

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

Agenda

1. General Discussions
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 on Format of Progress Report and Pilot Project Final Report

Notes from Meeting

Start Time: 10:00 AM Eastern Time
Attendees: Kevin Hsueh, Shawn Smith, Ruth McBurney, Jan Endahl, Mike Markley,
Tom Young

1. General Discussions

Pilot Chairs discussed the format and topics, and identified a list of potential participants for the upcoming public meeting in March, 2004. Kevin will prepare a draft agenda to be discussed in the next meeting.

2. Progress Report of Each Pilot Project

-Pilot #1

The WG received responses on the prioritization worksheet from 25 Agreement States, and NRC headquarters and regional offices. The WG has been working on analyzing the responses and is in the process of finalizing a priority list of the regulatory needs. The priority list is expected to be sent to Agreement States and NRC offices by the end of November. The WG is also in the process of drafting the progress report, and continues to work on the 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 is currently in the second phase of its project which involves an evaluation of the application of the criteria and process on a volunteer program. The WG has selected Louisiana to participate in a test case and received comments on the draft criteria and process from five potential volunteers. The WG discussed the Louisiana test case and these comments during the October conference calls. The WG is scheduled to hold a conference call on December 9 with Louisiana to discuss their responses. The WG is expected to complete its final products by the end of December 2003.

-Pilot #3

The WG continues to conduct by-weekly conference calls to discuss findings on review of regulatory guidance for evaluating operating experience. On October 20, the WG held a conference call, which is open to the public, to discuss efforts conducted by several Agreement States related to operating experience evaluation. The WG also made a presentation on its status and progress at the biannual ACMUI meeting on November 12. The WG is expected to complete its final products by the end of January 2004.

-Pilot #4

Pilot 4 Chair was not able to participate in the conference call.

-Pilot #5

A final version of IMC 2800 and its associated documents have been completed. The Pilot Steering Committee is expected to meet on November 20 to review the documents. 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 December 2003.

3. Milestones and Schedule

Changes to the information documented in the milestones and schedule report were discussed. It was noted that more than 2,700 hours have been spent in the NMP related activities since last December. Pilot Chairs were requested to provide State staff time spent on the WG projects on a monthly basis.

4. Discussion on Format of Progress Report and Pilot Project Final Report

Pilot Chairs discussed and finalized the format for the progress report and the final pilot project report. Pilots are expected to follow the format in submitting their reports to STP.