

Draft Charter DOE Quality Council

PURPOSE

Well executed quality assurance programs are essential to achieve the mission of the Department of Energy (DOE). To this end, a core group of DOE Federal managers and/or QA subject matter experts have been assembled to promote improved communication, consistency, and collaboration across the DOE complex. This group will be known as the DOE Quality Council (Council). The Council will provide a forum to identify QA policy needs and recommend resolutions as well as identify and recommend actions for continuous improvement of the quality of DOE work. The Council will assist with improving QA program implementation and maintenance according to the needs of the diverse DOE offices' requirements. The Council will disseminate, as appropriate, recommendations and suggested improvement actions. This Charter establishes the objectives, membership, operating procedures, and expected interfaces of the DOE Quality Council.

OBJECTIVES

- Identify crosscutting QA issues and develop recommendations for a path forward.
- Improve the DOE QA policy (directives)
- Develop mechanisms to evaluate effectiveness of QA implementation
- Assist line management to evaluate effectiveness of QA implementation
- Support quality initiatives across the DOE complex to improve mission effectiveness
- Improve the effectiveness of quality assurance lessons learned (including recording, disseminating and implementing)
- Provide recommendations on training and qualifications programs related to QA
- Work effectively with the EFCOG QA Subgroup
- Establish and maintain a working relationship with other Federal agencies and the private sector regarding QA programs, activities or lessons-learned
- Establish and maintain a working relationship with QA consensus standards bodies and professional organizations
- Assist, as requested, in reviews of QA programs, directives, etc., and
- Consider other objectives related to DOE QA as agreed to by the Quality Council members.

SPONSORSHIP

The Council is sponsored by the DOE Office of Health, Safety and Security (HSS), as well as the participating offices on the Council. HSS sponsorship includes administrative and logistical support for Council meetings and communications. All participating offices sponsor their respective members' actions as they relate to Council activities.

MEMBERSHIP

The Council will consist of a Chair, Vice Chair, members, and interested parties. The Council members must be DOE Federal employees who are QA managers and/or subject matter experts formally assigned to participate in the Council by memorandum from their respective senior DOE manager to HS-1 with a copy to the Council Chair. The Council may have more than one representative from each DOE HQ Office, and DOE Field, Site or Operations Office. The Council may include interested parties from other DOE and Federal organizations (e.g., DNFSB) to participate in its activities. New membership nominations are welcome and should be formally submitted to the Council via the process described above. A sample assignment memorandum is attached (See Attachment 1).

The Council Chair will be the Director of the Office of Quality Assurance Policy and Assistance (HS-23) within the Office of Nuclear Safety, Quality Assurance and Environment (HS-20). Vice Chair nominations will be submitted to the Council for affirmation for a two-year term. The Vice Chair will be elected per the voting process described in the Voting Protocols section of this Charter. Any Council member is eligible to run for Vice Chair. There is no limit to number of terms a Vice Chair can hold.

Membership has no expiration. Members will remain members until their respective management chooses to replace them or withdraw their participation. Replacement or withdrawal will be via formal memorandum to HS-1 with a copy to the Council Chair.

See Membership Table (Attachment 2) for current Council members. Changes to the membership table may be incorporated without re-approval of the Charter as long as the process to appoint members is followed.

INTERESTED PARTIES

Interested parties are non-voting members of the Council who may attend Council meetings and calls but may not vote. These persons may be DOE or non-DOE personnel but must be invited by a Council member and their attendance must be approved by the Council Chair or Vice Chair.

COUNCIL OPERATIONS

Council operations may be conducted through meetings, Working Groups, conference calls, emails and other communication tools. In-person meetings are held annually with monthly conference calls. Additional meetings and conference calls may be called when a need is identified.

Council meetings are events (in-person meetings, conference calls, etc.) scheduled by the Council Chair, Vice Chair or Working Group Chair to accomplish objectives of this Charter. Each meeting will have an agenda (distributed to attendees in advance) and a meeting summary. The meeting summaries will be provided electronically to all members and interested parties of the Council within ten working days after the meeting. Meeting attendees will have an opportunity to comment by email on the summary which will be formally approved at the next Council or Working Group meeting. Council members are responsible to keep their management apprised of actions of the Council and the individual Working Groups.

Council meetings are open to all members and, with the approval of the Council Chair or Vice Chair, to interested parties. The Council may, at its discretion, call closed meetings that include members only. Meeting summaries and products are available to the public unless closed or otherwise deemed pre-decisional by the Council. Meeting summaries deemed pre-decisional are not available to the public until approved by the Council. Information about the Council and its activities will be available on the HS-23 website **TBD**.

Members are permitted to send a representative on their behalf upon written notification to the Council Chair or Vice Chair prior to the start of a meeting. The designated representative will have all privileges bestowed to Council members.

The Council will network with additional sources/advisors external to the Council as appropriate (e.g., other Federal agencies, contractors, and regulating entities). (See Interface section of this Charter).

Council products may include meeting summaries, periodic activity reports of Council accomplishments for senior DOE management, Working Group results, website and QA Newsletter contents, recommendations and any other deliverable developed to address Council objectives. Any product released will have been approved by the Council pursuant to the voting protocols described below.

The Council will determine which products, if any, will need to be approved and distributed through HS-1, with concurrence from appropriate Departmental Elements. Products not deemed necessary to be distributed through HS-1 may be placed on the website or in the Quality Exchange (i.e., the QA Newsletter published by HS-23).

DOE policy determinations are established per the DOE directives management system and other authorities. When policy changes are being recommended by the Council, the

Council is required to obtain agreement from the Office of Primary Interest (OPI) of the affected Directives, and assist the OPI, as requested, in the revision of those Directives.

ANNUAL REPORTING

It is the expectation that an annual report or presentation will be developed and made available for DOE Management (e.g., HS-1 and other Departmental Elements) delineating the Council's activities for the year. The Council will follow the Fiscal Year calendar of the DOE (i.e., October 1 – September 30).

VOTING PROTOCOLS

The Council may have more than one representative from each selected DOE HQ Office, and DOE Field, Site or Operations Office, but each DOE HQ Office and DOE Field, Site or Operations Office has only one vote. In the case of an office with more than one member, either member qualifies for a quorum and the office is only counted once for a quorum or two thirds vote.

A quorum is reached when both one half of the member DOE HQ Offices is present and one half of the member DOE Field, Site or Operations Offices are present (based on the membership table).

A quorum of the Council must be present to have a vote. For the Council to approve any action, two thirds of an affirmative vote must be achieved.

The Council Chair will have one vote separate from the member representation (i.e., HSS members get one vote and the Council Chair [HS-23 Director] has a separate vote.) The Vice Chair represents his or her member Office and follows the voting protocols unless he or she is 1) acting for the Council Chair and 2) the Council Chair has not submitted a proxy vote.

Proxy votes are allowed and must be in writing to the Council Chair or executed via the member's designated representative at the meeting, following the voting protocols.

WORKING GROUPS

Working Groups may be established on a temporary basis by the Council to accomplish a specific task, such as commenting on a QA-related document, performing a peer review or developing a technical paper. All Working Groups must be chaired by a Council member elected by Working Group members. Working Groups will include Council members and/or interested parties. Other non-member persons may participate as deemed appropriate by the Working Group chair in consultation with the Working Group.

The need for a Working Group and their proposed objective is decided by a vote of the Council. Task plans are developed by the designated Working Group and describe the

expected accomplishments, the expected product, and the period of performance. The task plans are then approved by the Council Chair and Vice Chair. Once established, the Working Group may recommend changes to the task or Working Group membership. Before implementation of any changes to approved tasks or Working Group membership, approval must be obtained from the Council Chair and Vice Chair.

Task plans are developed using the template in Attachment 3.

Final products from Working Groups will be approved by the Council and processed by the Council Operations section of this Charter.

INTERFACES

The Council will establish and maintain relationships with other organizations as needed to achieve its objectives. Through Council members designated as points of contact (POCs) by the Council Chair (in consultation with Council members), the Council will interact with organizations including but not limited to:

- Standards Development Organizations
- DNFSB
- Technical Standards Program (Topical Committees)
- EM Quality Assurance Corporate Board
- National Academy Science (NAS)/Building Research Advisory Board(BRAB)/Federal Construction Council (FCC)
- Office of Independent Oversight (HS-60)
- Office of Enforcement (HS-40)
- Energy Facility Contractors Group (EFCOG)⁺

⁺The Council will maintain a constructive partnership with the Energy Facility Contractors Group (EFCOG) through the EFCOG QA Subgroup. As the DOE HQ sponsor for the EFCOG QA Subgroup, the HS-23 Director will actively involve the Subgroup as appropriate efforts of the Council, and be the POC. Through this interface, the Council will improve communications through shared lessons learned, and promote consistent interpretation and implementation of QA requirements.

To: Glenn Podonsky, Chief Health, Safety, and Security Officer, HS-1

Subject: Participation on the DOE Quality Council

I, _____ endorse _____ as
(Name of Manager) (Name of Participant)

the representative from my organization to participate on the DOE Quality Council.

Signature

Date

Title

Organization

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QUALITY COUNCIL MEMBERS				
Name	Org.	Location	Email	Phone
Colette Broussard*	HS-20	GTN-270CC	colette.broussard@hq.doe.gov	301-903-5452
Gary Staffo	EE	FORS	gary.staffo@ee.doe.gov	202-586-9577
Kriss Grisham	EM	GTN-Cloverleaf	kriss.grisham@em.doe.gov	301-903-8478
Mark J. Matarrese	FE	FORS	mark.matarrese@hq.doe.gov	202-586-0491
Sonya Barnett	HS-1.2	GTN	sonya.barnette@hq.doe.gov	301-903-2068
Duli Agarwal	HS-20	GTN-270CC	duli.agarwal@em.doe.gov	301-903-3919
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Joy Mroz	LM	Morgantown	Joy.Mroz@lm.doe.gov	304-285-4106
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Anita B. Leivo	LASO	Los Alamos	aleivo@doeal.gov	505-667-1021
Pat Carier	ORP	Richland	patrick_p_carier@orp.doe.gov	509-376-3574
Al Hawkins	RL	Richland	albert_r_al_hawkins@rl.gov	509-376-9936
William Rowland	SRO	Savannah River	bill.rowland@srs.gov	803-952-8202

Membership Table (August 2008)

* Council Chair

DOE Quality Council Actions

Actions undertaken by the Quality Council shall define and implement a path forward for concerns brought to the Council that need addressing. This Form will be the Council's tracking and retention mechanism for this process.

Action description will include at a minimum:

- Action Number (Sequentially using FY and number – i.e., 2008-01; 2008-02, etc.)
- Action Title
- Action Statement
- Action Description
- Council Action Approval
- Action Completion Due
- Sub-Action Milestones
- Action Members (Identify Lead Member)
- Action Resources
- Action Completion Approval--Signature block for the Quality Council Chair

Documentation of Actions will be contained in minutes of the meetings that action discussions are held. Action Numbers shall be identified in this documentation.

The Actions will be listed by number on the Quality Council Webpage/Intranet page.....(?).

Following is a template and completed sample form:

Template

Action Number:

Action Title:

Action Statement:

Action Description:

Action Deliverable:

Council Action Approval:

Passed: Yes _____ No _____

Yeas: _____

Nays: _____

Abstains: _____

Action Completion Due:

Sub-Action Milestones¹:

	Description	Interim Due Date/Assigned To
1.		
2.		
3.		
4.		

¹ See Action Lead for detailed Action schedule.

	Description	Interim Due Date/Assigned To
5.		
6.		
7.		
8.		
9.		
10.		

Action Members (Identify Lead Member):

- 1.
- 2.

Action Resources:

- 1.
- 2.

Action Completion Approval:

Quality Council Chair

Date

SAMPLE FORM**Action Number:** 2007.001**Action Title:** Safety Software Examples**Action Statement:**

Clarification with examples, specifically for safety management and administrative controls software, needs to be provided to the field offices.

Action Description:

Safety software inventories are incomplete because the safety software definitions are not well understood. It is unclear as to specifically what software meets the definitions of safety software, especially the safety management and administrative control software definition. There are differing opinions among many federal and contractor SQA staffs if software that monitors facility operations meets these definitions. Additionally, safety software inventory lists developed by the contractors in the past are not accurate because they may not reflect the proper understanding of the safety software definitions. A re-inventory is needed once the definitions are clarified.

Action Deliverable:

1. List examples with descriptions of software that meets each of the 3 safety software definitions as defined in DOE O 414.1C.
2. Provide descriptive language to better identify software that meets the definition of safety software as per DOE O 414.1C.

Council Action Approval:

Passed: Yes ____ No ____

Yeas: ____

Nays: ____

Abstains: ____

Action Completion Due: December 2007

Sub-Action Milestones¹:

	Description	Interim Due Date/Assigned To
1.	Obtain available safety software inventories, descriptions and other attributes from sites.	6/1/2007 Blyth - Completed
2.	Group safety software by definition into a list of examples.	6/15/2007 Blyth- Completed
3.	Review the 3 safety software definitions and obtain supporting DOE definitions. Develop matrix of these definitions to fully understand each of the 3 safety software definitions.	5/30/2007 Sparkman – second draft 7/15/2007 third draft 9/25/2007 - Completed 10/02/2007
4.	Review the list of examples for safety software to see if they are consistent with the safety software definitions. Identify discrepancies.	7/6/2007 Blyth/ Sparkman/Carden – revised date 10/15/2007 - Completed 10/02/2007
5.	Identify any gaps or obvious omissions from the site obtained lists. For any of the gaps or omissions, discuss the reason with the sites SQA federal staff (should be in the SQA SG).	7/2/2007 Blyth/ Sparkman/Carden – revised date 10/15/2007 - Completed 10/05/2007
6.	Review the refined list of examples and develop a clear description of the types of software that fall into each of the 3 safety software definitions.	8/3/2007 Site SQA PoCs – revised date 10/30/2007 - Completed 10/05/2007
7.	Support group review of white paper	8/10/2007 – SQA SG – revised date 10/30/2007 - Completed 10/18/2007
8.	Action Team white paper review of comments & refinement	8/17/2007 Blyth/ Sparkman/Carden – revised date 11/30/2007 Completed 11/26/2007
9.	Develop and get concurrence on formal distribution memorandum	1/21/08
10.	Publish white paper	8/31/2007 – revised date 1/22/2008

Action Members (Identify Lead Member):

1. Debra Sparkman, CNS (Lead)

2. Bob Blyth, Idaho
3. David Carden, Oak Ridge

Action Resources:

1. Site specific safety software inventories
2. DOE O 414.1C policy staff (HS-2)
3. DNFSB Staff

Action Completion Approval:

Quality Council Chair

Date

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