**DRAFT-2023 Fall Meeting**

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

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| **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
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Meeting Call-in Information