



Committee Management FRN Requirements Meeting

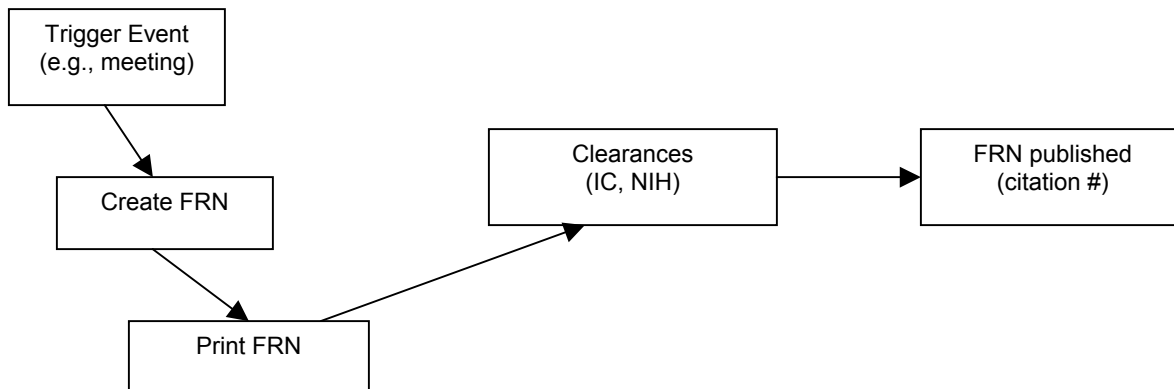
Meeting Date: May 7, 2003
Time: 1–2:30 p.m.
Location: Rockledge 2, Room 7111
Advocate: Anna Snouffer
Analyst: Krishna Collie

Action Items

1. (Krishna) Add FRN links.
 2. (Krishna) Add templates for reports to Module (yellow sheet).
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Focus: Federal Register Notice Requirements

The group agreed that the overall process flow for publishing Federal Register Notices looks like this:



What is published in the FRN?

- Charter (establish committee)
- Renewals of charters
- Workshops, seminars, events
- Request for Nominations for committees
- Meetings (FACA, non-FACA)
- Proposed actions to the guidelines
- AHRQ Notice

Amendment

- Amend meeting information
- Citation number
- Two types of FRNs: original and amended
- Can be more than one amendment (no limit)

Cancel

(Follows amendment process)

- FRN notice is published that meeting is cancelled
- Two notices

FRN Enhancements and Improvements

The following suggestions were made for inclusion in the FRN section of the module.

- Provide a user-entered text field that will print in FRN.
- Provide the ability to process multiple amendments.
- Increase (long) text fields for:
 - Agenda items
 - Amend/Cancellation
- Provide the ability for IC CMO and OFACP to freeze/unfreeze FRNs

Action: (Krishna) Add FRN links.

Action: (Krishna) Add templates for reports to Module (yellow sheet).

- Reports
 - Provide two reports (yellow box)
 - Provide these three reports: certified, boilerplate text, original FRN (with text at bottom)
 - Provide a flexible signature line
 - AHHQ-FRN
- Reason to close codes: authority to close codes (open, closed, partially closed)
- Make business rules consistent with FRN
- Allow the IC CMO to change or delete the Catalog Federal Domestic Assistant code that prints on the report.
- Signature must not be alone on a page. Should signature spill over to a second page, code it so that a minimum of 3 lines of text above the signature rolls over to the second page with the signature.
- Add special text box per committee.
 - Ability to cut and paste text into box

- Place after last paragraph and before meeting agenda

Conclusion

This meeting concludes Phase 1—gathering the raw requirements. Krishna now will translate the requirements into Use cases. He will convene a JAD in mid-June to review the Use cases. This JAD will be held weekly for three to four weeks.

Attendees

Campbell, Bonnie (AHRQ)

Collie, Krishna (RN Solutions)

Nuss, Mary (NIAID)

Scibek, Caro (CSR)

Seppala, Sandy (LTS/OCO)

Snouffer, Anna (OD)

Valeda, Kathryn (NHLBI)

Whelan, Kate (NIMH)

Clary, David (OD)

Park, Sherri (NICHD)

Grabner, Caroline (NHLBI)

Ireland, Christine (NLM)