**2022 Fall Meeting**

**Policy & Procedure (P&P) AGENDA**

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| **Wednesday, November 16, 2022** | | |
| **EST Time** | **Topic** | **Presenter(s)** |
| 10:30 am – 11:00 am | Welcome, Sign-in, and Introductions   * Review/Approve FY22 Spring Meeting Minutes | Robin Dillman (Chair)  Jessica Yockers (Co-Chair)  John Verderber (Secretary) |
| 11:00 am – 11:15 am | Conditional Release within the Nonconformance Report (NCR) process   * Current Status of white paper | **Facilitators:** John Verderber  Group Discussion |
| 11:15 am – 12:15 pm | Presentation – Getting your ducks in a row  Facilitator will share tips for getting and staying organized – even if organization is not your thing.  **Topics include:**   * Managing interruptions, * Multi-tasking, * Prioritizing, * Getting control of your email, * Organizing your files | **Facilitator:** Kristy Kistner |
| 12:15 pm – 1:00 pm | Break/Lunch |  |
| 1:00 pm – 2:30 pm | Benchmarking Discussion  Agenda Items:   * Do any sites have programs for qualifying auditors? * Which types of auditors/assessors do you need at your site? * How do you qualify your auditors? Lead auditors/auditors and assessors/lead assessors * Do you have one program or multiple? * What are the programs for qualifying auditors? How do you identify requirements for auditors? * What are the program elements for qualifying auditors/assessors? Check the elements your program has? * Do you have a program for maintenance of proficiency? What elements does your program have? * What standards do you audit? Are you required to audit specific standards? | **Facilitator:** Beth Harvey  Survey to collect some information on topic |
| 2:30 pm – 3:15 pm | Presentation – WRPS Issues Management Process   * Problem identification * Corrective action resolution | **Facilitator:** Thomas Nash, Becky Allen |
| 3:15 pm – 4:00 pm | Planning Session for FY23   * New Topic Brainstorm * Goal – Identify 3 Topics * Identify Deliverable & Key Milestone(s) * Identify Team Leads * Communicate Next Steps | **Facilitator:** Robin Dillman  Group Discussion |
| 4:00 pm | Daily Wrap up   * Questions/Input from Attendees * Summarize Action Items * Close Session | Robin Dillman  Jessica Yockers  John Verderber |
|  | **Parking Lot for Future Discussions/Presentations**  Possible Discussion Topics/Presentation   * What are the ways feedback is obtained and how does this factor into continual improvement processes?   Discussion/Benchmarking   1. What training would Managers, Engineers/Professionals, and Line Workers receive on Issues Management (IM)/Contractor Assurance (CA) Program (classroom, procedure reading, web-based)? 2. Is recurring training required for IM/CA areas? 3. How does your organizations handle long-term corrective actions? 4. How do you maintain visibility on them? 5. Do you continue to report on them in metrics? 6. How does your organization handle conditions required to be documented, but which it does or may not make sense to expend funding to correct? 7. Are there any approvals required for extensions to action due dates? |  |

Meeting Call-in Information

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