

February 9, 2001

MEMORANDUM TO: John W. Craig, Assistant for Operations  
Office of the Executive Director for Operations

FROM: Janice Dunn Lee, Director  
Office of International Programs

SUBJECT: FY 2001 1st QUARTER OPERATING PLAN UPDATE

Attached please find the first quarter update to the Office of International Programs (OIP) operating plan in the International Nuclear Safety Support arena for Fiscal Year 2001-2002, including Participation in International Nuclear Safety Support Activities and Assistance to Foreign Regulators (Program Managers, Howard Faulkner and John Ramsey); Import/Export Licensing Reviews (Program Manager, Marvin Peterson); and Chapter B - Office Management/Organization Activities (Program Manager, Rita Hoskins). An electronic version has been forwarded to Connie Schum, OEDO, and Al Hirschman, OCFO. Questions regarding this operating plan should be directed to Rita Hoskins at 415-1739, e-mail RYH1.

Attachments: As stated

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UNITED STATES  
NUCLEAR REGULATORY COMMISSION  
WASHINGTON, D.C. 20555-0001

ADAMS  
OTP

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**FY 2001 - 2002 OPERATING PLAN  
PARTICIPATION IN  
INTERNATIONAL NUCLEAR SAFETY SUPPORT ACTIVITIES**

*February 7, 2001*

**STRATEGIC AND PERFORMANCE GOAL MEASURES**

<b>STRATEGIC GOAL</b>	<b>MEASURES</b>	<b>PERFORMANCE</b>
Support U. S. interests in the safe and secure use of nuclear materials and in nuclear nonproliferation	Fulfills 100 percent of the significant obligations over which the NRC has regulatory authority arising from statutes, treaties, conventions, and Agreements for Cooperation.	FY 2001:100 percent (target)
	No significant proliferation incidents attributable to some failure of the NRC.	FY 2001: 0 (target)
	No significant safety or safeguards events that result from the NRC's failure to implement its international commitments.	FY 2001: 0 (target)

# FY 2001 - 2002 OPERATING PLAN PARTICIPATION IN INTERNATIONAL NUCLEAR SAFETY SUPPORT ACTIVITIES

*February 9, 2001*

**MANAGER/OFFICE:** Howard J. Faulkner, OIP (Safety and Safeguards Exchange Activities), and  
John E. Ramsey, OIP (Assistance to Foreign Regulators)

**SUPPORT OFFICES:** NRR, NMSS, IRO, OGC (Safety and Safeguards Exchange Activities), and  
NRR, NMSS, OHR, IRO, RES (Assistance to Foreign Regulators)

**DESCRIPTION:** The NRC maintains a program of international nuclear safety activities in support of U.S. domestic and foreign policy interests in the safe, secure, and environmentally acceptable use of nuclear materials, energy, and in nuclear non-proliferation, as well as in support of NRC's public health and safety and national security mandates. As the regulator of the world's largest civilian nuclear program, the NRC has extensive regulatory experience to contribute to international programs in areas such as nuclear reactor safety, radiation protection, nuclear materials safety and safeguards, waste management, and decommissioning of nuclear facilities. Further, of the approximately 430 nuclear power reactors operating worldwide, approximately 320 are operating outside of the U.S. Of this latter group, around 60 to 65 percent are based on or are derived from U.S. technology. The U.S. is also a major supplier of nuclear fuel, equipment, maintenance, technical expertise, and other services needed to support operation of these facilities. Cooperation with foreign countries in the area of nuclear safety provides a considerably larger operational experience base than exists in the U.S. alone, enables the NRC to identify and resolve safety issues in an economical manner, and supports and enhances nuclear safety worldwide.

The NRC currently maintains 36 arrangements with the regulatory authorities of the following countries or areas: Armenia, Argentina, Belgium, Brazil, Canada, China, the Czech Republic, Egypt, Finland, France, Germany, Greece, Hungary, Indonesia, Israel, Italy, Japan, Kazakhstan, the Republic of Korea, Lithuania, Mexico, The Netherlands, Peru, The Philippines, Romania, Russia, the Slovak Republic, Slovenia, South Africa (2), Spain, Sweden, Switzerland, Ukraine, and the United Kingdom. NRC provides support to the American Institute on Taiwan which maintains an agreement with Taiwan. These arrangements provide communications channels that ensure the prompt reciprocal notification of power reactor safety problems that could affect both U.S. and foreign plants. They are an important component of NRC's public health and safety and national security mandate. They encourage the identification of possible precursor events warranting further investigation. They are the foundation for bilateral cooperation with other nations in nuclear safety, physical security, materials control and accounting, waste management, environmental protection, and other areas to which the parties agree. Finally, they establish a means through which NRC provides health and safety information and assistance to other countries attempting to develop or improve their regulatory organizations and their overall nuclear safety cultures.

# **FY 2001 - 2002 OPERATING PLAN PARTICIPATION IN INTERNATIONAL NUCLEAR SAFETY SUPPORT ACTIVITIES**

*February 7, 2001*

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**Safety and Safeguards Exchange Activities:** The NRC participates in a wide range of mutually beneficial programs involving information exchange with counterparts in the international community. In addition to its extensive program of bilateral cooperation with other countries, the NRC also works closely in the area of nuclear safety with international organizations such as the International Atomic Energy Agency (IAEA) in Vienna and the Nuclear Energy Agency (NEA) of the Organization for Economic Cooperation and Development (OECD) in Paris.

**Assistance to Foreign Regulators:** In support of NRC's public health and safety and national security mandate, the NRC also provides a carefully selected range of safety and safeguards assistance to help develop and strengthen foreign nuclear regulatory authorities, especially those in the New Independent States of the former Soviet Union (FSU) and countries of Central and Eastern Europe (CEE). This assistance includes helping them to strengthen their regulatory organizations by training foreign inspectors, and working together in the areas of operational safety, materials protection, and risk reduction. In providing this assistance, we work closely with the Departments of State, Energy, and Defense, and the Agency for International Development (AID). Presently, funding for the assistance to the FSU and CEE is provided by AID, DOE, and DOD.

**RESOURCES:**

**TABLE 1: Safety and Safeguards Exchange Activities:**

		(Cum.)	(Cum.)	(Cum.)	(Cum.)	(Cum.)	(Cum.)	(Cum.)	(Cum.)	
	FY2001	Q1FY01	Q1FY01	Q2FY01	Q2FY01	Q3FY01	Q3FY01	Q4FY01	Q4FY01	FY 2002
	Planned	Planned	Expended	Planned	Expended	Planned	Expended	Planned	Expended	Budget
	<u>FTE/K\$</u>	<u>FTE/K\$</u>	<u>FTE/K\$</u>	<u>FTE/K\$</u>	<u>FTE/K\$</u>	<u>FTE/K\$</u>	<u>FTE/K\$</u>	<u>FTE/K\$</u>	<u>FTE/K\$</u>	<u>FTE/K\$</u>
Office										
OIP	7.0/45	3.0/	3.0/0	5.3/0		7.0/30		7.0/45		7.0/45
NRR	3.0/0	0.75/0	0.75/0	1.5/0		2.25/0		3.0/0		

**TABLE 2: Assistance to Foreign Regulators:**

	FY2001	Q1FY01	(Cum.)	Q2FY01	(Cum.)	Q3FY01	(Cum.)	Q4FY01	(Cum.)	FY 2002
	Budget	Planned	Q1FY01	Planned	Q2FY01	Planned	Q3FY01	Planned	Q4FY01	Budget
	<u>FTE/K\$</u>	<u>FTE/K\$</u>	<u>FTE/K\$</u>	<u>FTE/K\$</u>	<u>FTE/K\$</u>	<u>FTE/K\$</u>	<u>FTE/K\$</u>	<u>FTE/K\$</u>	<u>FTE/K\$</u>	<u>FTE/K\$</u>
Office*										
OIP	2.0	0.5	0.5	1.0		1.5		2.0		2.0

\*Note: Other offices usage will be included in the 4<sup>th</sup> Qtr update upon OCFO compilation of the data.

**Subchapter I: Program Commitments**

**I.A Planned Accomplishments: International Nuclear Safety Support Activities**

**Effectiveness Metrics:**

Effectiveness is indicated by the extent to which regulation of the domestic nuclear industry is improved through the Commission's international nuclear safety cooperation and assistance activities, while supporting the protection of the common defense and security of the U.S. This effectiveness is reflected in the extent to which (a) the NRC's domestic regulatory program is improved, enhanced and strengthened through information acquired from counterpart foreign regulatory agencies, and (b) the Commission's international program interests and priorities are considered and acted on by the U.S. Government, foreign governments, and international organizations and association. OIP maintains effective relations with each of these entities in order to identify, assess, and appropriately disseminate information which potentially affects NRC's mandates.

Status: Actual performance for this program has been close to the quarterly targets. No specific problems are forecast for the future.

**1.A.1-1 Planned Accomplishments:**

OIP manages NRC participation in exchanges of views at high-level meetings focused on international nuclear regulatory policy formulation and on developing approaches for the safe and secure use of nuclear material for peaceful purposes, in accordance with NRC's mandates.

**I.A.1-1.1 Milestones:**

**I.A.1-1.1(a)** OIP will continue to assist in identifying and resolving issues associated with the International Nuclear Regulators Association (INRA), will help in identifying agenda topics and policy issues for periodic (expected to be at least twice yearly) meetings of the Association, and will assist in coordinating discussion papers for the meetings. In addition, OIP will coordinate preparations for the Chairman's participation in these meetings and implementation of decisions reached by the Association insofar as they impact NRC.

**Schedules/Activities:**

OIP will coordinate two meetings of the International Nuclear Regulators Association and one IAEA General Conference.

**I.A.1-1.1(b)** OIP will provide the Commission, EDO, and other NRC staff with information and policy recommendations on the most significant international safety and security issues and developments, including intelligence information related to nuclear safety, nuclear exports, nonproliferation, and international security, focusing on safety and security issues potentially applicable in the U.S. As appropriate, OIP will identify, recommend action, and initiate activities to address significant international safety and security issues and developments.

**Schedule/Activities:**

Annually update OIP's briefing papers for foreign countries determined to be of interest and international organizations identifying issues, problems, and opportunities for NRC cooperation, including points for use by policy makers. OIP provide annual briefing for the Commission on NRC international activities.

Continuously monitor international nuclear safety and security activities to assess relevance and potential impact on the U.S. domestic nuclear program, and provide updates to the Commission and relevant program offices, such as by scheduling Executive Branch briefings which include relevant intelligence information.

<u>FY 2001</u>	<u>Target</u>	<u>Actual</u>
1st Q	Forward to Commission an issues paper and staff recommendations on NRC response to State/KEDO requests for support on the LWR project in the DPRK	Completed
1 <sup>st</sup> - 4 <sup>th</sup> Q	Update briefing papers and interact with Commission and program offices as needed	
1 <sup>st</sup> - 4 <sup>th</sup> Q	Initiate contacts, attend meetings, provide briefings for Commission and program offices to develop NRC's understanding of the significant safety and security significant issues (8 meetings per year)	
4thQ	Provide periodic annual briefing for Commission.	
Status:	The KEDO issues paper was sent to the Commission in the first quarter, FY 2001. The staff awaits Commission action.	

**I.A.1-1.1(c)** OIP will assist Commissioners, EDO and senior NRC staff in preparing for visits by senior foreign regulatory officials to NRC and in planning and arranging foreign travel so that their exchanges are as effective as possible. As appropriate, OIP will accompany the Chairman and Commissioners on foreign travel to provide policy guidance and advice and administrative support. OIP will work with Commission and program offices to identify, recommend action, and initiate contact with foreign regulatory officials and foreign travel activities which address NRC and U.S. Government-identified priority international safety and security issues.

**Schedule/Activities:**

OIP will arrange and participate in at least 4 visits to NRC by senior foreign regulatory officials.  
OIP will arrange and participate in at least 4 foreign trips by the Chairman and Commissioners.

<u>FY 2001</u>	<u>Target</u>	<u>Actual</u>
1st Q	Commissioner Dicus to participate in the 12 <sup>th</sup> Pacific Basin Nuclear Conference in Seoul, Korea	Completed
2 <sup>nd</sup> Q	Commissioner Dicus to participate in an experts meeting on clearance, exemptions and exclusion at the NRPB in Chilton, UK	



- |                   |  |
|-------------------|--|
| 2nd Q             | Commissioner Diaz to meet with nuclear energy regulatory and inspection officials in the UK.   |
| 2nd Q             | Commissioner Diaz to participate in the International Conference On the Radiological Protection of Patients in Diagnostic and Interventional Radiology, Nuclear Medicine and Radiography, in Madrid, Spain |
| 3 <sup>rd</sup> Q | Chairman Meserve to participate in the Korean Atomic Industrial Forum/Korean Nuclear Society's Annual Conference in Seoul, Korea   |

**I.A.1-1.2 Support Office Milestones: None.**

**I.A.1-2 Planned Accomplishments:**

Maintain liaison with Executive Branch agencies to ensure that the NRC has effective relationships with international organizations and foreign governments in support of U.S. national security and other U.S. foreign policy objectives, and in concert with NRC public health and safety and national security mandates.

**I.A.1-2.1 Milestones:**

**I.A.1-2.1(a)** OIP will maintain liaison on international matters with the Executive Branch, particularly the National Security Council (NSC), U.S. Intelligence Community, the Office of the Vice President (OVP), the Departments of Defense (DOD), State (DOS), and Energy (DOE), and the Agency for International Development (AID). This activity ensures that the NRC has effective relationships with international organizations and foreign governments, contributes to the assurance of U.S. nuclear safety, and helps to support and shape U.S. national security and other U.S. foreign policy objectives.

**Schedule/Activities:**

To be determined. This is a continuing activity which typically involves ad hoc contacts and tasks which arise unpredictably based on international developments. In order to stay abreast of such activities and to develop understanding of the issues, OIP will initiate contacts, attend meetings, and provide briefings to the Commission and relevant program offices as appropriate.

- I.A.1-2.1(b)** OIP will help maintain NRC's role in both U.S. government and international efforts to provide assistance to foreign regulators, working particularly with such U. S. government agencies as the DOS, DOE, AID, OVP, and NSC and with such international entities as the G-7 Nuclear Safety Working Group, IAEA, NEA, VVER Regulators Group, European Bank for Reconstruction and Development and European Commission. NRC participates in a wide, but carefully selected, range of safety and safeguards assistance activities for the FSU and CEE countries, Pacific Rim nations, South Africa, Latin American, India, and others such as North Korea, as appropriate.

**Schedule/Activities:**

OIP will interact actively with both U. S. Government and international organizations to present NRC views on key assistance issues and seek their adoption.

OIP will coordinate NRC's ongoing or planned regulatory assistance activities with other U. S. Government and international organizations.

OIP will work to develop regulatory cooperative arrangements with countries where such arrangements are not already in place.

OIP will seek funding to carry out assistance activities.

OIP will closely monitor the nuclear-related programs and activities world-wide (including safety and non-proliferation/safeguards related issues), and will report regularly to NRC management on developments of relevance to NRC's goals and interests and recommend policies concerning bilateral cooperation.

Status: During the first quarter, OIP staff:

- Continued active involvement in regulatory strengthening efforts for the Armenian, Czech, Kazakh, Lithuanian, Russian and Ukrainian regulatory authorities;
- Continued participation in international efforts to assist the Kazakh authorities in developing a strategy for the permanent shutdown and decommissioning of the BN-350 reactor and for disposition of the BN-350 spent fuel;
- Conducted a series of meetings with a senior official from the Russian regulatory authority;
- Conducted a series of meetings with officials from the Czech regulatory authority on issues associated with the Temelin nuclear power plant;
- Participated in a Licensing Assistance Project (LAP) meeting in Lithuania;
- Continued to participate in efforts to obtain funding from DOE to support NRC involvement in MPC&A-related assistance activities with the FSU countries; and

- Continued to participate in the development of NRC assistance activities for the Russian Federal Nuclear and Radiation Safety Authority on issues associated with conversion of Russia's currently operating plutonium production reactors to a design that does not produce weapons-grade plutonium;
- Obtained a commitment from the State Department to provide \$3 million in FY 2001 funds to support continued regulatory strengthening activities with the Russian, Ukrainian, Kazakh and Armenia regulatory authorities; and
- Conducted a series of briefings for a Commissioner on activities in Armenia, Bulgaria, Kazakhstan, Romania, Slovenia and Ukraine.  
Coordinated with U. S. agencies and the IAEA on nuclear safety needs for the 2001 Voluntary Contribution to the IAEA for Nuclear Safety.

**I.A.1-2.2 Support Office Milestones:**

**I.A.1-2.2-1** NMSS will continue to support U.S. programs for the disposition of nuclear materials released from weapons programs.

**Schedule/Activities:**

Support Trilateral Initiative between IAEA, Russia and the U.S. to safeguard excess weapons materials (ongoing).

**I.A.1-3 Planned Accomplishments:**

To enhance NRC's public health and safety and national security mandate, OIP will facilitate NRC participation in activities to enhance domestic and global nuclear safety and security, such as through assisting in the development of international legal instruments (I.A.1-3.1-1); by engaging in bilateral activities with national organizations (I.A.1-3.1-2); and by improving understanding by foreign and international organizations of NRC regulatory policies and practices through visits, information exchanges, and assignments of foreign regulatory personnel with the NRC (I.A.1-3.1-3). OIP will work with program staff to assess the relevance and impact on NRC of these initiatives, and to recommend sunsetting activities, as appropriate.

**I.A.1-3.1 Milestones:**

**I.A.1-3.1-1** Assist in the development of international legal instruments to enhance nuclear safety.

**I.A.1-3.1-1(a)** OIP will coordinate NRC's implementation of the Convention on Nuclear Safety (CNS). As needed, OIP will conduct liaison with NRC's Office of Congressional Affairs (OCA) in providing background materials and briefings for Senate staff on CNS and coordinate with the Executive Branch. OIP will support NRR and Executive Branch agencies in drafting, circulating and coordinating production of the U.S. National Report as required by the CNS, and in reviewing and commenting on the National Reports by other Contracting Parties in a timely way during the CNS 3-year cycles of activities.

**I.A.1-3.1-1(a)** OIP will coordinate NRC's implementation of the Convention on Nuclear Safety (CNS). As needed, OIP will conduct liaison with NRC's Office of Congressional Affairs (OCA) in providing background materials and briefings for Senate staff on CNS and coordinate with the Executive Branch. OIP will support NRR and Executive Branch agencies in drafting, circulating and coordinating production of the U.S. National Report as required by the CNS, and in reviewing and commenting on the National Reports by other Contracting Parties in a timely way during the CNS 3-year cycles of activities.

Activities/Schedule: Activities through this year will include:

- Coordinate scope of work for updating of U.S. National Report
- Coordinate NRC activities with Executive Branch in preparation of production of U.S. National Report for April 2002 review meeting of parties

**I.A.1-3.1-1(b)** NMSS/OIP/OCA will assist in NRC's implementation of the Joint Convention on the Safety of Spent Fuel Management and the Safety of Radioactive Waste Management upon ratification by the U.S. Senate (DOE has the U.S. lead in implementation and NMSS is the primary involved office), with support as needed by OIP and OGC. A review of funding and resource implications of the Convention for the NRC, its licensees, the Agreement States and their licensees, and how to minimize this impact, was sent to the Commission on 10/20/99 via SECY-99-252. The ratification package was sent to the President on July 13, 2000.

Status: NRC has provided input on the Convention ratification package and it has been sent to the U.S. Senate for advice and consent. Twenty-four countries have ratified the Convention; twenty-five are needed for entry into force. The Convention provides for a preparatory meeting of the contracting parties no later than 6 months after entry into force.

**I.A.1-3.1-2** OIP will coordinate and support NRC participation in international visits and exchanges to obtain information on foreign regulatory approaches and operational experience that will help improve NRC's domestic nuclear regulation. NRC will regularly interact with advanced nuclear countries, particularly France and Japan, to obtain requested technical safety information for use by NRC staff in NRC regulatory evaluations of current domestic safety issues.

**Schedule/Activities:**

Approximately every year, plan and make arrangements for an NRR bilateral meeting with counterparts in the Japanese Ministry of International Trade and Industry (MITI). NRR will continue to have regular contact with MITI to obtain regulatory information. OIP supports NRR for bilateral safety exchange with Japan Ministry of International Trade and Industry.

**I.A.1-3.1-3** OIP will improve understanding by foreign and international organizations of NRC regulatory policies and practices through visits, information exchanges, and assignments of foreign regulatory personnel within the NRC. OIP and program office staff will attend appropriate international meetings and activities to advance NRC goals and objectives and to represent the U.S. Government, as well as visit counterpart countries, as appropriate, to obtain information and to discuss issues of mutual concern. In addition to milestones below, OIP will:

**Schedule/Activities:**

Maintain an up-to-date listing of key foreign regulatory officials to whom NRC regulatory documents are routinely sent.

Respond to 25 requests for information. (Since neither OIP nor the program offices have previously tracked the specific number of requests for information, this number is an estimate based on our best judgment. OIP and program offices will consider establishing a tracking system that does not impose a heavy burden on staff.)

**I.A.1-3.1-3(a)** In FY 2001 OIP will arrange assignments for 4 foreign personnel at NRC.

<u>FY 2001</u>	<u>Target</u>	<u>Actual</u>
1 <sup>st</sup> Q	1	2
2 <sup>nd</sup> Q	3	
3 <sup>rd</sup> Q	4	
4 <sup>th</sup> Q	4	

**Status:** During the first quarter, OIP made arrangements for two assignees from France and Turkey.

**I.A.1-3.1-3(b)** OIP will participate in the AIT-TECRO Joint Meetings on Atomic Energy Matters. Chair Safety Session at the meeting and represent NRC interests effectively with regard to the matrix of items in the NRC/Taiwan AEC Cooperation program.

<u>FY 2001</u>	<u>Target</u>	<u>Actual</u>
1 <sup>st</sup> Q	AIT-TECRO Joint Meeting	Completed 11/00

**\* I.A.1-3.1-4** OIP will coordinate development of a wide, but carefully selected, range of NRC safety and safeguards assistance to the FSU and CEE countries, Pacific Rim nations, South Africa, Latin America, India, and others such as North Korea, as appropriate, to develop and strengthen independent nuclear regulatory authorities through training, information exchange, cooperative efforts, and provision of equipment. OIP will seek sources of funding to support proposed NRC nuclear safety-related assistance efforts for countries of the Pacific Rim, Latin America, India, and South Africa.

**Activities/Schedule:**

Host 12 visits and assignments of regulatory personnel from developing countries per year.

Participate in at least 6 bilateral nuclear safety activities per year.

Participate in at least 4 nuclear safety activities sponsored by multilateral organizations per year.

Attend at least 6 international meetings representing NRC.

Visit at least 6 countries to conduct bilateral nuclear safety discussions on issues of mutual interest.

OIP will work to develop regulatory cooperative arrangements with target countries where such arrangements are not already in place.

OIP will pursue funding for these assistance activities from the Agency for International Development (AID), the Department of Energy (DOE), the Department of Defense (DOD), and other potential sources.

**I.A.1-3.2 Support Office Milestones:**

**I.A.1-3.2-4(a)** OGC provides legal advice, assistance and representation related to the negotiation and renewal of bilateral regulatory exchange arrangements.

**I.A.1-3.2-4(b)** NRR will participate in international technical exchanges and bilateral/multilateral activities with other nations with regard to safety issues, including meetings of senior regulators. NRR estimates twelve activities (report reviews, technical meetings, information exchange) internationally per year.

<u>FY 2001</u>	<u>Target</u>	<u>Actual</u>
1 <sup>st</sup> Q	6	8
2 <sup>nd</sup> Q	13	
3 <sup>rd</sup> Q	19	
4 <sup>th</sup> Q	24	

**I.A.1-3.2-4 (c)** NMSS will perform technical information exchange visits on physical protection procedures and practices in foreign countries possessing or receiving U.S.-origin nuclear material or equipment:

- I.A.1-3.2-4(d)** OHR will continue to provide technical training assistance for foreign regulators. Foreign students will continue to attend technical training courses on a space-available basis in accordance with bilateral agreements. OHR will participate in select courses and conferences sponsored by international organizations (such as the IAEA and the NEA).

**Schedule/Activities:**

OHR will provide slots for foreign nuclear regulatory staff to attend NRC courses in accordance with bilateral agreements on a space-available basis.

OHR will participate in courses and conferences sponsored by international organizations (such as the IAEA and the NEA) as subject matter experts.

**1.A.1-4 Planned Accomplishments:**

Negotiate/renew bilateral exchange arrangements between NRC and appropriate foreign counterparts to ensure that an effective framework for NRC's international exchanges is in place. OIP will review the effectiveness of existing arrangements and recommend sunseting as needed.

**Schedule/Activities:** Sign 3-6 new or renewed exchange arrangements in FY2001.

<u>FY 2001</u>	<u>Target</u>	<u>Actual</u>
1st Q	0	0
2nd Q	1	
3rd Q	2	
4th Q	3-6	

**Status:** No arrangements were signed or renewed during the first Quarter.

**I.A.1-4.1 Output Measures:****EXTERNAL OUTPUT MEASURES**

<b>OUTPUT</b>	<b>FY 2000 ACTUAL</b>	<b>FY 2001 TARGET</b>	<b>FY 2002 TARGET</b>
Negotiate/renew bilateral exchange arrangements between NRC and appropriate foreign counterparts to ensure that an effective framework for NRC's international exchanges is in place.	Negotiated/renewed 8 arrangements	Negotiate/renew 3-6 arrangements	Negotiate/renew 3-6 arrangements

**I.A.1-5 Planned Accomplishments:**

In response to events such as the Chernobyl disaster, nuclear weapons proliferation concerns with Iran, Iraq, North Korea, and international consensus that global nuclear safety be given the highest possible priority, since the early 1990s extraordinary efforts have been undertaken to develop, strengthen, and adopt internationally recognized nuclear safety and safeguards-related standards. The International Atomic Energy Agency (IAEA) has been at the forefront, with the U.S. Government strongly and actively in support, in the development of (1) conventions (on notification of nuclear accidents; provision of assistance to mitigate consequences of accidents; nuclear safety; waste management; and liability); (2) consensus Nuclear Safety Standards; (3) the Incident Reporting System and the International Nuclear Event Scale; and (4) strengthening the international nuclear safeguards regime. All of these activities have and will continue to have a direct impact on the manner in which NRC exercises its domestic public health and safety and national security mission. NRC, as part of the U.S. Government, is expected to exercise its regulatory and safety oversight responsibilities in accordance with domestic laws and regulations, as well as international treaties and commitments. It is essential that NRC maintain an active involvement in ongoing and planned IAEA activities in these areas, which will have to be implemented in the U.S. by NRC and other U.S. agencies.

In support of this national mission, OIP will facilitate NRC participation in activities to enhance domestic and global nuclear safety through multilateral organizations such as the IAEA and OECD/NEA, in keeping with NRC's public health and safety and national security mandates. Likewise, OIP will support the U.S. Mission to the United



Nations Systems Organizations in Vienna, Austria in carrying out nuclear safety and safeguards exchange activities involving the IAEA.

**I.A.1-5.1 Milestones:**

**I.A.1-5.1-1** OIP will represent NRC at periodic meetings of the NEA Steering Committee. Coordinate preparation of materials (including instruction cable) for Steering Committee meetings with other U.S. agencies (primarily DOE and DOS); participate, as appropriate, in Steering Committee meetings; and report on relevant Steering Committee developments affecting NRC programs and priorities.

<u>FY 2001</u>	<u>Target</u>	<u>Actual</u>
3 <sup>rd</sup> Q	Attend NEA Steering Committee meeting	

**I.A.1-5.1-2** OIP will also plan and coordinate NRC's participation, normally at the Chairman level, in the annual General Conference of the IAEA.

<u>FY 2001</u>	<u>Target</u>	<u>Actual</u>
4 <sup>th</sup> Q	Plan and implement NRC participation in IAEA General Conference	

**I.A.1-5.1-3** To enhance and strengthen policy and technical information exchanges potentially beneficial to NRC's mission and in line with U.S. Government nuclear safety and security priorities, OIP will support the U.S. Mission to the United Nations System Organizations in Vienna in carrying out nuclear safety and safeguards exchange activities involving the IAEA, as listed below:

**I.A.1-5.1-3(a) IAEA Policy Organs:** OIP will provide NRC views to other agencies on policy issues, papers and U.S. statements on IAEA activities of NRC interest, including instruction cables for U.S. delegations to meetings of IAEA policy organs, planning documents for IAEA budget process and U.S. voluntary contributions.

<u>FY 2001</u>	<u>Target</u>	<u>Actual</u>
1 <sup>st</sup> Q	Participate in December Technical Assistance and Cooperation Committee and December Board of Governors meetings	Completed
2 <sup>nd</sup> Q	Participate in March Board of Governors meeting	
3 <sup>rd</sup> Q	Participate in May Program and Budget	

4<sup>th</sup> Q      Committee and June Board  
Participate in September Board of  
Governors meeting and annual IAEA  
General Conference

Status: In addition to participating in the December Technical Assistance and Cooperation Committee and the December Board of Governors meetings, OIP continued to provide NRC views to other agencies on policy and technical issues, as well as those related to budget and program planning. NRC/OIP drafts all nuclear safety-related papers for all meetings of the IAEA Board of Governors and General Conference meetings.

**1.A.1-5.1-3(b)**      Operational Safety and Review Team Visit (OSART): Regular consultation and assistance with IAEA and Virginia Power Company for conducting a follow on meeting to the OSART mission which was conducted at the North Anna Nuclear Power Plant in FY 2000.

<u>FY 2001</u>	<u>Target</u>	<u>Actual</u>
1 <sup>st</sup> Q	2 interactions with IAEA	Completed
4 <sup>th</sup> Q	Planning follow-on OSART visit for March, 2002	

Status: NRC/OIP conducts regular contacts with the appropriate IAEA contacts concerning the OSART follow-on meeting at North Anna Nuclear Power plant in the U.S. Actual date of visit currently planned for March, 2002.

**I.A.1-5.1-3(c)**      IAEA Steering Committee: Convene and chair Nuclear Safety Subcommittee meetings as subsidiary body of Interagency IAEA Steering Committee. NRC also provides input to decisions related to allocation and expenditure of the U.S. voluntary contribution.

<u>FY 2001</u>	<u>Target</u>	<u>Actual</u>
1 <sup>st</sup> Q	1	1
2 <sup>nd</sup> Q	2	
3 <sup>rd</sup> Q	3	
4 <sup>th</sup> Q	4	

Status: The IAEA Steering Committee's Nuclear Safety Subcommittee meets on a monthly basis to discuss nuclear safety-related issues at the IAEA. Chaired by NRC/OIP, it includes participants from DOS, DOE, EPA, and ACDA. Issues discussed include IAEA budget, programs, urgent needs, expenditure of the nuclear safety

component of the U.S. voluntary contribution. Through this mechanism NRC provides principal guidance to the interagency IAEA-related community.

- I.A.1-5.1-3(d)**     Cooperation with Vienna Mission Nuclear Safety Attache: The Nuclear Safety Attache will attend 5 significant IAEA meetings per quarter to provide NRC and U.S. Government technical input, saving NRC cost of international travel by individual program staff. OIP will review activity reports by Safety Attache and circulate to relevant program offices, and will provide the Safety Attache guidance as needed on relevant issues. OIP will arrange an annual visit of Safety Attache to NRC headquarters and other relevant Washington agencies for consultations on issues of interest to the Commission. OIP will respond to ad hoc requests for assistance from the SafetyAttache.

<u>FY 2001</u>	<u>Target</u>	<u>Actual</u>
1 <sup>st</sup> Q	5 nuclear safety-significant IAEA meetings	5
2 <sup>nd</sup> Q	10 nuclear safety-significant IAEA meetings	
	Arrange Safety Attache annual visit to HQ's	
3 <sup>rd</sup> Q	15 nuclear safety-significant IAEA meetings;	
4 <sup>th</sup> Q	20 nuclear safety-significant IAEA meetings	

**Status:**     U. S. Nuclear Safety Attache attended a number of important meetings of interest to NRC including the Asian Nuclear Safety and Nuclear Power projects, and the Technical Committee meeting on "Clearance."

- I.A.1-5.1-3(e)**     IAEA Topical Meetings, Symposia and Conferences: Assist in identifying NRC representatives to topical meetings, symposia and conferences conducted under the auspices of the IAEA in areas of interest to the Commission. Ongoing.

**Status:**     OIP plays a key role in identifying NRR, NMSS and RES staff to participate in key technical meetings. In the first quarter, this included meetings to discuss clearance and exemption issues, the safety of fuel cycle facilities and categorization of sources.

- I.A.1-5.1-3(f)**     NRC Assignees at the IAEA: Assist in recruiting appropriate NRC candidates for professional assignments at the IAEA.

<u>FY 2001</u>	<u>Target</u>	<u>Actual</u>
1 <sup>st</sup> Q	1 assignee	1
2 <sup>nd</sup> Q	2 assignees	
4 <sup>th</sup> Q	3 assignees	

**Status:** OIP actively recruited NRC staff to apply for key IAEA positions in the Departments of Nuclear Safety and Nuclear Energy, and one was placed during the first quarter.

**I.A.1-5.1-3(g)** NRC Review of IAEA Technical Documents: Provide coordination for dissemination of IAEA draft documents for NRC review and comment.

<u>FY 2001</u>	<u>Target</u>	<u>Actual</u>
1 <sup>st</sup> Q	Review 3 IAEA Safety Guides	Completed

**Status:** When received, OIP provides draft safety series documents to the EDO for distribution to program offices for comment, and conveys staff comments to the responsible IAEA office. In the first second and third quarters, OIP requested technical staff comments on four nine IAEA Safety series documents as part of the IAEA effort to revise all Safety Standard documents. OIP coordinated NRC technical staff input to meeting reports and summaries, including Advisory Commission on Safety Standard (ACSS) documents.

**I.A.1-5.1-3(h)** IRO will continue to participate in the international exchange of operating experience. In accordance with Commission policies, IRO will prepare INES reports for all U.S. events at the alert level or above.

Participation in Extrabudgetary Program on the Safety of Nuclear Installations in Southeast Asia. Pacific and Far East Countries: Attend Advisory Group Meetings, participate in Missions to countries under the program, provide consultation to IAEA on aspects of program.

<u>FY 2001</u>	<u>Target</u>	<u>Actual</u>
1 <sup>st</sup> Q	Conduct PSA Application Workshop in Beijing	Completed
1 <sup>st</sup> Q	Attend Advisory Group meeting	Completed
4 <sup>th</sup> Q	Preparation for attendance in annual Advisory Committee Meeting	

**I.A.1-5.1-4 Support Office Milestones:**

**1.A.1-5.1-4(a):** NRR will prepare and submit reports of U.S. operational experience to the IAEA/NEA Incident Reporting System (IRS). NRR will analyze reports submitted to the IRS by other nations to extract safety lessons applicable to domestic nuclear power plants.

**FY 01 Target:**

1 <sup>st</sup> Q	Submit 7 reports
2 <sup>nd</sup> Q	Submit 14 reports
3 <sup>rd</sup> Q	Submit 21 reports
4 <sup>th</sup> Q	Submit 28 reports

**Actual**

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\*Industry performance continues to improve so the number of reportable events has decreased. The reduction of the actual IRS reports is a reflection of this improved industry performance.

**I.A.1-5.1-4(b):** NMSS will continue to participate in IAEA-sponsored international safeguards activities extending the application of international safeguards and nonproliferation activities; participate in U.S. interagency coordinated activities supporting the strengthening of international safeguards; promote and facilitate cooperation with IAEA inspection activities at U.S. nuclear facilities; exchange technical information on physical protection procedures and practices with other countries; and exchange technical information on the implementation of international safeguards with other countries.

Ongoing	<p>NMSS will support the implementation of the U.S./Russian High Enriched Uranium Transparency Agreement</p> <p>Participate in Subcommittee on International Safeguards and Monitoring (SISM), a subsidiary body of IAEA Steering Committee (monthly meetings)</p> <p>Convene and chair Subgroup on IAEA Safeguards in the U.S. meetings, a subsidiary body to SISM (monthly meetings)</p> <p>Participate in Subgroup on Safeguards Technical Support, a subsidiary body to SISM (monthly meetings)</p> <p>Provide U.S. Technical Representative to the IAEA DG's Standing Advisory Group on Safeguards Implementation (SAGSI)</p>
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**SUBCHAPTER II: SIGNIFICANT INFORMATION TECHNOLOGY INITIATIVES**

This Operating Plan does not include STARFIRE or ADAMS projects, or other Capital Planning and Investment Control Projects, and does not include any of the "mission critical" or "business critical" systems listed in Enclosure 2 of the February 18, 1998 Operating Plan Update Guidance. IT improvements and initiatives to improve efficiency and expedite licensing reviews will be made within the normal NRC IT infrastructure.

**SUBCHAPTER V: Self Assessments/Evaluations**

None performed. SUBCHAPTER VI applies here.

**SUBCHAPTER VI: Management Controls**

OIP management remains committed to NRC's policy as iterated in Management Controls Directive 4.4. To this end, management is vigilant in critical areas such as travel and the use of Official Representation Funds (ORF) to ensure cost-effective use of resources that are consistent with the agency's mission. Quarterly reports are prepared on ORF use. In 1998, an ORF audit by the OIG produced no negative comments or recommendations. The office continues to support GAO's recent and on-going reviews in the following areas: International Nuclear Regulators Association, Safety Assistance to the countries of the former Soviet Union and Control and Eastern Europe, and the Nuclear Safety Convention.

**FY2001 - 2002 OPERATING PLAN  
IMPORT/EXPORT LICENSING REVIEWS**

**February 9, 2001**

**Manager/Office:** Marvin Peterson, OIP

**Support Offices:** NMSS, OGC, NRR

**Description:** Under the Atomic Energy Act of 1954, as amended, the NRC is responsible for licensing the export and import of nuclear materials and equipment to ensure these items are used for peaceful purposes. In this role, the NRC facilitates exports which meet U.S. legal and policy requirements, thereby helping to assure the reliability of the United States as a supplier of nuclear materials and equipment under the Nuclear Non-Proliferation Treaty. NRC's licensing authority extends to nuclear reactors and other fuel cycle facilities and equipment, to source and special nuclear materials, to byproduct materials, and to certain other commodities, including heavy water, nuclear grade graphite and radioactive waste. The NRC obtains the views and recommendations of other governmental agencies and departments in its pre-licensing reviews, and, in turn, provides its views and recommendations to the Departments of State, Energy and Commerce on nuclear-related export authorizations under Executive Branch jurisdiction.

Table 1<sup>1</sup>

<b>Resources:</b>	FY 2001	(Cum.) Q1FY01	(Cum.) Q1FY01	(Cum.) Q2 FY01	(Cum.) Q2FY01	(Cum.) Q3FY01	(Cum.) Q3FY01	(Cum.) Q4FY01	(Cum.) Q4FY01	FY 2002
	Budget <u>FTE/K\$</u>	Planned <u>FTE/K\$</u>	Expended <u>FTE/K\$</u>	Planned <u>FTE/K\$</u>	Expended <u>FTE/K\$</u>	Planned <u>FTE/K\$</u>	Expended <u>FTE/K\$</u>	Planned <u>FTE/K\$</u>	Expended <u>FTE/K\$</u>	Budget <u>FTE/K\$</u>
Office OIP	2.0/0	0.5/0	0.4/0	1.0/0		1.5/0		2.0/0		2.0/0

**Subchapter I: Program Commitments**

**I.A Planned Accomplishments: Import/Export Licensing Reviews**

**I.A.1 Milestones**

**I.A.1-1** Take action on about 85-125 import and export license applications per year.

**Activities**

Review applications against statutory and policy criteria; obtain Executive Branch recommendations; obtain recipient Foreign Government assurances; notify the public and interested parties, and consider their views; make necessary recommendations to the Commission; issue or deny the requested licenses or return the applications without action.

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<sup>1</sup>Offices with less than 1 FTE budgeted for this program are not included in the Table.

**FY 2001-2002 OPERATING PLAN  
IMPORT/EXPORT LICENSING REVIEWS**

**February 7, 2001**

Provide guidance to U.S. and foreign shippers and government licensing and customs officials on NRC import/export licensing regulations and the scope of NRC's licensing jurisdiction vis-a-vis Executive Branch authorizing agencies.

Administer fee-collection regulations.

Amend regulations (10 CFR Part 110) in response to statutory and policy changes and to clarify public understanding.

- I.A.1-2** Recommend and coordinate NRC responses to about 8 - 10 requests per year from the Executive Branch agencies (Departments of State and Energy) for Commission views on international transfers of nuclear technology under 10 CFR 810, re-transfers of U.S.-obligated nuclear material and equipment abroad and other subsequent arrangements under Section 131 of the AEA, proposed U.S. Peaceful Nuclear Cooperation Agreements with other countries under Section 123 of the AEA, and proposed changes in U.S. or multilateral export control requirements.

**Activities**

Prepare Commission decision papers, provide or arrange briefings and carry-out Commission decisions.

Represent NRC in about 20 meetings of the Sub-group on Nuclear Export Coordination, an interagency group chaired by the Department of State.

Represent NRC in meetings of multilateral export control groups, i.e., the Nuclear Suppliers Group and the Zangger Committee, and in U.S. interagency preparatory working groups.

- I.A.1-3** Provide the Commission, Executive Director for Operations (EDO), and other NRC staff with information and policy recommendations on the most significant international safety and security issues and developments, including intelligence information related to nuclear safety, nuclear exports, non-proliferation, and international security.

**I.A.2 Support Office Milestones**

- I.A.2-1** NMSS will maintain a database containing evaluations of the implementation of international safeguards and physical security in foreign states and will complete the review and evaluation of international safeguards, physical security, and radioactive waste aspects of import-export license applications, proposed changes to export control regulations, and proposed Executive Branch subsequent arrangements, technology transfers, Agreements for Cooperation and nuclear dual-use and balance-of-plant equipment export authorizations.



**FY 2001-2002 OPERATING PLAN  
IMPORT/EXPORT LICENSING REVIEWS**

**February 7, 2001**

**Activities**

Monitor IAEA and foreign nuclear program information, attend interagency safeguards and fuel cycle meetings, and participate in bilateral exchange activities with foreign governments; develop and maintain files to facilitate staff reviews and provide technical and policy comments on export issues.

**Schedule**

**Complete the review and evaluation of approximately 110 OIP referrals.**

	<u>FY 2000 Actuals</u>	<u>FY 2001 Target</u>	<u>FY 2001 Actual</u>
1 <sup>st</sup> Q	51	27	13
2 <sup>nd</sup> Q	64	55	
3 <sup>rd</sup> Q	82	82	
4 <sup>th</sup> Q	114	110	

- I.A.2-2** NMSS will coordinate and transmit official responses to ~100 inquiries on proposed nuclear material shipments to the U.S. each year pursuant to the U.S. Agreements for Cooperation with foreign states.

**Schedule**

	<u>FY 2000 Actuals</u>	<u>FY 2001 Target</u>	<u>FY 2001 Actual</u>
1 <sup>st</sup> Q	58	25	54
2 <sup>nd</sup> Q	125	50	
3 <sup>rd</sup> Q	168	75	
4 <sup>th</sup> Q	247	100	

- I.A.2-3** OGC will provide legal advice to OIP on export and import license applications, Part 810 technology transfer requests, Section 131 Subsequent Arrangements, and Section 123 Agreements for Cooperation; draft or review proposed rules modifying 10 CFR 110; and provide legal advice and counsel to the Commission and the staff, including drafting of proposed decisions on import/export application intervention petitions, and prepare any final decisions on such applications, as well as represent the staff and Commission in any related administrative and judicial proceedings.

**FY 2001-2002 OPERATING PLAN  
IMPORT/EXPORT LICENSING REVIEWS**

*February 7, 2001*

**I.A.3 Output Measures**

<b>EXTERNAL OUTPUT MEASURES</b>			
<b>Output</b>	<b>FY2000 Actual</b>	<b>FY 2001 Target</b>	<b>FY 2002 Target</b>
NRC Licensing Actions	156	85-125	85-125
Timely Staff Reviews of EBProposals	16	8-10	8-10

**Quarterly Targets/Schedule**

**NRC Licensing Actions**

**FY2001-2002 Targets:** Complete 85-125 Cases

	<u>FY2000 Actual</u>	<u>FY 2001 Target</u>	<u>FY 2001 Actual</u>
1 <sup>st</sup> Q	47	19-30	18
2 <sup>nd</sup> Q	89	37-60	
3 <sup>rd</sup> Q	119	56-92	
4 <sup>th</sup> Q	156	85-125	

**Metrics:** Effectiveness: Commission action is definitive in 99% of the cases -- no Presidential override or successful administrative, legislative or judicial appeal; All NRC authorized shipments clear U.S. Customs.

Efficiency: 90% of the cases are completed, on average, with less than 30 hours of direct NRC staff effort.

Quality: Fewer than 5% of completed cases raise questions, from licensees, U.S. or foreign government agencies, public interest groups, nuclear industry groups, the Commission or the Congress, concerning the quality of the staff's technical, policy or legal reviews, the staff's processing of the application, or the fairness of the final NRC decision.

Quantity: New licensing caseload is externally driven. All cases are processed and reviewed.

Timeliness: Staff reviews are completed in less than 60 days.

**FY 2001-2002 OPERATING PLAN  
IMPORT/EXPORT LICENSING REVIEWS**

***February 7, 2001***

**Timely Staff Reviews of Executive Branch Proposals\***

**FY 2001/2002 Targets:** Complete 100% of reviews within 120 days.

	<u>FY 2000 Actual</u>	<u>FY 2001 Target</u>	<u>FY 2001 Actual</u>
1 <sup>st</sup> Q	2/0	2/0	3/0
2 <sup>nd</sup> Q	8/0	8/0	
3 <sup>rd</sup> Q	12/0	12/0	
4 <sup>th</sup> Q	16/0	16/0	

\*NRC reviews are driven by the Executive Branch based on their cases.

**Metrics:** Effectiveness: 90% of the staff's comments/recommendations are incorporated, as is, in the Commission's formal response to the Executive Branch; 90% of the Commission's recommendations to the Executive Branch are accepted/used by the Executive Branch.

Efficiency: Most reviews are completed and conveyed to the Commission in a SECY decision paper with 6-7 concurrences: the OIP drafter, the OIP Team Leader, the NMSS technical branch chief, the OGC attorney, OEDO (1or2), and the OIP Director/signer.

Quality: < 10% of SRM's raise quality-of-analysis or quality-of-review issues.

Quantity: New licensing caseload and Executive Branch proposals are is externally driven. All cases are processed and reviewed.

Timeliness: Staff reviews are completed in less than 120 days.

**OFFICE OF INTERNATIONAL PROGRAMS (OIP)  
FY 2001 - 2002 OPERATING PLAN  
OFFICE MANAGEMENT/ORGANIZATION ACTIVITIES**

**February 7, 2001**

**CHAPTER B -- OFFICE MANAGEMENT/ORGANIZATION ACTIVITIES**

**A. HUMAN RESOURCES**

OFFICE:	IP
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FTE Utilization Targets				Targeted Percentage of GG-14 and Above Positions		Supervisor to Employee Ratio Targets	
Office	FY '00 FTE Ceiling	FY '01 FTE EOY Projection	FY '01 FTE Ceiling	FY '01 Target %	Current %	FY '01 Ratio Target	Current Ratio
1 <sup>st</sup> Qtr		22	25	65	72	1:8.5	1:11.5
2 <sup>nd</sup> Qtr							
3 <sup>rd</sup> Qtr							
4 <sup>th</sup> Qtr.							

**FTE UTILIZATION**

**1st Quarter Accomplishments:**

OIP remains under its FY 2001 FTE utilization target of 25 as of December 31, 2000. OIP continues an active recruitment effort to hire entry level International Relations Specialists. An International Programs Officer with FPL to the GG-12 was hired during the first quarter.

**TARGET PERCENTAGE OF GG-14 AND ABOVE POSITIONS**

**1st Quarter Accomplishments:**

OIP is above its target percentage of GG-14 and above positions. OIP is currently focusing recruitment for entry level positions with FPL below the GG-14 level. In addition, OIP anticipates attrition will eliminate one GG-14 and above position by December 31, 2001.

**OFFICE OF INTERNATIONAL PROGRAMS (OIP)  
FY 2001 - 2002 OPERATING PLAN  
OFFICE MANAGEMENT/ORGANIZATION ACTIVITIES**

**February 7, 2001**

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**SUPERVISOR-TO-EMPLOYEE RATIO TARGET**

**1st Quarter Accomplishments:**

OIP has a supervisory ratio of 1:11.5. No change is expected to occur during FY 2001.

**B. INFORMATION TECHNOLOGY**

OIP installed the Microsoft OfficeSuite to enhance office operations and Adobe Acrobat 4.0 so that staff can produce internet ready documents.

**C. EQUAL EMPLOYMENT OPPORTUNITY REQUIREMENTS**

**Guiding Principles**

1. Create a working environment that is free of discrimination, including harassment, and is accessible to individuals with disabilities.

**Objectives:**

Encourages open communication and discussion with employees related to office EEO initiatives to facilitate understanding and demonstrate support. Actively seeks to promptly resolve issues that could lead to formal EEO complaints. Provides reasonable accommodations to employees with disabilities.

**Accomplishments:**

Staff meetings and informal liaison with staff allows for airing of issues and facilitates appropriate response to employee concerns in these areas in a timely way. Management maintains an open door policy with staff. The staff includes an active EEO counselor who contributes to open communication in these areas.

2. Ensures that Agency policies, processes, and procedures provide all employees the opportunity to develop, participate, and compete fairly and equitably.

**Objectives:**

**OFFICE OF INTERNATIONAL PROGRAMS (OIP)**  
**FY 2001 - 2002 OPERATING PLAN**  
**OFFICE MANAGEMENT/ORGANIZATION ACTIVITIES**

**February 7, 2001**

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Ensures that all hiring authorities reflect specific affirmative action efforts to include minorities and women in the pool of candidates. Uses broad rating factors to facilitate a more diverse pool of applicants. Provides candid feedback to employees through the performance appraisal process, and ensures fair and equitable participation by minorities and women for awards.

Accomplishments:

Staff hired in the 1<sup>st</sup> quarter include an African American female, International Programs Officer, GG-11. Of the 9 performance awards given to OIP employees during the 1<sup>st</sup> quarter, 5 were given to female employees of which one was a minority.

3. Employ and empower a competent and highly skilled workforce, representative of America's great diversity, which enables the Agency to accomplish its mission. Assures that minorities and women are provided equal opportunity to participate in employee development and career enhancement through rotations, details, reassignments, and formal training. Encourages employees to develop transferrable skills and expanding their areas of expertise through developmental work assignments. Encourages qualified minorities and women to participate in executive leadership programs (e.g., Federal Executive Institute (FEW), Supervisory Development Program, Senior Executive Service Candidate Development Program, Women's Executive Leadership (WEL) Program.

Objectives: Assures that minorities and women are provided equal opportunity to participate in employee development and career enhancement through rotations, details, reassignments, and formal training. Encourages employees to develop transferable skills and expanding their areas of expertise through developmental work assignments. Encourages qualified minorities and women to participate in executive leadership programs (e.g., Federal Executive Institute, Supervisory Development Program, Senior Executive Service Candidate Development Program, and the Women's Executive Leadership Program.)

Accomplishments:

OIP supports the participation of a female employee who was nominated and selected for a Congressional Fellowship at the end of FY 2000. This employee will remain in the program through 4<sup>th</sup> quarter, FY 2001. During the 1<sup>st</sup> Quarter, OIP continued to support an African-American female, Licensing Assistant completing course work at a local university under the Administrative Skills Enhancement Program. OIP continued to support a female Sr. Policy Analyst completing course work at a local university in Russian and Eastern European studies directly related to her duties involving the OIP FSU program.

Objectives:

**OFFICE OF INTERNATIONAL PROGRAMS (OIP)**  
**FY 2001 - 2002 OPERATING PLAN**  
**OFFICE MANAGEMENT/ORGANIZATION ACTIVITIES**

**February 7, 2001**

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Supports the Agency's Managing Diversity (MD) initiative, including support of EEO Advisory Committee activities, attendance at the biannual EEO Commission meetings, and EEO training for managers, supervisors, and employees.

**Accomplishments:**

All managers have taken the EEO training. The OIP Office Director attends the bi-annual EEO Commission meetings. The Sr. Program Assistant responsible for personnel type functions may also attend. Management is sensitive to needs of a diverse work force and fosters a cooperative environment for accomplishing the workload. OIP management is supportive of the EEO counseling activities of an OIP employee.

**D. FOREIGN TRAVEL**

Quarters	FY 2000 ACTUAL		FY 2001 PLANNED		FY 2001 ACTUAL		FY 2002 PLANNED*	
	Core	Non Core	Core	Non Core	Core	Non Core	Core	Non Core
1 <sup>st</sup> Qtr.	8	1	7	2	7	2		
2 <sup>nd</sup> Qtr.	15	3	12	6				
3 <sup>rd</sup> Qtr.	22	5	16	6				
4 <sup>th</sup> Qtr.	26	8	17	6				

Note: travel data unavailable for FY 2002.