

# Energy Facility Contractors Group (EFCOG) Radiation Protection Community of Practice Charter

## **Purpose**

The Radiation Protection Community of Practice task team (RPCoP) promotes safe, efficient, and effective radiological operations across the DOE complex. The group accomplishes its purpose by fostering networking; sharing of knowledge, best practice, lessons learned, tools, and resources. It also provides technical expertise to DOE, when requested, to solve complex-wide radiological issues.

## **Objectives**

The RPCoP aims to:

- Promote active participation from its members by facilitating communication, providing coordination for the exchange and collection of information, which is made available to members for future reference.
- Encourage sharing of experience and practice to help each other learn and continuously improve.
- Review and evaluate new/proposed requirements and technical standards for applicability, benefits, and potential shortfalls. Provide technical input and recommendations to members and DOE sponsors.
- Be the reliable body of expertise for DOE to consult on radiological topics.
- Develop guidance, lessons learned and best practice that can be shared and used to improve effectiveness and efficiency of members' radiological control programs.
- Pool resources to help solve common issues.

## **Scope**

The RPCoP will operate within the bounds of established EFCOG and the Worker Safety & Health Subgroup (WS&H SG) guidelines to promote safe, efficient and effective radiological operations across the DOE complex. The RPCoP may offer input on related draft policy statements and guidance, and at the request of DOE, contribute expertise to develop related technical standards and guidance.

## **Organization**

The RPCoP is composed of representatives from EFCOG member companies. The RPCoP Leadership Team consists of the Chair, Vice Chair, and Secretary.

- The Leadership Team is selected or confirmed at least every three years or as needed to fill vacancies, normally by the members present at the annual Spring meeting.
- Typically, the Vice Chair will serve three years, and then assume the Chair position for the following three years. The Chair will strive to maintain a balance between companies and sites for those serving in Leadership Team with consideration for past participation, willingness to serve, company support, leadership and technical skills, and ability to attend biannual meetings. The Secretary may, if they are so willing and with concurrence from the members present, assume the Vice Chair position in three years. The Secretary may also identify and appointment with concurrence of RPCoP Leadership, an individual to assist in the distribution, analysis, collection and presentation of benchmarking requests to included maintaining the associated database.
- EFCOG member companies are not limited in the number of employees that may participate in the workings of the RPCoP. Member companies operating multiple sites may elect to have multiple representatives to address specific site needs/issues.
- Only employees of EFCOG Member Companies, can be members of the RPCoP. Other individuals may participate in meetings and activities with prior approval from the RPCoP Chair.

- The Leadership Team will maintain a balance in membership, to the degree possible, of member company representatives, and will review and strive to re-balance company/site representation at least annually or as needed.
- The RPCoP Chair may request and appoint volunteers to lead Working Subgroups within the RPCoP to manage specific projects/deliverables. The RPCoP Leadership Team may identify specific Working Subgroups to develop and produce specific deliverables in areas of interest such as those listed in the "Scope" section of this Charter.
- For standing Working Subgroups such as HPIC (Health Physics Instrumentation Committee) the RPCoP Leadership Team will identify as liaison between the RPCoP and the Working Subgroups to attend bi-annual meetings and report on those subgroups activities.

### **Process**

- The RPCoP Leadership Team will hold meetings and conference calls as needed to accomplish the purpose and objectives of the RPCoP. Typically, one biannual meeting will be held in Washington DC to include appropriate representatives, DOE sponsor and related customers; the second meeting will typically be held at one of the member sites.
- Email communication is used for benchmarking effort as well as general communication among members.
- Benchmarking results, meeting minutes, presentations, and other RPCoP work products are kept electronically and accessible to RPCoP members.
- The RPCoP Leadership Team will track accomplishment of the objectives, Task Team progress, and benefits of the RPCoP periodically in the EFCOG Work Plans and document the activities in the WS&H SG Annual Report to the Safety Working Group Chair.
- The Safety Working Group Chair, the EFCOG Board of Directors Sponsoring Directors, or the WS&H SG Chair may direct changes to this Charter and/or revoke this Charter if it determines that the group is no longer providing a value-added service.