

STIP Managers Teleconference

Wednesday, July 28, 2010

Teleconference Participants: Dave Hamrin (ORNL), Mary Hale (ANL), Kathy Macal (ANL), Lucy Richards (PTX), Cathy Morton (AMES), Miriam Blake (LANL), Dennis Gound (ORSO), Mona Higgins (NSTec), Yvette Woell (ANL), Mimi Legan (CHO), Nancy Doran (PNNL), Tomiann Parker (PNNL), Kim Kindrew (TJLAB), Heath O'Connell (FNAL), Tammy Welcome (LBNL), Jean Wolslegel (LBNL), Dale Claflin (INL), Debbie Caver (SRO), Jennifer Callais (ORAU), Mary Petersen (BNL), Sharon West (SLAC), Mary Donahue (NREL), Donna Lawson (Y-12), Janine Ford (NNSASC), Bruce Buvinger (NNSASC), Sharon Jordan (OSTI), David Bellis (OSTI), Judy Gilmore (OSTI), Jannean Elliott (OSTI), Patty Simmons (OSTI), and Kathy Waldrop (OSTI)

Agenda

DOE O 241.1B Status (Sharon Jordan) - Comments and responses have been completed and were added to the system on July 13. All 200 comments have been addressed, both from RevCom and from the 2010 STIP Working Meeting. Sharon met with the Directives staff at Headquarters on July 27, who provided the red-lined version for her review. Sharon is fixing some minor errors. Sharon will provide the STIP Managers with a copy when the red-lined version is final. Once the Order is placed back into RevCom, there are 15 days for final concurrence/non-concurrence. Once everyone concurs, the Directives staff will review the final version and package it for the Deputy Secretary's signature. Sharon can point the STIP community to the RevCom section where the comments and responses reside.

New Media: Policy and Technical Focus Groups (Sharon Jordan and Miriam Blake) – There is a need to expand the New Media Working Group by adding another focus group of high-level STI Managers to focus on the policies and potential implementation strategies for new media. In some cases, the same person(s) could serve on both groups; while some Labs would require two separate persons to participate on the two separate focus groups. Either way, the STI Managers are the subject matter experts for the STI process and as such must address the policy aspects of new media STI and what needs to be done to include what is being created/published under the STI management umbrella. Each lab/major site will benefit and be better served by the STI Manager's participation in the New Media Policy Group. An additional benefit is the discussions that will take place with the other STI Managers who will be dealing with similar issues related to implementing STI process for new media. This will be an evolving process, but it's also a great opportunity for collaboration.

This group is expected to work toward reaching consensus on the policy regarding new media and collectively writing a White Paper that can be used in trying to get buy-in from other high-level managers at respective sites. A message will be sent out from Miriam

with a little more information about the New Media Policy Group and to ask for volunteers.

STIP Home Page Status (Kathy Waldrop) – The revision to the STIP Home Page is still a "work in progress," but it's already receiving rave reviews from several user groups. The STI Best Practices Team would appreciate feedback as to whether the STI community thinks that the site is useful to novice users. That's a major goal, and if more work is needed, OSTI would like to know. Also, the Team would appreciate the assistance from individuals to write content for sections that remain to be developed. As an example, the website should have a "Frequently Asked Questions" section, but the Team would like for the STIP Community to provide the content (questions and answers) based on what are the most commonly asked questions regarding STI practices.

Although your participation as a Team member would be well received, your participation in assisting with one section doesn't mean you will be required to join the Team. Making changes to the STIP Home Page are easily accomplished, as opposed to the previous Guide. We should take advantage of this "easy to update" aspect of the site, so input from the field is critical to the success of this project. Please take the time to look at the site and provide comments to OSTI.

Miscellaneous - All