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From: Marie Fudge
To: Robert Summers
Date: Tue, Feb 22, 2000 6:05 PM
Subject: MEMO

IPA Event Communications Team Charter
& Membership

W/5

February 22, 2000

MEMORANDUM FOR: A. Randolph Blough, Director, Division of Reactor Projects
Wayne Lanning, Director, Division of Reactor Safety
Diane Screnci, Senior Public Affairs Officer

FROM: Hubert J. Miller /RA/
Regional Administrator

SUBJECT: IP 2 EVENT COMMUNICATIONS COORDINATION TEAM
CHARTER

Intense public and press interest following the February 15, 2000, steam generator tube leak event at Indian Point Unit 2, call for the formation of a communications coordination team. The purpose of this team is to structure our approach to communications with external stakeholders regarding the tube leak event, the utility and NRC response to the event, and any concerns regarding prior operation of the plant leading up to the February 15 steam generator tube leak.

The charter of the communications coordination team is to assist NRC management in the coordination of Agency communications with the public and other external stakeholders. This will include coordinating the activities of designated Agency spokespersons (including the Regional Administrator; Director, NRR; AIT Team Manager; Regional PAO; etc.).

In this effort, the team will conduct the following actions:

- (1) Track significant requests for information or Agency action to assure timely and effective response (e.g, Congressional letters and concerns).
- (2) Support NRC public affairs in timely and accurate response to press and public inquiries.
- (3) Develop and maintain a set of questions and answers (Q & A) addressing actual or likely inquiries from press and other external stakeholders.
- (4) Coordinate assignment of responsibility for various communications.
- (5) Coordinate written response to Congressional correspondence and inquiries.
- (6) Coordinate staff briefings and presentations in response to external stakeholder requests, including local, state or federal legislative bodies.
- (7) Organize any outreach communication efforts.
- (8) Track and keep NRC senior management informed of all communications activities.

It is anticipated that this activity will require full time effort from several of the team members for periods of time over the next few weeks. Most of the members will participate part time.

Team Members:

W. Ruland, Chief, Electrical Branch, DRS, Region I (Team Leader)
 R. Summers, Senior Project Engineer, DRP, Region I
 J. Shea, EDO Contact
 D. Screnci, PAO
 N. Sheehan, PAO
 T. Madden, Congressional Affairs
 R. Bores, State Liaison Officer, Region I
 S. Black, NRR Contact
 L. Doerflein, AIT Team Manager
 P. Eselgroth, DRP IP2 Contact

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