

SA-121



**Procedure Title:**  
***Agreement State Liaison to the Management Review Board***  
**Procedure Number: SA-121**

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**Issue Date:**  
**July 5, 2006**

## **I. INTRODUCTION**

This document describes the procedure for the coordination of the Agreement State Liaison to the Management Review Board (MRB). The MRB provides a senior-level review of the Integrated Materials Performance Evaluation Program (IMPEP) team's findings and recommendations for Agreement States' or the U.S. Nuclear Regulatory Commission's (NRC) Regional reviews.

## **II. OBJECTIVE**

- A. To provide guidance to the Organization of Agreement States (OAS) on the coordination of the Agreement State Liaisons to the MRB.
- B. To provide guidance to the Office of State and Tribal Programs (STP) staff on coordination of the Agreement State Liaisons for the MRB meetings.

## **III. BACKGROUND**

- A. It is the policy of the NRC to evaluate the NRC's Regional materials programs and Agreement States' radiation control programs in an integrated manner. Guidelines for IMPEP are found in Management Directive (MD) 5.6, *Integrated Materials Performance Evaluation Program*.
- B. The MRB makes the overall assessment of each NRC Regional or Agreement State program on the basis of the proposed final report and recommendations prepared by the IMPEP team that conducted the review. The guidelines followed by the MRB when conducting MRB meetings for IMPEP reviews and issuing findings for Regional and Agreement State programs are outlined in STP Procedure SA-106, *The Management Review Board*.

## **IV. ROLES AND RESPONSIBILITIES**

- A. OAS Executive Board:
  - 1. Designates an OAS member to be responsible for the coordination of Agreement State Liaisons with the IMPEP Project Manager and,
  - 2. Sets a year-by-year term of service given approval of the volunteer's management and OAS Executive Board.

**B. The OAS Designee:**

1. Coordinates any interest by senior Agreement State managers to participate in the MRB with STP, including unsolicited interest by Agreement State managers outside of the normal recruitment cycle;
2. Determines the timing of recruitment of Agreement State Liaison volunteers;
3. Coordinates Agreement State Liaison assignments to specific MRB meetings and backup/substitutions, when necessary;
4. Coordinates Agreement State Liaison assignments to MRB meetings for special issues or follow-up reviews that are State/Regional specific, including ensuring the same MRB Agreement State Liaison is used when possible;
5. Provides the IMPEP Project Manager the list of Agreement State Liaison MRB assignments, and
6. Addresses any issues or concerns in coordination with the IMPEP Project Manager.

**C. STP Director:**

1. Designates the IMPEP Project Manager or alternate designee as the point of contact for the OAS designee and,
2. Authorizes invitational travel for the MRB liaison's attendance at MRB meetings.

**D. IMPEP Project Manager:**

1. Develops the yearly IMPEP schedule and projected MRB dates and transmits the schedule to the OAS designee;
2. Coordinates MRB assignments with the OAS designee;
3. Provides training, as appropriate, for new Agreement State Liaisons;
4. Maintains a list for the OAS and STP of the Agreement State Liaisons and meetings attended and,

5. Communicates and provides all necessary information to the individual Agreement State Liaison per STP Procedure SA-106.

E. Individual Agreement State Liaisons:

1. Do not participate in any voting conducted by the MRB;
2. Will usually be available for participation at several MRBs yearly; and,
3. Provides Agreement State perspective on any subject brought before the MRB.

**V. GUIDANCE**

A. Participation in MRB

1. The Agreement State Liaison may attend either in person (invitational travel funded by NRC), by video conferencing or by teleconferencing.
2. Since the MRB schedule is coordinated with the State/Region being reviewed, the date will be established as soon as possible after the IMPEP Review. If it is not possible to attend because of conflicts, the Agreement State Liaison should contact the OAS designee to determine a replacement. The OAS designee will notify the IMPEP Project Manager of the change.

**VI. APPENDICES**

Reserved.

**VII. REFERENCES**

1. Management Directive 5.6, *Integrated Materials Performance Evaluation Program (IMPEP)*.
2. STP Procedure SA-106, *The Management Review Board*.