



STP Procedure Approval

Annual Organization of Agreement State and Conference of Radiation Control Program Directors Inc. Commission Briefing

SA-1100

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NOTE

The STP Director's Secretary is responsible for the maintenance of this master copy document as part of the STP Procedure Manual. Any changes to the procedure will be the responsibility of the STP Procedure Contact. Copies of STP procedures will be distributed for information.

**Procedure Title:**

*Annual Organization of Agreement States and
Conference of Radiation Control Program Directors, Inc.,
Commission Briefing*

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2/18/2003****I. INTRODUCTION**

This document describes the procedure for the coordination and notification of the Office of State and Tribal Programs (STP), the Organization of Agreement States (OAS) and Conference of Radiation Control Program Directors, Inc. (CRCPD), briefing of the U.S. Nuclear Regulatory Commission (the Commission). This procedure can also be used as guidance for planning other Commission briefings.

II. OBJECTIVES

- A. To provide guidance to STP, OAS and CRCPD staff on scheduling the Annual OAS/CRCPD Commission Briefings, taking into account west coast state's interest in observing the briefing via teleconference or webcast.
- B. To provide guidance to OAS and CRCPD on the submission of briefing materials in advance of the annual Commission briefing.
- C. To provide guidance to STP, OAS and CRCPD staff on interactions with the Office of the Executive Director for Operations (OEDO) and the Office of the Secretary (SECY) of the Commission staff.
- D. To provide guidance to STP staff on interactions with the Office of the Chief Information Officer (OCIO) staff regarding arrangements for audio visual support, including video tape requests, and Commission video streaming for interested States.

III. BACKGROUND

The Annual OAS/CRCPD Commission briefing provides an opportunity for the OAS Executive Board and the CRCPD Chairperson to inform the Commission of radioactive materials policy and regulatory issues of mutual interest. The annual OAS/CRCPD Commission briefing originated from an annual letter presented to the Commission, following the OAS annual Meeting, discussing areas of concern or mutual interest between the Commission and the OAS. The CRCPD was included in this briefing as the two organizations, OAS and CRCPD, developed a closer working relationship. The participants of the briefing usually include the Chair, Chair elect and past Chair of the OAS and the current Chair of the CRCPD. The annual Commission briefing has been used in place of this annual OAS/CRCPD Commission letter.

IV. ROLES AND RESPONSIBILITIES

- A. The OAS and CRCPD should notify STP on an annual basis of their desire to brief the Commission and will identify areas for discussion. This notification should be in the form of a letter addressed to the Director of STP and should usually follow the annual fall Agreement State meeting.
- B. STP has the lead responsibility for coordinating the scheduling of the Annual OAS/CRCPD Commission Briefing with SECY through the OEDO, as well as coordinating any audio/visual support.
- C. STP will request a detailed listing of briefing topics, from the OAS and CRCPD, following the scheduling of the briefing. OAS and CRCPD should provide the list to STP no later than 45 days prior to the briefing date.
- D. STP will provide the listing of topics together with background information on each topic, developed by the Staff, to the Commissioner Assistants no later than 14 days prior to the brief. Included in the briefing package, STP will also forward to the Commissioner Assistants, a synopsis of Agreement States and Regions Integrated Materials Performance Evaluation Program (IMPEP) reviews.
- E. OAS has the lead responsibility, in consultation with CRCPD, for soliciting topics of discussion and coordinating State participation in the annual Commission briefing.
- F. STP will provide Agreement and non-Agreement States with notification of the Commission briefing, including information concerning the webcast of the briefing from the NRC website, as soon as possible following the confirmation of the Commission brief date with OAS, CRCPD and SECY.

V. GUIDANCE

- A. Scheduling Commission Briefing
 - 1. STP, in coordination with OEDO and SECY, will provide the OAS and CRCPD with proposed Commission briefing dates. Commission briefings are generally scheduled for approximately 1.5 hours. To the degree possible, STP will work with SECY to identify briefing times no earlier than 11:00 a.m. EST to accommodate the viewing by States in the Pacific time zone. The first 45 minutes is generally devoted to the OAS/CRCPD briefing and the remaining time is reserved for the Commissioners' questions and answers.

B. Submission of Commission Briefing Materials

1. OAS and CRCPD will provide STP with the names of the Commission briefing participants. STP will provide that information to OEDO and SECY.
2. OAS and CRCPD will provide STP copies of all briefing materials including any electronic presentations in advance of the briefing in a format following Commission guidance. These materials should be submitted to the OEDO for submission to the Commission **at least** five business days in advance of the scheduled Commission briefing.
3. STP will make 75 copies of the submitted briefing material or other relevant written information, provided by OAS and CRCPD, and make that information available in the Commissioners' Conference Room approximately 20 minutes before the start of the Commission briefing.

C. Scheduling Audio/Visual Needs and Support

1. STP has the lead responsibility for coordinating with OCIO on audio/visual support for the OAS/CRCPD Commission briefing.
2. OAS and CRCPD briefing materials should be reviewed, and electronic presentations programmed into the audio/visual booth in the Commissioners Conference Room at least 30 minutes before the start of the Commission briefing.

D. Agreement and Non-Agreement State participation

1. The annual OAS/CRCPD Commission briefing is accessible for viewing via the world wide web. It will be webcast from the NRC web Site at: <http://www.nrc.gov/public-involve/public-meetings/webcast-live.html> States are encouraged to go to the site in advance of the scheduled day of the briefing to verify that their computer system contains the appropriate software for viewing the briefing. The web site contains information on the software necessary for viewing and where to obtain system upgrades to allow webcast viewing.