**DRAFT-2023 Fall Meeting**

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

|  |  |  |
| --- | --- | --- |
| **Wednesday, November 8, 2023** | | |
| **EST Time** | **Topic** | **Presenter(s)** |
| 10:30 am – 11:00 am | Welcome, Virtual Sign-in, and Introductions.   * Agenda Review * Purpose of EFCOG (Verderber) * P&P Review Charter (Yockers) * P&P Website Review (Yockers) * Help Wanted (Chair/Co-Chair), no experience required. See the DOE Complexes. Great resume builder.   + Provide job description. | Jessica Yockers (Chair/Co-Chair)  John Verderber (Secretary) |
| 11:00 am – 11:30 am  (30 min) | Auditor/assessor qualifications   * Current Status of white paper | **Facilitator:** Beth Harvey |
| 11:30am – 12:30pm | Presentation: 9 steps to problem solving   * Introduction (bio) | **Facilitator:** Mark Hughes |
| 12:30 pm – 1:00 pm | Break/Lunch |  |
| 1:00 pm – 1:15 pm  (15 min) | Conditional Release within the Nonconformance Report (NCR) process   * Current Status of white paper | **Facilitator:** John Verderber |
| 1:15 pm – 2:15 pm | Presentation – DOE Suspect/Counterfeit Handbook Update   * Introduction (bio) | **Facilitator:** Gabrielle Holcomb |
| 2:15 pm – 3:15 pm | Presentation – DOE O 414.1E Status Update   * Introduction (bio) | **Facilitator:** Sharon Jasim-Hanif |
| 3:15 pm – 4:00 pm | Planning Session for Spring 2024 Meeting   * New Topic Brainstorm * Goal – Identify 3 Topics * Identify Deliverable & Key Milestone(s) * Identify Team Leads * Communicate Next Steps | **Facilitator:** Jessica Yockers |
| 4:00 pm | Daily Wrap up   * Questions/Input from Attendees * Summarize Action Items * Close Session | **Facilitator:** John Verderber |
|  | **Parking Lot for Future Discussions/Presentations**   * Developing a simple but flexible graded approach * Showing management, the value of/gaining buy-in for developing and maintaining current policy & procedure documentation |  |

Meeting Call-in Information