

Report of the FTCP Conference Call of July 23, 2003

I. Agenda for the Call

1. Roll Call by Mr. West, FTCP Executive Secretary
2. Opening Remarks by Mr. Schepens, FTCP Chair
3. Update on FTCP Annual Plan Actions/DNFSB Commitments – Led by Mr. West
 - a. Status of FY2003 3rd Quarter Performance Indicator Report (Actions 1.0, 2.1 and 5.2) – Led by Mr. Wyka
 - b. Status of DNFSB Recommendation 2000-2 Commitment 18 Submittal and Draft Report on Workforce Analysis (Actions 3.1 and 5.3) – Led by Mr. Poe
 - Status on Workforce Analysis and Staffing Plan for Critical Positions
 - FTCP letter to DNFSB dated March 28, 2003, stated that “the Department will provide an updated status on paths forward to fill the remaining gaps by September 2003”
 - c. Status on review/update of FAQs (Action 4.1) – Led by Mr. West
 - Discuss comments from DNFSB Staff on FAQs
 - d. Status of FTCP Manual Revision, including the SSO Chapter (Action 5.1) – Led by Mr. Swailes
 - e. Status of DNFSB Recommendation 2002-1, establishment of technical qualification requirements for Federal personnel with software QA evaluation duties/responsibilities – Led by Mr. Wyka (DNFSB IP Commitment 4.1.2)
4. Report of the Status of other Concerns, Issues, or Items from June – Led by Mr. West
 - a. Approval of June Conference Call Report
5. Call for any other New Business, Concerns, or Issues – Led by Mr. Schepens
 - a. Set date and time for next (August) conference call
6. Summary of Conference Call and Review of Action Items – Led by Mr. West

II. Results and Report of the Call

1. Roll Call: Mr. West, FTCP Executive Secretary conducted a roll call at 10:00 a.m. (EST). The majority of the sites were represented.
2. Opening Remarks: Mr. Schepens, FTCP Chairman opened the call.

3. Update on FTCP Actions/DNFSB Commitments:
 - a. Status of FY2003 3rd Quarter Performance Indicator Report (Actions 1.0, 2.1, and 5.2): Mr. Wyka stated that he had the working numbers for the report and expects to have a strawman out by July 25, 2003. He also stated that he believes we will meet the December 2003 date.
 - b. Status of DNFSB Recommendation 2000-2 Commitment 18 Submittal and Draft Report on Workforce Analysis (Actions 3.1 and 5.3): Mr. Poe was not present. Mr. Schepens will contact Mr. Poe following the meeting.
 - c. Status on update of FAQs: Mr. West stated that he was still having problems with identifying points of contact for the NNSA 4 FAQs "Criticality Safety", "Civil/Structural Engineering", "Facility Maintenance Management", and "Nuclear Safety Systems". Mr. Morrow asked for a week to identify new POCs. Mr. West will up date the schedule with new POCs as soon as he gets them.

There was also discussion regarding 4 key comments from DNFSB Staff on the FAQs. Mr. Casey stated that the comments on "applicability", "evaluation requirements", and "implementation" are addressed in the new revision to the FTCP Manual rather than the FAQs template. The FTCP Manual and the template will be revised to reflect the comment on equivalencies. Mr. Schepens stated that he agreed with DNFSB comments in general but preferred to address the comments through the revision to the Manual rather than the FAQs template.

- d. Status of FTCP Manual Revision (Action 5.1): Mr. Casey stated that he had received comments from Mr. Schepens on the final draft revision and further revision was necessary to incorporate Mr. Schepens comments. Mr. Casey stated that the Manual would be circulated among the Panel before being put into before into Revcom by the end of July.
 - e. Status of DNFSB Recommendation 2002-1, establishment of technical qualification requirements for Federal personnel with software QA evaluation duties/responsibilities (DNFSB IP Commitment 4.1.2): Mr. Casey noted that comments on the proposed SQA FAQs had been received from the Panel and that all comments were to be resolved by July 28, 2003. The final draft SQA FAQs will be put into the Technical Standards program for review by July 31, 2003. Mr. Casey also noted that two competencies on SQA will be added to 10 other FAQs, 7 of which will be changed to incorporate these competencies through the current FAQs update program. The remaining 3 standards would incorporate the SQA competencies in the next year.
4. Report of the Status of other Concerns, Issues, or Items from June:
 - a. Approval of June FTCP Face-to-Face Meeting Report: Report approved without comments.
5. Call for any other New Business, Concerns, Issues for Items

- a. Mr. Schepens noted that the NRC has published NUREG 1756, which addresses how to assess the "safety culture". He recommended that all agents read this NUREG and evaluate how DOE can incorporate the lessons learned.
 - b. Mr. Swailes noted that the Panel should be planning for the FTCP assessments in FY04.
 - c. Mr. West stated that he will send out to the Panel an editable FY03 Plan to facilitate development of the FY04 Plan.
 - d. The next conference call will be on August 27, 2003, (301) 903-6495 [reservation number 86799], 10:00 - 11:00 a.m. Eastern time.
6. Summary of Conference Call and Review of Action Items: Closing remarks provided by Mr. Poe, where he noted that much work was to be accomplished before the next meeting, including the Workforce Analysis, FTCP Manual revision, final draft of the SQA FAQs, and the revisions to other FAQs.