MEETING MINUTES

Meeting Date: 10/23/24 Meeting Start: 6:30AM (EST)

Meeting Location: Virtual

Meeting Attendees: **SEE ATTACHMENT**

Previous Meeting Minutes: Not Read

Jessica Yockers/Deborah Miller/John Verderber welcomed those in attendance.

Jessica presented an overview of what to expect for today’s series of presentations

Deborah provided an overview of the QA Policy and Procedures Team, Charter and EFCOG website

John presented a safety topic on “Workplace Anxiety”

**PRESENTATIONS:**

**Causal Analysis Standard Update – Andy Hobbs (CNS)**

**Enterprise Search and Knowledge Management – Sharon Houk (ANL)**

**Human Performance Improvement (HPI) and Human & Operational Performance (HOP) Defenses – Riz Shah (DOE-HQ)**

**Requirements Management – Elena Manzo (WRPS)**

**DOE O 414.1E Update – Garvey McKeown (DOE-HQ)**

**Controlled Unclassified Information (CUI) – April Woodfork (DOE-HQ)**

Slides from the presentation will be provided with meeting minutes distribution.

**Old Business:**

* None

**New Business:**

* None

**Topics of Discussion for future consideration:**

* Writing Effective Corrective Actions
* DOE O 414.1E Software Non-Safety Requirements
* Performing Effectiveness Reviews

If you have a topic for discussion or know of a good presenter on a relative topic, then please contact Jessica Yockers, Deborah Miller or John Verderber

**P&P Charter Statement**

* The Policy and Procedures (P&P) Community of Practice (CoP) facilitates success of the Energy Facility Contractors Group (EFCOG) and its members by identifying and examining current issues and challenges facing the DOE complex—providing guidance and tools for programmatic corrections and improvement.
* This CoP focuses on program-level quality topics such as quality culture development, trending and measurement of quality, and updates to complex-wide requirements. The group will deliver tools (e.g. crosswalks, templates), white papers, and best practices; collaborating with other QA CoP groups on applicable P&P projects to better target specific needs and increase value added.

SPRING 2025 MEETING: Location TBD

Meeting concluded at 3:00 PM (EST)

**Action Item Table**

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| --- | --- | --- | --- | --- | --- |
| Item | Task No. | Activity | ResponsiblePerson | ECD | Status |
|  |  | NONE |  |  |  |

ATTACHMENT

List of Attendees

Jessica Yockers, SNL – Chair

Deborah Miller, FNAL – Vice-Chair

John Verderber – WRPS - Secretary

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| --- | --- |
| Registered P&P Guests | Non-Registered P&P Guests |
| Bentley, Carmen – DOE-LANLBonano, Elsa – SNLFenner, Jolane – UCORFlores, Victoria – SNLFreels, Jennie – SNLGonzales, Jennifer – SNLGrosso, Vincent – MSTSHarvey, Beth – ANLHobbs, Andrew – Y12 - PantexHouk, Sharon – ANLManzo, Elena – WRPSMarinovic, Hrvoje – SNLMcKeown, Garvey – DOE-HQMcMullen, LeAnn – ICETPerkins, Larry – DOE-HQPhillips, Katie – ICETShah, Riz – DOE-HQSmith, Patrick – ORNLWoodfork, April – DOE-HQ | Allen, Becky – ORNLAngel, Linda – HLMIBauman, Susan – ANLBoshers, Kim – WRPSBrown, Julie – EMCBCBurns, Justin – SRSCampbell, Anna – FNALCampbell, Tyler – NRELCato, Tracey – ORNLChance, Tracy – ORNLCurtis, Mary – FNALFehringer, Kristina – DOE-HQGarruto, Jessica – Gonzalez, Mindy – Fluor BWXTGriffin, Michael – HMISHaataja, Kristi - LLNLHensley, Ginette – CPCCoHutto, Rod – SRSKeeler, Robin – DOE-HQKing, Leif – Y12 - PantexLaRose, Natalie – OREMLockwood, Joe – LANLLoll, Dolores – Luedke, Matthew – FNALOvercash, Derek – ORRCCPaulson, David – LANLSchneider, Cindy – Sierra, Edward – BNLThomasson, Gavin – Tiede, Marina – HMISWhite, James – SRS |
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| Legend:ANL – Argonne National LabBNL – Brookhaven National LabBWXT – BWX TechnologiesCPCCo – Central Plateau Cleanup CompanyDOE – Department of EnergyEMCBC – FNAL – Fermi National Accelerator LabHLMI – Hanford Laboratory Management and IntegrationHMIS – Hanford Mission Integration SolutionsICET – Institute for Clean Energy TechnologyLANL – Los Alamos National LabLLNL – Lawrence Livermore National LabNNSS-MSTS – Nevada National Security Sites – Mission Support Test ServicesNREL – National Renewable Energy LabORRCC – Oak Ridge Reservation Cleanup ContractorOREM – Oak Ridge Office of Environmental ManagementORNL – Oak Ridge National LabSNL – Sandia National LabSRS – Savannah River SiteUCOR – United Cleanup Oak RidgeWRPS – Washington River Protection SolutionsY12 – Pantex |  |