

Early Career Discussion Group Charter

I. Purpose

The Early Career Discussion Group (EC) is a discussion group sponsored by the Nuclear & Facility Safety (N&FS) Steering Committee (SC) of the Energy Facility Contractors Group (EFCOG). The purpose of the EC is to provide a forum of discussion and informal guidance for Department of Energy (DOE) and contract personnel new to nuclear safety and safety analysis professions. Enhanced networking and information exchange supports the DOE's mission through increased involvement and professional development.

II. Organization

Membership in the EC is limited to federal staff and contractors within DOE and NNSA with fewer than ten (10) years of experience in nuclear safety and safety analysis. Membership may also be extended to mid-career analysts interested in pursuing continued professional development.

The EC shall be internally governed by a leadership board containing, but not limited to a Lead Chair, Co-Chair(s), a Secretary, and Program Leads. Members nominate and elect members to the board when a position is available, but with a periodicity not exceeding two years.

III. Scope

The group will focus on:

- 1) Providing a forum for discussion of nuclear safety related topics and ideas,
- 2) Collaborating and sharing knowledge and experiences, and
- 3) Facilitating opportunities for participation in activities across the DOE complex.

IV. Objectives

The EC will explore the following objectives:

- Establishment of a mentoring network
- Recruitment and retention of early career safety analysts;
- Safety analysis training opportunities for qualification and/or continued learning;
- Identification of tools and resources for early career analysts at varying stages of experience;
- Increased attendance of early career analysts at EFCOG workshops and conferences;
- Participation of early career professionals in EFCOG N&FS task groups;
- Participation of early career professionals in revision of DOE Directives and Technical Standards;
- Development of a network of seasoned safety analyst mentors as a resource; and
- Discussion of perspectives on emerging safety issues in DOE.

V. Administrative Procedures and Reporting

A. Meetings

- The EC will meet monthly. Additional meetings will be held upon agreement by the group's membership. The Lead Chair or designee will schedule and facilitate group meetings.
- Meetings are open to anyone who meets the membership requirements of the EC.
- Periodic participation from experienced subject matter experts or seasoned staff may be employed.

B. Reporting

- The Lead Chair or designee will report group status at N&FS Steering Committee meetings.
- The Secretary will prepare meeting minutes to document discussions made by the group.
- Interest groups (e.g., mentoring, training) are encouraged to form within the discussion group. Each interest group must have a main point of contact who reports to the leadership team. Alternatively, interest groups may become programs, and program leads are considered to be part of the leadership team.

C. Communication

- E-mail is the primary mode of coordination.
- All members should provide constructive feedback in a direct fashion in order to enhance the spirit of learning. Members should strive to maintain a positive environment for giving and receiving feedback.
- For sensitive discussions, members will make every effort to maintain anonymity and confidentiality. Communications shall stay within the group, unless permission is requested and granted by membership.
- A membership roster will be maintained and shared by the Secretary.

VI. Review

The Early Career Discussion Group should review the charter biannually for update and/or modification. Acceptance is by EC consensus and N&FS Steering Committee.

For this version, review and acceptance was obtained by the EC Group on July 27, 2017 and by the N&FS Steering Committee on August 22, 2017.