

**National Materials Program  
Pilot Project Chairs Teleconference Meeting  
December 17, 2003  
10:00 AM - 11:00 AM**

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**Agenda**

1. General Discussion
2. Progress Report of Each Pilot Project
  - Pilot #1
  - Pilot #2
  - Pilot #3
  - Pilot #4
  - Pilot #5
3. Milestones and Schedule
  - Updating
  - Documenting staff time
4. Discussion of Draft Agenda for Stakeholders' Meeting

## Notes from Meeting

Start Time: 10:00 AM Eastern Time

Attendees: Kevin Hsueh, Shawn Smith, Ruth McBurney, Jan Endahl, Michele Burgess, Marcia Howard, Robert Gallagher, Thomas Young, Lance Rakovan.

### 1. General Discussions

Pilot Chairs discussed minor changes to the format used for the progress and final reports. Pilots are expected to follow the format in submitting their progress and final reports to STP.

### 2. Progress Report of Each Pilot Project

#### -Pilot #1

The WG is in the process of finalizing its progress report and plans to meet at NRC Headquarters from 1/21/04 to 1/23/04 to work on its final products including a proposed framework to identify and prioritize regulatory needs. The WG is expected to complete its final products by the end of January 2004.

#### -Pilot #2

The WG continued to review and discuss the Louisiana test case during the November and early December conference calls. The WG held a conference call on December 9 with Louisiana staff to discuss the WG's comments. Following that, two follow-up WG conference calls were conducted to finalize its work on the Louisiana case. The WG is expected to complete its final products by the end of January 2004.

#### -Pilot #3

Due to Mike's 3-month rotational assignment starting December 1, 2003, the WG is awaiting a replacement to cover Mike's work for the next three months. In the meantime, the WG continues to conduct conference calls to discuss findings on review of regulatory guidance for evaluating operating experience. The next conference call is scheduled on December 18 to discuss the upcoming progress report which is due on 1/14/04. The WG is expected to complete its final products by the end of January 2004.

#### -Pilot #4

Pilot 4 continues to search appropriate licensing and inspection guidance for a new medical modality to be developed under the Pilot Project. Pilot 4 plans to contact NRC staff to narrow down a list of potential candidates for guidance development. In the meantime, Robert has started looking for potential WG members. A Pilot 4 WG is expected to be formed in the near future.

#### -Pilot #5

A final version of IMC 2800 was issued in October 2003. The IMC 2800 associated documents are expected to be reviewed by the Pilot 5 Steering Committee in the middle

of January 2004. The WG continues to work on the success measures and lessons learned to be included in the WG final report. The WG is expected to complete its final products by the end of January 2003.

3. Milestones and Schedule

Changes to the information documented in the milestones and schedule report were discussed. It was noted that more than 3,200 hours have been spent in the NMP related activities since December 2002. The next cut-off date to update the hours information is December 27, 2003. Following that, the hours information in the milestones and schedule report is expected to be updated on a quarterly basis.

4. Discussion of Draft Agenda for Stakeholders' Meeting

Meeting participants discussed the draft agenda and focus questions including Mike's comments through e-mail. Suggestions were made to spend more time on the pilot presentations and less time on the NMP introduction. In addition, it was suggested that the agenda include a clear statement on the purpose of the meeting. Changes to the focus questions were also discussed. It was suggested that the meeting participants provide comments on the draft agenda to Kevin by 12/23/03. The revised draft agenda is to be forwarded to OAS and CRCPD Chairs, and NMSS and STP Directors for review and comment before it is finalized.