

Minutes for Subcommittee on Interface and Administration
Tucson, AZ
April 18, 2012

Pre-meeting Activity – New Member Indoctrination and Orientation (Terry Dunn)

1. Call to Order (Sacco) 9:15 AM, **started with item 3**
2. Membership – **Closed session (Sacco) started at 11:10 to 11:30**
 - a. Election of Officers – Chair & Vice Chair
Approved, per ballot note from Oliver
Doug Chair, Ron Vice
 - b. Reappointment to SC – D. Brown, R. Sacco
Motion made, seconded, and passed for Doug and Ron to be members of SC.
Recommendation will be passed on to MC
 - c. New Membership
Keith Miller, EPP SC membership? Action not I&A, maybe Liaison
 - d. Annual review of existing member performance
All considered in good standing as SC I&A reformulated in 2010-2011 per D. Brown
 - e. Update of personnel information – category of interest (Refer to Att.1 & 2)
People will update only personnel information. Update List to Doug via Ron
No category of interest changes noted.
 - f. Review of Organization/Distribution of Tasks (Refer to Att.3)
Reviewed no changes at this time, each member will review and recommend changes at next teleconference.
3. Open Session – call to order (Sacco)
4. Introduction of personnel (all)
No visitors
- 4A **.Members staying at hotel 6 members staying at hotel got ASME rate, 2 not because of cost**
5. Review and acceptance of Agenda (Sacco) (Refer to Att.4)
Reviewed agenda
Ron add one item Members staying at hotel Item 4A
6. Review and acceptance of Minutes (Morrell) (Refer to Att.5)
Motion made, second and passed
7. Review of Guidelines (Sacco)
 - a. Conversion of MC Membership into new format as A-03 (Refer to Att.7 & 8)
Motion made, seconded and passed to approve new A03 format
 - b. A01 – A08 guidelines for MC affirmation (Refer to Att.6)
First eight okay for MC affirmation, Guideline 07 MC affirmation update
Update Guideline 07 dates to reflect Training will start in fall of 2012
Effective after 4/19/2012 MC affirmation
Doug will send A01 through A08 Guidelines to Oliver for posting.

c. Presentation of three new Guidelines

- i. Balloting (Dunn) (Refer to Att.9)
- ii. Project Management (Dunn) (Refer to Att.10)
- iii. Executive Committee Activities (Brown) (Refer to Att.11)

Motion made, seconded and passed to review A09, A10 and A11 and discuss at next SC teleconference

Bud will distribute his comments and recommends EC included in A10 review with SC
SC approve

d. Consideration of need for additional Guidelines (all) (Refer to Att.12)

Review related Board guides and procedures and existing NQA-1 guides to determine if guides need updated or new guides need generated.

Marion will lead the effort under the current scope for I&A as directed by the MC chair, per A04. A TPN will be generated to update Supplemental to Procedures for ASME Codes and Standards Developmental Committees (Marion)

Note: New TPN approved by MC on 4/19/2012

8. Inquiries (Danielson)

a. Definition of Work - Inquiry 11-656 (Burns) (Refer to Att.13)

Called Bob Burns for update, call back at 3:30 EST 12:30 PST

Bob will respond to comments and negatives via CS Connect and have new response ready for ballot at next SC meeting in May. Don Prigel volunteered to assist as needed

b. Applicability of Part 1 & Part 2 – Inquiry Record 12-360 (Danielson) (Refer to Att.14)

Need to add on tracking list.

Doug default PM as SC Chair, Bud talked to Chip, TPN cover clarification.

Motion and second then approved to have Ron Sacco to be PM, Oliver to update PM.

Chip explained point of inquiry question. Discussion

Ron working with Chip to formulate two questions and response, will Ballot ASAP.

9. Standards Actions (Brown)

a. Revision of Paragraph 100 Introduction – TPN 11-003 (Dunn) (Refer to Att.15)

Record 11-790, Last ballot discussed. Terry will respond to comments and negatives and re ballot. (Vote at MC April 19 or 2 week ballot)

Keith to have copy ready for MC

b. Definitions – TPN 11-004 (Dunn) (Refer to Att.16)

Record 11-791. Terry provided list words.

Next step to Terry and Nissen to recommend changes to all SC members about definitions and words from list. (Including dual meanings and used in other standards)

c. Revision of Foreword – TPN 12- 01 Record 12-436 (Danielson) (Refer to Att.17,18,19)

Bud to present a new version to SC based on the input provided and discussion we had.

10. TPN Status

a. 08-09 – New Part 2 Subpart for Operations – review need to carry (Adkins)

New version of ANS 3.2 finalized, Reg. Guide to be updated, after that then SC decides if any NQA-1 changes, will recommend action needed.

b. 07-05 – Restructure of Part III – verify in next Edition (Sacco)

Confirmed 07-05 in 2012 markup of NQA-1

11. NQA Action Item tracking List Review (Refer to Att.20)
 - Reviewed list, Bud will update status and comments.
 - PM's need to provide Keith, Doug, and Ron updates to be sent to Bud.
12. Liaison Reporting Status (Moseley)
 - a. K. A. Miller of is new Chair of ASTM – seeking Contributing/Liaison status
 - Keith Morrell will verify with Oliver that Keith Miller applying to EPP
13. Strategic Plan actions as applicable to SCI&A (Smith)
 - Marion and Don working on drill down to each SC actions then will send to SC Chairs for review. (Implementing / Business Plan) Develop performance indicators.
14. Future training presentations planning (Reed)
 - Need to reschedule plans from this meeting.
 - Training Guideline A07 will be effective 4/19/2012.
 - George will work with Oliver to coordinate after Doug and Ron Sacco make sure EC concur.
 - Training session is part of EC agenda; need to make sure I&A SC covers as EC agenda item.
15. NEI QA Template status (Harvey)
 - NRC provided 14 RIA to NEI, 11 items removed, 3 other responses drafted
 - Mark and team working (NQA-1 2008 / 2009A)
16. New NQA Certification status (Reed)
 - ASME website has information on Certification process and application form (Joe Pang is leading effort)
 - 2008 edition and forward with other limitations stated, cost estimated stated
17. Update of Webpage for Committee (Brown) (Refer to Att.21)
 - Reviewed Doug marked up copy.
 - Motion, second, and approved to accept Doug's markup
 - Keith will provide to Oliver.
18. New Business
 - a. NSQ-100 Report Status/Intel (Burstein)
 - BNCS aware and discussed at meetings, no actions for SC
19. EC meeting information
 - Our meeting locations? EC to recommend 4 to 6 locations as option.
 - Factors hotel rooms' #, meeting rooms, costs to travel, and location cost
 - EC meeting information, Bud and Marion discussed EC meeting information.
 - Responding to BNCS comments, follow through on actions, documenting
 - Note:
 - At MC meeting (4/18) it was voted and approved to have Ron MC Chair, Vice Chairs Bud and Marion to work with Oliver and ASME travel and take care of meeting locations, moving forward. They decide we go. Only requirement do not change dates.
20. New Business
 - Nuclear future discussed.
 - International direction and US direction, US companies' global competitiveness position.
21. Announcements – Open

Marion retiring in July, continue to work for same company as contractor.

EFCOG meeting in May

IAEA revising GSR3

ANS meeting, six NQA members on panel

NQML Conference in June

NUPIC / NIAC meetings June

22. Review of Action Items from this meeting

Keith will go through notes and make sure actions are covered.

23. Generation of MC Report PowerPoint

Keith will generate draft send to Ron, Doug, and Oliver.

Any changes will be sent to Oliver by 8:00 am 4/19/2012 for MC

24. Adjournment @ ___2:48pm_____ (all)

Next SC teleconference will be May 17.