group IS NOT approved for travel funds for a meeting to compile all offsite training documents collected and make them compatible for generic use at sites. This group will collaborate using SharePoint and video conferencing, similar to how Objective 9 group operated.
- Amparo Atencio reported Diana de la Rosa had sent to ORISE all samples received to be compiled in a table for review.

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

- Final revisions were made to the course template. The document is now being formatted by ORISE, including editing for consistency and replacing clip art with photographs. Amparo Atencio reported a design template is being developed to drop content into formatted slides.
- Bob Burger drafted a course introduction to be reviewed by the core group.
- A title for the course was selected: *Emergency Response Training for Newcomers*.
- Laurie Mitchell reviewed and compared this course with EOTA's course. Theirs is a high level overview, whereas the document developed by the core group is more geared to the sites. The two courses are not duplicative.
- There was discussion about talking with EOTA for instructional design involvement.

4. *Objective 10: Subcommittee Liaisons*

- Amparo Atencio reported all Subcommittees who expressed interest have now been assigned training liaisons from the TS. All future conference calls will have an agenda item for liaisons to report on any training news from the subcommittees.
- First Responders: Brenda Andersen reported this group is talking about training for ICS positions and first responders, but they are not sure about the level of detail yet. They are also talking about lessons learned and how they can bring it in to their training. Teresa Lawlor volunteered to talk with this group if they need a contact from Y12.

New Business

Comments on EOTA Survey

1. ORISE sent out preliminary questions for a potential EOTA survey, requesting feedback from the membership. Melissa Otero reported many good comments were received, which are being considered.
2. EOTA is making revisions to the final version of the survey questions to be more specific and will send out again.



Annual Meeting

1. A message to the EMI SIG listserv was sent out, requesting a call for presentation proposals for the next EMI SIG meeting with a deadline to submit by 12/16/11.
2. Presentations can be delivered to the overall membership or to the TS membership during the TS workshop.
3. Stuart Bayne commented he would like to see some presentations on the topic of proficiency. He can't present but would love to attend a session related to this.

Internal Recognition Program

- The Steering Committee decided to officially present awards to outgoing Subcommittee Chairs.
- The Steering Committee approved subcommittees to develop their own internal appreciation program. Amparo Atencio requested volunteers to serve with her and Bob Burger to develop the TS internal appreciation program.

Action Items

Task	Person Responsible
1. Develop tasks to review Lessons Learned document	Marie Dunkle
2. Contact Objective 10 reps to get Lessons Learned review volunteers from other Subcommittees	Amparo Atencio
3. Recruit volunteers for Lessons Learned document from respective subcommittees	Brenda Andersen, Stuart Bayne, and Marie Dunkle
4. Send Objective 6 compilation of samples to core group	Amparo Atencio
5. Discuss with EOTA reviewing Objective 9 course template after final revisions	Bob Burger
6. Recruit volunteers for Internal Appreciation program	Amparo Atencio

Next Subcommittee Meeting

The next regularly scheduled call will be held **January 18, 2012 (3:00 p.m. EASTERN)**.

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