

December 8, 2000

NOTE TO: Janice Dunn Lee, Director
Office of International Programs

FROM: Elizabeth L. Doroshuk */RA/*

SUBJECT: SUMMARY OF TEAM MEETING TO DISCUSS DESK OFFICER ACTIVITIES
THAT MIGHT BE SHARED - NOVEMBER 13, 2000

Purpose:

The purpose of this note is to document some suggestions for desk officer activities and needs that might be shared with a new apprentice desk officer. This information was developed during a Team A meeting on November 13, 2000 in response to your request information.

Discussion:

The meeting began with a brief discussion of work schedules for the remainder of the calendar year and a request for Team A members to let the Team Leader or OIP Deputy Director know what leave is planned during the holidays. Mary also reminded the team that any requests to carry over leave into the new year, should be requested in writing and approved by December 3.

Mention was also made of several upcoming meetings. On Tuesday November 21, 2000 OIP staff is briefing Commissioner Merrifield on nuclear safety assistance activities in Armenia, Kazakhstan, Romania and Serbia. On Wednesday November 22, the OIP Office Director and Deputy Director are holding a meeting to receive OIP staff suggestions on the draft paper, "Setting Priorities for NRC's International Activities, A Framework." During the week of December 4, 2000 OIP staff will be meeting with GAN representatives Alexander Gutsalov, Alexander Matveev, Andre Vistgov and Irina Sokolova to discuss nuclear safety assistance activities in Russia during the coming year. And on Tuesday, December 12, Janice Dunn Lee will convene the third International Council Meeting with NRC program office directors.

The team began its discussion of desk activities that might be shared by referring to an earlier working list of desk officer activities. From the list of about 21 general activities, 6 were identified as activities or needs that might be shared with a new apprentice desk officer. The needs discussed included performing some research, perhaps using the Web, for background papers and briefing books. An apprentice might also assist with arrangements for visitors to the NRC and Commission travel, including the preparation of country clearance cables and tag lists. Help with foreign assignees might also be appreciated. Coordinating technical staff responses to questions and following up on requests for documents, especially tracking the status of these requests would be extremely helpful. It was also mentioned that some assistance in managing the operating plan revision would be helpful.

The team also talked about its interest in reviewing Commissioners' speeches, should they contain an international component, and this might in fact be interesting and valuable for a new apprentice desk officer.

Conclusion:

Team A agreed that its suggestions be forwarded to the OIP Office Director for her consideration in future staff planning. Team A also agreed to provide its comments and suggestion on the draft "priorities paper" during the staff meeting on November 22.

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Team A agreed that its suggestions be forwarded to the OIP Office Director for her consideration in future staff planning. Team A also agreed to provide its comments and suggestion on the draft "priorities paper" during the staff meeting on November 22.

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