

Report of the FTCP Conference Call of October 22, 2003

I. Agenda for the Call

1. Roll Call by Mr. West, FTCP Executive Secretary
2. Opening Remarks by Mr. Schepens, FTCP Chair and/or Mr. Poe, FTCP Vice Chair
3. Update on FTCP Annual Plan Actions/DNFSB Commitments – Led by Mr. West
 - a. Status of FY2003 4th Quarter Performance Indicator Report (Actions 1.0, 2.1 and 5.2) – Led by Mr. Wyka
 - b. Status on update of FAQs (Action 4.1) – Led by Mr. Schepens
 - c. Status of FTCP Manual Revision (Action 5.1) – Led by Mr. West
 - d. 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 September – Led by Mr. West
 - a. Approval of September Conference Call Report – Led by Mr. West
 - b. Update on the FTCP FY2004 Annual Plan Working Group – Led by Mr. Wyka
 - c. Update on the Annual Report to the Secretary – Led by Mr. West
 - d. Update on the November 20, 2003, Face-to-Face Meeting – Led by Mr. Schepens
5. Call for any other New Business, Concerns, or Issues – Led by Mr. Schepens
 - a. Web-based Skills Assessment – Led by Mr. West
6. Summary of Conference Call and Review of Action Items – Led by Mr. West

II. Results and Report of the Call

1. Roll Call: In Mr. West's absence, Ms. Coleman conducted a roll call at 10:00 a.m. (EST). The majority of the sites were represented.
2. Opening Remarks: Mr. Poe, FTCP Vice Chairman opened the call.
3. Update on FTCP Actions/DNFSB Commitments:
 - a. Status of FY2003 4th Quarter Performance Indicator Report (Actions 1.0, 2.1, and 5.2): Mr. Wyka reviewed the Site data with the applicable Agent to status action towards meeting the goal of all Sites 75% qualified by December 2003. Mr. Morrow
 - b. Status on update of FAQs: Mr. Schepens reviewed the status on FAQs in the revision process. Mr. Casey discussed the status of the template and that it was almost final.
 - c. Status of FTCP Manual Revision (Action 5.1): Mr. Casey stated that there were no "showstoppers" in the comments and that he will review the proposed resolutions with Mr. Swailes.

- d. 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. Wyka stated that there was discussion underway with the DNFSB staff regarding "expert" vs. "working-level" but the FAQs is still on schedule for completion by November 30, 2003.
4. Report of the Status of other Concerns, Issues, or Items from August:
 - a. Approval of September Conference Call Report: Tabled for November since the Report was not available for review.
 - b. Update on the FTCP FY2004 Annual Plan Working Group: Mr. Wyka briefed the Agents on the goals of the working group and key issues that the group had identified up to that point. The group was in attempting to identify the issues the Panel should pursue during FY2004 based on need, impact, and priority. The key issues included strengthening SSO implementation, performing assessments; evaluating known areas of deficiencies (e.g., program standards, updating FAQs, providing a specific class/course to Federal staff); and enhancing the capability of Federal staff performing authorization basis duties. The group will discuss the issues later in the day with Roy Schepens. The goals/activities will be discussed in detail at the November Face-to-Face Meeting.
 - c. Update on the Annual Report to the Secretary: Tabled for November since the draft was not available for comment.
 - d. Next Face-to-Face Meeting: Mr. Schepens and Mr. Wyka provided a brief the Face-to-Face Meeting. Date - November 20, 2003. Time - 8:00 a.m. Location - Washington D.C. Forrestal Building. The Deputy Secretary has been requested to speak (probably about 9-9:30 a.m.). Mr. Schepens also requested recommendations for a guest speaker from commercial industry. Agents are to provide names to Mr. Swailes or Mr. Schepens. Mr. Swailes will be responsible for contacting the individuals.
5. Call for any other New Business, Concerns, Issues for Items
 - a. Web-based Skills Assessment: Tabled for November since Mr. West was unavailable.
 - b. Ms. Manning discussed the NNSA reorganization, specifically that service agreements have been established which state that the Service Center will provide support (specifically Training support) to the Sites/Agents in the future.
 - c. Mr. DeLoach discussed the upcoming DNFSB Public Meetings and stated that information is available through the DNFSB website.
 - i. October 21, 2003 -- keynote speakers DOE and NNSA
 - ii. October 23, 2003 -- keynote speaker, MGEN Barry of the Columbia Accident Investigation Board
 - d. Mr. Casey stated that he was requested to remind the Agents that the sites needed to identify SQA personnel and provide the names to EH.
6. Summary of Conference Call and Review of Action Items: Closing remarks provided by Mr. Schepens.