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Nuclear Materials Management and Safeguards System Working Group Charter

VERSION: 0

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Approver Name	Title	Signature	Date

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NMMSS Working Group Charter

PURPOSE

The NMMSS Working Group (NWG) serves as an open forum for discussion of issues and concerns from the NMMSS User community. The Committee will provide an interface between NMMSS users, NMMSS sponsors and the NMMSS project staff. Activities may include:

- Identifying user needs
- Identifying deficiencies in reporting capabilities
- Recommending upgrades to software capabilities
- Recommending priorities for modifications
- Recommending enhancements to data
- Minimizing the reporting burden on the reporting community
- Providing input to training

The Committee may also provide input to the NRC and DOE for suggested modifications to requirements documents (i.e., DOE Orders/Manuals and NRC NUREGs).

SCOPE

- A. The NWG will identify those topics or issues important to the NMMSS users community and present them to the NMMSS sponsors.
- B. The NWG will not lobby, advocate independent positions, or try to change either DOE policy or NRC regulations. However, NWG practices as applied to the NMMSS mission may be discussed and suggestions for improvement made to the sponsors.
- C. The NWG has no authorities to allocate budgets or resources for the NMMSS project, but may suggest specific activities of the project or recommend prioritization of activities.

ORGANIZATION

- A. Membership in the NWG and its subgroups is open to all current NMMSS users and DOE and NRC sponsor representatives. The NWG will initially be comprised of the Obligations Accounting Subgroup and the Reactor Subgroup. Other subgroups may be added as appropriate.

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- B. The NWG will strive to maintain a balanced membership of DOE and NRC licensee representatives for all key missions from across the nuclear fuel cycle. A review of representation will be conducted by the Working Group at least annually.
- C. The DOE and NRC sponsors will serve as the Chairperson and Vice-Chairperson for the NMMSS Working Group.
- D. The duties of the NWG Chairperson and Vice-Chairperson include, but are not limited to, the items identified below:
 - i. Direct the overall actions of the working group.
 - ii. Call meetings and establish subcommittees to carry out the objectives of the working group.
 - iii. Serve as the point of contact for the working group. This is not intended to restrict other informal communications.
 - iv. Prepare and maintain an up-to-date roster and have it posted on the NMMSS website.
 - v. Provide guidance to the subgroups under the cognizance of the working group.
 - vi. Recruit representatives to participate in the subgroups.

PROCESS

- A. NWG meetings will be held in conjunction with the Annual NMMSS Users Meeting or when requested.
- B. Costs will be covered by the participating facilities/organizations.

DELIVERABLES (GENERAL DESCRIPTION)

- A. At least one workshop for each subgroup per year at the Annual NMMSS Users Training Meeting to share accomplishments, lessons learned, best practices, emerging issues and technological approaches.
- B. Reports will document key accomplishments.
- C. Other deliverables as agreed upon.

DURATION

The estimated duration of the NWG is intended to be long term. An annual effectiveness review shall be conducted by the sponsors for continuation, disbanding, or reconstitution of the Working Group or its subgroups.

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