

**Best Practices Task Group
Draft Agenda
November 20, 2008**

<u>Time</u>	<u>Topic</u>	<u>Speaker/Lead</u>
8:00 – 8:10	Welcome <ul style="list-style-type: none"> • Expectations for Task Group • Current state of EFCOG BP • Function of TG in EFCOG 	Norm Barker, Chair ISMS&QA Working Group
8:10 – 8:20	Safety Topic Quality Topic	Tom Helms, ISM/ Assessment Manager, SRS SWPF Project Roy Lebel, QMS Manager, BNL
8:20 – 8:30	Introductions <ul style="list-style-type: none"> • Define TG Goals and Objective • Attendees: Name, DOE affiliation, expectations 	Lebel/Helms All
8:30 – 9:00	Status of BP Process, Performance, Effectiveness <ul style="list-style-type: none"> • Interface with other WGs • BP Effectiveness 	Lebel/Helms •
9:00-10:30	Discussion <ul style="list-style-type: none"> • Meeting Expectations • Task Group Roles and Responsibilities • Relationship to DOE Operating Experience Program • Effectiveness of Present BP System <ul style="list-style-type: none"> ○ BP represent a significant effort of authors ○ Utilization - effectiveness ○ How do we measure effectiveness? • Revitalization of BP TG in ISMS WG <ul style="list-style-type: none"> ○ Passive collection of Best Practices – current practice ○ Active Acquisition of ISMS & QA Best Practices <ul style="list-style-type: none"> ▪ What are the critical problems, issues, hurdles for DOE Contractors ▪ What are the questions we are trying to answer ▪ Are we meeting the wider audience of users in complex 	•
10:30 – 11:00	Break	
11:00 – 12:00	Path forward <ul style="list-style-type: none"> • Task assignments • Goals and Objective for Next meeting 	• •