



American Nuclear Society Nuclear Installations Safety Division

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Nuclear Installations Safety Division Program Committee Summary Description

Abstract

This document summarizes the activities and the roles of members and officers of the Nuclear Installations Safety Division Program Committee. It is intended to guide new members and officers as they assume their duties, as well as to document a number of processes and practices of the Nuclear Installations Safety Division Program Committee.

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1. Introduction

The Nuclear Installations Safety Division (NISD) Program Committee (PC) is the largest committee in the Division and probably the most important, next to the Executive Committee (EC), in terms of planning and carrying out the Division's activities. The PC plans and coordinates Division participation in the technical part of ANS national meetings; selects host sections for Division-sponsored topical meetings; determines if the Division should sponsor technical meetings (topicals, workshops, etc.) that are proposed by other groups within the ANS or other organizations outside of the Society; oversees the operation of Division-sponsored topicals; supplies members for program committees for other conferences of interest to the Division; and undertakes special tasks either as directed by the EC or on its own initiative. The PC has very limited autonomous authority to approve or disapprove specific actions brought before it; rather, the PC generally recommends action to the EC.

Because of the importance of the PC in the NISD, this brief report has been prepared to serve as a general guide to the activities of the PC and to the responsibilities of its members and officers. While the intent is to provide a thorough overview and description of specific responsibilities and duties, this should not be considered an exhaustive listing of these items, since special circumstances can arise requiring additional activities or duties beyond the scope of those discussed herein. It is hoped, however, that this document can serve as a guide to incoming PC members and officers, so that they are not forced to learn their jobs by trial and error.

2. Division Programmatic Activities and Program Committee Functions

The Division participates in the two ANS national meetings each year: the Annual Meeting, generally held in June, and the Winter Meeting, generally held in November. The specific activities associated with national meeting participation include:

1. Identification and organization of technical sessions;
2. Co-sponsorship, as appropriate, of other Divisions' technical sessions;
3. Solicitation of papers for specific Division technical sessions, as determined by the PC;
4. Review of summaries submitted for Division technical sessions in February (for the Annual Meeting) and July (for the Winter Meeting); and
5. Chairing Division-sponsored technical sessions at the national meeting.

Sessions at national meetings are characterized as being "regular" or "special". Special sessions are distinguished from regular sessions by three factors. First, they generally include either "stimulated" papers, which are solicited by the session organizer but not formally invited, or "invited" papers, which require a letter of invitation from the NISD Executive Committee Chair. (Only the NISD Executive Committee Chair can invite a paper for the NISD sessions.) Second, special sessions typically address narrow topics of current interest; the NISD's regular sessions tend to be broader in scope. Third, the special session format can vary, and include panel discussions as part or all of the presentation. Sessions that are entirely panel discussions do not

require submission of summaries for publication in the ANS Transactions. Typically four to five special sessions are selected for each national meeting along with two to five regular sessions. Currently, the regular session topics include Reactor Safety - General, PSA, and Nuclear Installations Safety – General.

In addition to activities associated with the ANS national meetings, the Division sponsors three topical meetings on a regular, cyclical basis. These are Operating Nuclear Facility Safety, Advanced Nuclear Installation Safety, and Probabilistic Safety Assessment. The Program Committee is responsible for:

- receiving bids solicited by the Division Chair from local sections to organize and host a topical;
- evaluating bids and recommending the host section (subject to EC approval); and
- overseeing organization and operation of the topical to the extent necessary.

The last function can include coordination with the ANS National Program Committee, supplying members for the meetings' technical program committee, and soliciting and receiving regular reports from the meetings' organizers. The oversight function is facilitated by having the PC appoint a subcommittee (usually of three members) with that responsibility.

Besides the cyclical topical meetings, the Division may decide to sponsor meetings on special topics of current interest. It may also be asked by other organizations either within or outside of ANS to sponsor or co-sponsor meetings. The Program Committee recommends to the Executive Committee whether such meetings should be held, and, depending on the magnitude of the Division's involvement, may carry out many of the same functions as it does for the cyclical topicals. It is important to note that for all NISD-sponsored meetings, the NISD EC is ultimately responsible for the meeting's technical organization. Thus, while local meeting organizers may suggest a technical program chair, technical program committee members, and a technical program, the EC has the right and responsibility to make final decisions on these matters. The PC is responsible for making suggestions to the EC and interfacing with meeting organizers.

The PC may also decide to pursue, or be asked by the EC to undertake, special tasks relevant to the Division's programmatic activities on an ad-hoc basis. Examples of past ad-hoc tasks include: restructuring of the Division's cyclical topical meetings; development of a strategy for addressing special problems with Eastern-European reactors; development of criteria for selection of host sections for topical meetings; rewording of the Division's charter to encompass the safety of both land- and space-based nuclear reactors, and other non-reactor nuclear facilities; and development of recommendations for publication of full papers at ANS national meetings.

The PC has the power to establish its own standing committees or ad-hoc subcommittees consisting of one or more individuals to accomplish both recurring and ad-hoc tasks. Subcommittees or individuals can also be appointed to perform specific activities by the EC. There are currently four subcommittees or individual coordinators for ongoing Division tasks:

- development of special sessions for ANS national meetings,

- selection of sponsoring local sections for Division topical meetings,
- liaison with the Power Division, and
- liaison with the Thermal-Hydraulic Division.

3. Program Committee Membership

The NISD bylaws and rules establish the maximum number of PC members as 25, which includes three officers: Chair, Vice-Chair, and Secretary. The immediate past Chair is also a PC member. The Vice-Chair serves as the Division's Representative to the National Program Committee (NPC). The PC recommends members for appointment, through election, to the EC. Members serve a three-year term, and can be re-elected for one additional term. In addition, however, service on the PC can be extended by vote of the PC and approval of the EC, to allow officers to complete their terms or to retain an individual with unique capabilities, such as an international liaison.

New members of the PC can be recommended by any Division member or can be self-nominated. Elections are held at the ANS Annual Meeting. An informal committee generally makes nominations for officers composed of the current and immediate past PC Chairs, with input from the Division Chair. Normally, only the Secretary is selected, since the other two officers move up by rotation. The selection of officers is, however, subject to vote by the PC and approval by the EC. To the extent possible, nominations to the PC are solicited from all segments of the nuclear energy community, including government, national laboratories, reactor vendors, utilities, consultants, and service firms. The Committee attempts to maintain a balance among these segments so as to fairly represent the spectrum of views on important nuclear installations safety issues.

A member of the Program Committee is expected to carry out a number of duties. These include:

1. Attendance at the two PC meetings each year (held during the national meetings usually on Sunday evenings);
2. Service as session organizer and/or session chair for ANS national meeting technical sessions;
3. Service on an as-needed basis on various permanent and ad-hoc PC subcommittees;
4. Suggestion and development of topics for ANS national meeting technical sessions;
5. Other responsibilities as assigned by the PC Chair.

4. Program Committee Officers

The officers of the PC carry out the executive functions of the Committee, and serve as liaisons with ANS committees and organizations outside of the PC. There are no special qualifications for becoming a PC officer beyond a willingness to serve. However, a number of factors are taken into account when nominations for officers are considered:

1. Length of service on the PC and familiarity of PC operating procedures;
2. Attendance at PC meetings and paper reviews;
3. Service in permanent or ad-hoc PC positions;
4. Service as session chair and/or session organizer for Division national meeting technical sessions.

A member who is selected to be the Secretary of the PC (generally the only position filled from the membership at large) is contacted to ascertain his/her interest in taking the position. A PC member who accepts the nomination as Secretary is expected to be able to make a three year commitment to serve in succeeding years as PC Vice-Chair and Chair. The nominee for Secretary is presented to the PC for approval at an ANS Meeting; the current Secretary and Vice-Chair are also endorsed at that time for accession to the Vice-Chair and Chair positions, respectively. Officers' terms extend for a one-year period starting immediately after the ANS Annual Meeting, encompassing two national meetings and two paper reviews.

The PC Secretary (see Appendix A for more detail) is responsible for taking and distributing the minutes of the two PC meetings. Minutes should comprise a summary of items discussed at the meeting, including any motions voted upon, accompanied by copies of all material handed out during the meeting, e.g., subcommittee written reports, topical meeting progress reports, proposals for topicals for NISD sponsorship, etc. The Secretary is also responsible for maintaining an up-to-date mailing and telephone number list of all PC members. This list is to be distributed to the PC membership with each set of minutes; PC members are responsible for notifying the Secretary promptly of any changes in the information on the list. The Secretary serves as the alternate Division Representative to the NPC, and should attend NPC meetings if the Vice-Chair/Division Representative is unable to do so. The PC Chair may also assign the Secretary specific tasks on an ad-hoc basis.

The PC Vice-Chair position (see Appendix B for more detail) is perhaps the most demanding, in terms of a time commitment outside of normal PC activities. The Vice-Chair serves as the Division Representative to the NPC, and is expected to attend all relevant NPC meetings, including the Screening Subcommittee, NPC Division Representatives, and full NPC meetings. He/she is authorized to act for the Division as circumstances dictate. In most cases, the Division will have been advised of upcoming actions affecting NISD, such as approvals/calendar placement of topical meetings, approval of national meeting technical sessions, and so forth, in advance of NPC meetings; the Division Representative will have been informed of what action to take on such issues. However, if circumstances arise whereby the PC Vice-Chair must act

without prior instructions, he/she should do so, reporting to the PC and EC Chairs afterward. The Vice-Chair reports orally and in writing to the PC on NPC-related matters at each PC meeting. He/she also reports in writing to the PC Chair on the results of Division activities at national meeting paper reviews.

The Vice-Chair is responsible for organizing NISD participation in national meeting paper reviews. He/she solicits participation in the reviews by PC and EC members, special session organizers, and other interested individuals; a list of persons to be invited to the paper review is then supplied to the national meeting Technical Program Chair (TPC) on a schedule established by the TPC, for formal invitation to the review. The Vice-Chair is expected to attend both paper reviews during his/her term, and is in charge of NISD activities at the reviews. His/her responsibilities include:

1. Coordination of reviews. It should be noted in this regard that all papers submitted for technical sessions (not required for panel sessions) are subject to review, including invited papers. Invited papers that are found to be unacceptable can be rejected;
2. Acceptance of papers transferred in from other Divisions and transferal of appropriate NISD papers to other Divisions, as necessary;
3. Formation of sessions, if these are not the same as those published in the Call for Papers for the meeting;
4. Attendance at NPC meetings during the review;
5. Review and approval of all revision, rejection, and combination letters prepared for NISD papers;
6. Review and approval of all final session folders;
7. Attendance at the “auction,” at which sessions are scheduled and assigned rooms;
8. Preparation of a report to the PC Chair, as previously noted.

It is extremely important that the Vice-Chair maintain close contact with the Special Sessions Coordinator and session organizers, as required, to make sure that stimulated and invited papers are directed to the proper sessions and are adequately reviewed. Note that no paper can be reviewed by a member of the company or organization(s) submitting the paper.

The Vice-Chair also serves as the point of contact for the meeting TPC after the review, in the event that paper rejections are appealed. The Vice-Chair may, at his/her discretion, contact the original reviewers who rejected a paper and ask them for reconsideration, or assume that task himself/herself, as long as the paper is not from his/her organization.

As part of his/her NPC liaison responsibilities, the Vice-Chair may be asked to present Division-sponsored topical meetings for NPC consideration and approval. He/she should attend NPC Screening Subcommittee meetings to ensure that NISD's interests are properly represented. He/she is also responsible for providing the approved list of technical sessions for each national meeting to the meeting TPC, on the schedule established by the TPC, for inclusion in the Call for Papers. This function is performed in cooperation with the special session coordinator and possibly with other PC members or officers, and includes the preparation and submittal of 100-word summaries for selected technical sessions, as requested by the TPC. The Vice-Chair also participates in the review of the draft Call for Papers for each national meeting, and is authorized to commit NISD to co-sponsor technical sessions proposed by other Profession Divisions (or other ANS committees), when those sessions are relevant to NISD's interests.

The Vice-Chair also carries out other duties as directed by the PC Chair, and acts for the PC Chair when the Chair is unavailable.

The Program Committee Chair (see Appendix C for more detail) is the presiding officer of the Committee. He/she reports to the NISD Executive Committee. The Chair's responsibilities include:

1. Determining, preparing, and distributing the agenda for the two PC meetings each year;
2. Presiding at PC meetings;
3. Preparing a summary written report on PC activities after each Committee meeting, to be delivered to the Executive Committee at the subsequent EC meeting, for inclusion in the EC meeting minutes. The Chair attends EC meetings on an ex-officio basis, and acts as a liaison between the EC and the PC;
4. Nominating candidates for officer positions, with the immediate past Chair;
5. Preparing a brief report [or article] for inclusion in the NISD newsletter. This report should cover Division programmatic activities, and should also publicize future topical meetings, national meeting technical sessions of special interest, and upcoming solicitations of bids from local sections for organization of NISD topicals;
6. Serving as the first point of contact on NISD program activities (except for those areas explicitly assigned to the Division Representative), e.g., liaison with topical meeting organizing committees, suggestions for special meetings and workshops, etc.;
7. Carrying out special assignments, as requested by the Division Chair.

The PC Chair is responsible for implementing policy decisions, as determined by the NISD Executive Committee (or by the ANS itself). Since the PC has extremely limited autonomous authority, recommendations for changes in PC policy, or in Division policy as applied to

program activities, can be transmitted to the EC for approval, but generally cannot be implemented without that approval. Recommendations for changes that go beyond the NISD and require action by the National Program Committee or other ANS committees (e.g., Professional Divisions Committee) must first be approved by the NISD Executive Committee, as well. The PC Chair may also take on special assignments at his/her own initiative. Examples of such assignments include preparation of announcements about forthcoming topical meeting for inclusion in ANS News, and preparation of this document.

5. Standing Committees and Coordinators

The PC currently has four standing subcommittees/coordinators and these have special additional duties. These are the Special Sessions Coordinator, the Topical Meeting Coordinator, the Power Division Liaison, and the Thermal-Hydraulic Division Liaison.

The Special Sessions Coordinator for the PC serves a vital role (see Appendix D for more detail). He/she is responsible for developing suggested topics for ANS national meeting “special” technical sessions. These sessions are distinguished from “regular” sessions by several factors: first, they generally include either “stimulated” papers, which are solicited by the session organizer but not formally invited, or “invited” papers, which require a letter of invitation from the Division Chair. (Only the Division Chair can invite a paper.) Second, special sessions typically address topics of current interest, rather than the more general-interest subjects of “regular” sessions. Third, the special session format can vary, and include panel discussions as part or all of the presentation; sessions that are entirely panel discussions do not require submission of summaries for publication in the ANS Transactions.

Special session topics can be suggested by the coordinator, or can arise from other sources within the Division or the nuclear reactor safety community. Persons suggesting sessions, whether or not they are members of the PC, may serve as session organizers, or the special session coordinator may solicit organizers. Topics are presented to the PC for discussion and approval; typically, about 4 to 5 special sessions are selected for each national meeting, along with 2 or 5 regular sessions. Currently, the regular session topics include Reactor Safety – General, PSA, and Nuclear Installations Safety-General.

Once topics are approved by the PC, and subsequently by the EC, the Special Sessions Coordinator contacts the session organizers and coordinates their activities, with assistance from the Division Representative and the PC Chair. Close communication with the Division Representative is especially important, since the session organizers are expected to participate in the paper review for the meeting, which is organized for NISD by the Division Rep.

The Topical Meeting Coordinator is responsible for arranging for solicitation of local sections to host the Division’s cyclical topical meetings (see Appendix E for more detail). The Topical Meeting Coordinator may be supported by three standing sub-committees each corresponding to one of the three cyclical Topical Meetings: the Operational Reactor and Nuclear Installation Safety Standing Sub-committee; the Advanced Nuclear Installation Safety Standing Sub-committee; and, the Probabilistic Safety Assessment Standing Sub-committee. Each of these standing committees has a Team Leader appointed by the PC Chairman. Each Team Leader is

then empowered to select up to four individuals from the nuclear industry with expertise in the area.

The Standing Committee Team Leaders draft the solicitation letter about 2-1/2 to 3 years in advance of the meeting and provide the draft to the Topical Meeting Coordinator for review and concurrence. The Topical Meeting Coordinator, working with the NPC Rep (i.e., the PC Vice-Chairman), provides the final solicitation letter to the Division Chair for the signature of the Division Chair. The coordinator then receives the bids from interested local sections, and chairs a subcommittee chosen from the PC membership that evaluates the bids according to the PC's established rating criteria (supplied to the local sections as part of the solicitation letter), and recommends the sponsoring local section to the PC for approval. Any PC member may serve on the selection subcommittee; however, no member can serve whose local section has submitted a bid for a specific topical meeting. The selected local section is presented to the PC for endorsement, and subsequently to the EC for its approval.

Historically, NISD, THD, and PD have had a number of areas of common interest. The Thermal Hydraulics Division (THD) and Power Division (PD) Liaison positions were established to facilitate communication with these other divisions and to minimize conflicts in the programmatic activities of the Divisions. The NISD Chair appoints each liaison. Ideally, each liaison is a member of both the NISD PC and the other Division Program Committee, though this is not an absolute requirement. Each liaison attends both Divisions' PC meetings, and reports to the PC and EC, if requested, on the other division's activities, including topical meeting schedules, national meeting technical sessions, and other items of interest.

6. Summary

This brief document describes the duties of members and officers of the NISD Program Committee. It is not meant to be an exhaustive list of all possible tasks that members or officers could be assigned to do, nor is it meant to provide a step-by-step procedure for all of the members' and officers' tasks. Rather, it provides an overview of the responsibilities of PC members and officers, with special attention to those items that are critical to the proper operation of the Committee.

The Program Committee meets only twice a year. Much of the work of the Committee must therefore be done by the responsible individuals or subcommittees outside of the PC meetings. For smooth operation, the PC depends upon individual initiative, but it is also realized that ANS activities are voluntary, and that members and officers of the Committee have professional responsibilities that take priority over ANS responsibilities. It is hoped that this document will be useful to new Program Committee members and officers as they prepare for PC activities, allowing these individuals to become familiar with their responsibilities in as short a time as possible, and with a minimum of "trial and error," so as to allow the Committee to continue to operate smoothly, and to build upon the considerable record of success that the Nuclear Installations Safety Division has established in the ANS in its sponsorship of high-quality technical meetings, ANS sessions, and other programmatic activities.

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Appendix A – Duties and Responsibilities of NISD Program Committee Secretary

Summary

The NISD Program Committee (PC) Secretary is responsible for:

- Producing and distributing the PC meeting minutes
- Maintaining the PC membership list
- Maintaining the PC officers list
- Serving as the alternate Division Representative

In addition, the Secretary is encouraged to attend a number of meetings to become acquainted with the duties and responsibilities of the NISD Division Representative.

Meeting Minutes

- The Secretary is responsible for taking the minutes of the PC. The minutes should comprise a summary of items discussed at the meeting, including any motions voted upon. Attachments to the minutes should include:
 - Meeting agenda
 - Meeting sign-up sheet (indicating PC members and non-members; including phone and fax numbers, email addresses when available)
 - Current NISD PC membership list
 - NISD Executive Committee report
 - Division Representative report
 - NISD special sessions status report
 - Other pertinent handouts (e.g., subcommittee written reports, topical meeting progress reports, proposals for topicals for NISD sponsorship)
- The Secretary is responsible for sending the meeting minutes to the PC Chair with copies to the PC members. A copy is also sent to the NISD Executive Committee Chair. This should be done within a month following the PC meeting.

PC Membership List

- The Secretary is responsible for maintaining an up-to-date PC membership list. This list is provided as an attachment to the PC meeting minutes. The membership list should provide:
 - Mailing addresses, phone numbers, fax numbers, email addresses
 - Members' terms (i.e., first or second term), membership expiration dates

PC Officers List

- The Secretary is responsible for maintaining the list of PC officers (past and present).

Alternate Division Representative

- The Secretary normally serves as the alternate Division Representative. He/she will be contacted by the Division Representative in case the Division Representative cannot attend a given NPC (or NPC subcommittee) meeting.

Meeting Attendance

- Because the Secretary will normally become the NISD's Division Representative the following year, attendance at the following is encouraged:
 - At least one national meeting paper review. The annual (summer) meeting paper review is typically held in February; the winter meeting paper review is typically held in July.
 - At least one of each of the following National Program Committee(NPC) meetings:

NPC Screening Subcommittee meeting. (Sunday afternoons during national meetings, Monday afternoons during national meeting paper reviews.)

NPC Division Representatives meeting. (Tuesday mornings during national meeting paper reviews.)

NPC meeting. (Wednesday afternoons during national meetings, Tuesday mornings – after Division Representatives meeting – during national meeting paper reviews.)

Appendix B – Duties and Responsibilities of NISD Program Committee Vice-Chair/Division Representative

Summary

The NISD Program Committee (PC) Vice-Chair/Division Representative is responsible for:

- Representing the NISD at meetings of the National Program Committee (NPC) and, as necessary, its subcommittees (generally in February, June, July, and November of each year).
- Providing support for NISD-sponsored topical meetings during the approval process
- Managing NISD support of national meeting technical programs
- Providing as-needed support to the PC Chair

Represent Division at NPC Meetings

Division Representation

- In general, the Division Representative (or a designated alternate) is authorized to act for the NISD at NPC meetings and is responsible for seeing that the NISD's interests are properly represented (e.g., when new NPC policies are being formulated).
- A particularly important function of the Division Representative is to minimize scheduling and subject matter conflicts between topical meetings sponsored by the NISD and those sponsored by other divisions.
- The Division Representative may be called upon to shepherd NISD-sponsored topical meetings through the NPC meeting approval process. (See "Topical Meeting Support" below.)
- The Division Representative may be called upon to endorse NISD co-sponsorship for topical meetings (e.g., international Class IV meetings) not brought to the attention of the NISD Program Committee. Before agreeing to co-sponsorship, the Division Representative should ensure that the subject meeting does not conflict with other NISD-sponsored topical meetings (see above).

Meeting Attendance

- The Division Representative must attend all relevant NPC meetings. The NPC meets four times a year as a full committee:
 - i) Annual (summer) meeting paper review (usually in February on a Tuesday morning).
 - ii) Annual (summer) meeting (usually in June on a Wednesday in the afternoon).
 - iii) Winter meeting paper review (usually in July on a Tuesday morning).
 - iv) Winter meeting (usually in November on a Wednesday in the afternoon).

- The Division Representative must attend the special Division Representatives meetings held during the national meeting paper reviews. These special meetings precede the full NPC meetings (i and iii above).
 - Plan to come to the meeting with most (if not all) of the technical papers reviewed with names of presenting authors (include organization, address, phone number, E-mail address, etc.)
 - For each session order the papers in order of general to specific or other criteria (such as whether the author is likely to attend and present).
 - If possible, come to the meeting with session/panel Chairs and Alternates identified for each session, or have a list of people willing to take on this role.
- The Division Representative may need to attend various NPC subcommittee meetings (e.g., the Screening Subcommittee) to support NISD-sponsored topical meetings (see “Topical Meeting Support” below).
- Stimulate session organizers to ensure sessions are managed well in advance of deadlines, such as letters for invited speakers by the Division Chair. The key to success is frequent calls and e-mails to the session organizers.
- The Vice Chair/Division Representative should become familiar with the rules governing reimbursement of the Divisions by ANS National for meeting support (based on meeting participation, counts of full papers, summary papers, and panel sessions). This is critical to the financial health of the Division.

Meeting Reports

- The Division Representative must report orally and in writing to the PC on NPC-related matters at each PC meeting.
- The Division Representative must report in writing to the PC Chair on the results of Division activities at national meeting paper reviews. The report should include the following:
 - i) The number of papers submitted for each category in the Call for Papers.
 - ii) The number of papers accepted the number of papers rejected unless revised, and the number of papers rejected outright. (In addition, information on the number of papers transferred into NISD sessions from other divisions and the number of papers transferred to other division sessions from NISD can be useful.)
 - iii) The final session structure (session titles, number of papers, and designated session chairs).
 - iv) Relevant information from the Division Representatives meeting and the full NPC meeting.

Topical Meeting Support

- The Division Representative may be asked to support the progress of NISD-sponsored topical meetings through the NPC approval process. This can involve:
 - i) Providing a preliminary list of sessions (both “regular” and “special”) to the national meeting Technical Program Chair (TPC) at the preceding national meeting or on a schedule provided by the TPC. One hundred-word summaries of the sessions, prepared with the help of the Special Sessions Coordinator, are also required, or
 - ii) Helping the TPC finalize the Call for Papers at the paper review for the preceding national meeting. This involves checking on the listed titles and types (regular, all invited, invited and contributed) of NISD sessions, and identifying which sessions proposed by other divisions will be co-sponsored by NISD.
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- The Division Representative manages the NISD portion of the paper review. This involves:
 - i) Providing a list of reviewers (drawn from the PC, NISD Executive Committee, and special sessions organizers) to the national meeting TPC on a schedule provided by the TPC. (Depending on the needs of the national meeting TPC, this may be done at the national meeting preceding the paper review, or some time before.) The national meeting TPC is responsible for formally inviting participants in the paper review. The Division Representative has a list of volunteers for paper reviews organized by specialty.
 - ii) Managing the actual paper review. This includes:
 - Assignment of papers to reviewers (if necessary);
 - Accepting papers transferred in from other divisions and transferring of appropriate NISD papers to other divisions, as necessary;
 - Keeping track of all papers;
 - Formation of sessions;
 - Upload panel sessions as follows:
 - Submit a paragraph describing each panel and a list of panelists and their affiliations. In the author information area, include an address for each panelist;
 - Any panelists that you do not have confirmed by the end of the paper review will not make it into the preliminary program, only the Final Program. The Meetings Dept. wants to have the Preliminary Program published earlier than in the past.
 - Identifying session chairs and alternate chairs (the Division Representative should bring a list of candidates to the paper review meeting);
 - Review and approval of all revision, rejection (including “reject unless revised”), and combination letters prepared for NISD papers; and
 - Review and approval of all session folders (the “blue folders”).
 - iii) Providing summary statistics to the PC, as mentioned above and to the newsletter editor.
 - iv) Managing the process for dealing with papers in the “Reject Unless Revised” category. At his/her own discretion, the Division Representative may send the revised papers to the original reviewers, or may review the papers himself/herself (if the paper is not from his/her own organization) to ensure that the revisions (if any) satisfactorily address the reviewers’ concerns. The Division Representative also needs to ensure that authors and

the national meeting TPC are promptly notified of the actions to be taken with each paper in this category.

- v) Serving as the point of contact for the meeting TPC after the review, in the event that paper rejects or combinations are appealed. The Division Representative may, at his/her discretion, contact the original reviewers who rejected a paper and ask them for reconsideration, or assume that task himself/herself, as long as the paper is not from his/her organization.
- The Division Representative represents the NISD at the paper auction (where the sessions are assigned times and locations). Some negotiation with other divisions may be required to ensure that NISD sessions are not placed in rooms/times that conflict with each other or with relevant sessions from other divisions. The Division Representative should also ensure that the selected rooms are appropriately sized and located.

PC Chair Support

- As the Vice-Chair, the Vice-Chair/Division Representative can be called upon by the PC Chair to provide additional support. This can include chairing the PC meeting, attending the NISD Executive Committee meeting (Monday evenings during national meetings), and special projects.
- Also, see additional guidance in the Professional Divisions Manual on the ANS National web site.

Appendix C – Duties and Responsibilities of NISD Program Committee Chair

Summary

The Program Committee (PC) Chair is the presiding officer of the Committee, and is responsible for:

- Running the twice yearly meetings of the PC using Roberts Rules of Order.
- Ensuring the smooth functioning of the PC
- Liaising with the NISD Executive Committee (EC)
- Reporting on PC activities
- Liaising with NISD program organizers

Program Committee Functioning

- The PC Chair determines, prepares, and distributes the agenda for the two PC meetings held each year, and presides at these meetings.
- The PC Chair nominates candidates for PC officer and special committee positions, in consultation with the immediate past Chair.

Executive Committee Liaison

- The PC Chair prepares a summary written report on PC activities after each PC meeting, to be delivered to the Executive Committee at the subsequent EC meeting, for inclusion in the EC meeting minutes.
- The PC Chair attends EC meetings on an ex-officio basis.
- The PC Chair is responsible for carrying out special assignments, as requested by the Division Chair. The PC Chair may also take on special assignments at his/her own initiative. Examples of such assignments include preparation of announcements about forthcoming topical meeting for inclusion in ANS News, and preparation of this document.
- The PC Chair is responsible for implementing policy decisions, as determined by the NISD Executive Committee (or by the ANS itself).

Reporting

- The PC Chair is responsible for preparing a brief report for inclusion in the NISD newsletter. This report should cover Division programmatic activities, and should also publicize future topical meetings, national meeting technical sessions of special interest, and upcoming solicitations of bids from local sections for organization of NISD topicals.

Contact with Programs

- The PC Chair serves as the first point of contact on NISD program activities (except for those areas explicitly assigned to the Division Representative). Examples include liaison with topical meeting organizing committees, providing suggestions for special meetings and workshops.

Appendix D – Duties and Responsibilities of NISD Program Committee Special Sessions Coordinator

Summary

The Special Sessions Coordinator oversees the development of NISD-sponsored special sessions for national meetings. This entails the following activities:

- Special session development
- Special session coordination
- Meeting attendance

Special Session Development

- The Special Sessions Coordinator is responsible for stimulating the PC and other interested parties in generating ideas for special sessions topics and organizers. Note that it is desirable to have around four to five special sessions for each national meeting.
- The Special Sessions Coordinator is responsible for maintaining NISD records in special and regular sessions from preceding meetings. (These records are useful for identifying areas where special sessions are likely to be useful.

Special Session Coordination

- The Special Sessions Coordinator is responsible for preparing 100-word session summaries (form attached) for national meeting Technical Program Chairs (TPC). These summaries are used to: a) create the Call for Papers, and b) provide information to Divisions interested in co-sponsoring the sessions. Summaries for a given annual/winter meeting must be provided to the TPC at the preceding annual/winter meeting.
- The Special Sessions Coordinator is responsible for ensuring that special session organizers have all necessary information, including: a) the “NPC Manual for National Meeting Session Organizers,” and b) a calendar/timeline indicating key milestones. A sample timeline is attached.
- The Special Sessions Coordinator is responsible for ensuring that special session organization is proceeding smoothly. Periodic checks with the session organizers are advised.
- The Special Sessions Coordinator is responsible for providing reports (oral and written) to the PC on session status.

Meeting Attendance

- The Special Sessions Coordinator (or a designated alternate) should participate in the national meeting paper reviews. The annual (summer) meeting paper reviews are typically held during February; the winter meeting paper reviews are typically held during July.
- The Special Sessions Coordinator should advise session organizers to attend the paper review.

AMERICAN NUCLEAR SOCIETY

REQUEST FOR APPROVAL OF DIVISION SPONSORED SPECIAL SESSIONS

The National Program Committee is requested to approve the special session for the topic identified below. The following information is supplied to support this request. (A session is considered to encompass a three-hour period.)

1. ANS National Meeting Date and Location: _____

- 2A. Special Session Title: _____
- 2B. Special Session Type: _____
3. Sponsoring Division: Nuclear Installations Safety Division (NISD)
 - A. Responsible Division Representative- Name, Address, Phone:

 - B. Alternate Division Representative- Name, Address, Phone:

4. If the persons identified above are not the Division Chair or the Division Program Chair, state whether either or both of them has concurred in this request.

DIVISION CHAIR

DIVISION PROGRAM CHAIR

concur _____ concur _____

5. Provide a 100-word summary of the Special Session. The summary should include a brief description of the topic for the Special Session, what areas of the topic will likely be covered in the session by either invited or stimulated papers. Also indicate what other Divisions may have an interest in this Special Session (as co-sponsors).

TYPICAL NISD SPECIAL SESSIONS TIMELINE (1 of 2)

(Note: Example shown for June '99 Boston Mtg.)

	Actions/Key Points	Session Organizer Responsibilities
June 1998 Nashville Summer Meeting	NISD Program Committee (PC) finalizes session topics for June 1999 meeting (Boston) and identifies session organizers. Division Representative submits 100 word summary to Boston Meeting technical Program Chairman at National Program Committee (NPC) Meeting (usually Wednesday).	1
July 1998 Washington, DC Paper Review Meeting	Division Representative reviews Boston Call-For-Papers at NPC Meeting.	
Mid-September 1998	Call-For-Papers for Boston is published in Nuclear News.	2
October 1998	NISD Chairman sends out official letters of invitation to invited speakers who have verbally committed to providing summaries.	3
November 1998 Washington, DC Winter Meeting	Special Sessions coordinator provides status report on Boston Special Sessions.	4
January 1999	Deadline for paper summaries.	5
February 1999 Boston Paper Review	Boston papers are reviewed and Boston meeting agenda is finalized.	6
June 1999 Boston Summer Meeting	Special Sessions coordinator provides final report on Boston Special Sessions.	7

NISD SPECIAL SESSIONS TIMELINE (2 OF 2)

Note	Session Organizer Responsibilities
1	Assist Special Session Coordinator prepare 100-word summary that Division Representative submits at NPC meeting.
2	By the end of September, identify the invited speakers and the title of their papers for invited sessions. For stimulated sessions, send out letter of stimulation.
3	By mid-October, send names, addresses and letters of invitation to NISD Chairman for invited speakers.
4	No later than one week prior to the NISD Program Committee meeting at the national meeting, provide the Special Sessions Coordinator with a status report on special session.
5	In late November, ensure that speakers (both invited and stimulated) are preparing their paper summaries to meet the January deadline. Also, ensure that speakers have the correct Call-For-Papers form.
6	If possible, attend paper review meeting to assist in final organization of the sessions. If unable to attend, ensure Division Representative or Special Sessions Coordinator has the latest information. Names of speakers for panel sessions must be submitted at this time
7	Prior to national meeting, obtain biographies on speakers. Provide a final report to Special Sessions Coordinator. Attend national meeting and conduct the session.

Appendix E – Duties and Responsibilities of NISD Program Committee Topical Meetings Coordinator

Summary

The Topical Meetings Coordinator is responsible for coordinating the Division-sponsored topical meetings. This involves:

- Familiarization with the process of organizing and running ANS topical meetings.
- Coordination of the NISD-sponsored cyclical topical meetings (currently titled Advanced Nuclear Installation Safety, Operational Reactor Safety, and Probabilistic Safety Assessment).
- Coordination of other NISD-sponsored topical meetings.
- Providing advice to local sections.

Familiarization

The Topical Meetings Coordinator is responsible for becoming familiar with the material contained in the ANS Topical Meeting Manual (see ANS web page).

Cyclical Topical Meetings

The Topical Meetings Coordinator is responsible for soliciting bids from local sections to host upcoming cyclical topical meetings. This process should be worked first by the Standing Subcommittee for the given Topical Meeting. This involves the preparation of a letter to the local sections. Currently, bids for the cyclical topical meetings are evaluated at the Winter Meeting of the Program Committee (PC); the letter should therefore be issued in late summer or early fall.

The Topical Meetings Coordinator is responsible for coordinating the PC topical meeting subcommittee's evaluation of the local section bids. This involves:

- Transmittal of an instruction letter and review criteria (see attached) to members of the PC's topical meeting subcommittee (currently selected on an *ad hoc* basis)
- Collecting bid evaluations from subcommittee members and coordinating subcommittee discussions (if any)
- Providing a written report summarizing the bid evaluations to the PC Chair
- If there is not a clear-cut winner, organizing (with the agreement of the PC Chair) proposal presentations by finalist local sections at the next PC meeting. (This includes notifying local sections of the strengths and weaknesses of their proposals and of the desired content of the presentations.)

The topical Meetings Coordinator is responsible for presenting the results of the PC topical meeting subcommittee's evaluation of the local section bids to the full PC for discussion. (Note that the PC is only authorized to provide a recommendation to the NISD Executive Committee; formal bid selection is made by the Executive Committee.)

The Topical Meetings Coordinator is responsible for informing bidding local sections of the results of the bidding and evaluation process. Local sections should be informed of the strengths and weaknesses of their own proposals, and also be provided with a copy of the winning proposal.

Other Topical Meetings

If other NISD-sponsored topical meetings are awarded on a competitive basis to local sections, the Topical Meetings Coordinator is responsible for coordinating the bid selection process in a similar manner to that used for the cyclical meetings.

The Topical Meetings Coordinator, as with any other PC member, can also stimulate local sections to organize topical meetings and workshops on a non-competitive basis. Such meetings provide local sections with valuable experience for hosting a cyclical topical meeting.

The Topical Meetings Coordinator is responsible for stimulating the technical organization of NISD-sponsored embedded topical meetings (i.e., topical meetings that are held concurrently and co-located with an ANS national meeting – these are called “Class III Meetings”). Note that ANS Headquarters and the local section hosting the national meeting take care of local organizer functions for such meetings.

Advise Local Section

The coordinator, after familiarization with the process, advises potential bidders, those selected or other organizing sections or individuals on the process of arranging a meeting and on various interactions with headquarters and NISD. The coordinator can answer questions on calendar issues, publication issues, audience, etc. In this way, the most current information can be conveyed to the local section.

Financial Policy

The Topical Meeting Coordinator needs to ensure that the latest ANS policy is communicated to local sections regarding financial incentives. That policy is found in the Topical Meetings Manual which can be accessed via the ANS web page:

<http://www.ans.org/meetings/pdfs/tmm.pdf>.

NISD TOPICAL MEETING/PROPOSAL REVIEW CRITERIA

The meeting proposal review criteria are based on the information required in the ANS Topical Meeting Questionnaire and are listed below in order of importance along with a weighting factor. Each of the items should be addressed in a meeting proposal and will be scored on a scale of 1 to 10 with 10 being the score given to a criterion that meets all of the considerations. The score is then multiplied by the weighting factor to arrive at the points awarded to a proposal for each criterion. The sum of all points for all the criteria is the overall score for the proposal. The total possible score for a proposal is 250.

1. Technical Program Chairman, W.F. = 5

Considerations: Technical expertise in topical meeting subjects; previous experience as a technical program chairman or involvement on previous program committees; stature in technical community; commitment; and organizational abilities.

2. Local Section Involvement in Topic, W.F. = 4

Considerations: Number of local section members involved in work related to topical meeting subjects; expected technical involvement of local section members as authors and/or program committee members; stature of local section members involved in technical area of topical meeting; and commitment of local section members.

3. Experience in Organizing and Conducting Topical Meetings, W.F. = 4

Considerations: Experience of local section in conducting topicals; success of previous sponsored topicals (both technical and financial); experience or organizing committee; and commitment of committee members.

NOTE: These criteria do not preclude sponsorship by smaller, less experienced sections. The criteria could be met by having on the local section organizing committee several persons with significant and successful involvement in previous topicals.

4. General Chairman, W.F. = 3

Considerations: Previous experience of proposed general chairman; capabilities as a meeting manager; commitment; and stature of honorary chairman, if any.

5. Hotel Cost and Facilities, W.F. = 2

Considerations: Room charges – With most DOE and NRC contractor personnel traveling under the government per diem policy, room charges consistent with the

city per diem rate would receive highest consideration; hotel facilities and meeting rooms; proximity of restaurants and attractions; and costs for extra room occupants. The proposal should include the DOE per diem rate for the proposed site and whether the room charge includes extra persons, i.e., spouses and children or are they charged extra?

6. Location, W.F. = 2

Considerations: Airline service to host city; hotel access from airport; attractions for non-meeting participants, i.e., spouses and family; and positive aspects of meeting location.

7. Diversity of Program Committee, W.F. = 2

Consideration: Degree to which the proposed program committee provides the coverage of the topical meeting.

8. State of Planning, W.F. = 2

Considerations: Depth of planning to date; commitment of key meeting personnel; identification of potential program committee members; and hotel arrangements.

9. Technical Tours, W.F. = 1

Considerations: Scheduling (preferably after meeting); technical interest; cost; and duration.

NOTE: Not a definite requirement for a topical meeting.

The proposal to NISD should address the above items. Proposals should be as brief as possible and still cover the criteria. Extra or extraneous material will not be considered and could result in a lower overall score.