

DRAFT

ISSM MANAGEMENT INTEGRATION TEAM MEETING MINUTES FOR MAY 20, 2003 LAS VEGAS, NV

1. **OPENING.** The SSMIT meeting was called to order at 8:00 a.m. and everyone was asked to self-introduce. All those in attendance had been at other meetings, so there were no new members.

2. **FOCUS OF MEETING.** Members of the EC stated that the session would be the last SSMIT meeting. They briefed the group on the presentation that was made at Headquarters. All of DOE is not engaged in support of ISSM and some members of the EC will initiate contact to discuss path forward regarding ISSM initiatives. They stated that they would discuss ISSM strategies and also initiate contact with the Secretary in order to communicate ISSM “success”. It was strongly recommended that SSMIT members transition to and attend EFCOG meetings in order to keep ISSM efforts in the forefront. The emphasis needs to be implementation at the field level.

3. **SUB-TEAM REPORTS.**
 - a. **Tools and Support Team.** The team reviewed taskings and progress. Financial support needs to continue in order to keep website buffed and puffed. The marketing dashboard data supports the fact that there is strong website usage. There was some discussion regarding links to other sites and timelines and budget for deliverables in FY '04. The two main taskings are ISSM subscription service and search engine.

Discussion about ISSM video and its acceptance and success could warrant updating in the future. Several sites are using the video as part of the annual security refresher requirement in addition to other topics.

The group discussed the importance of continuing Best Practices telecons. This would ensure that SSMIT would continue to communicate ISSM strategies and issues.

- b. Policy Team. The group reported that the Annual Report will be ready very soon. They stated that NNSA HQ has requested identification of ISSM issues and recommendations. HQ has also initiated contact to discuss inclusion of ISSM in the same DEAR clause as ISM. SO has been offered support by Executive Council for policy review to ensure ISSM philosophy is incorporated as part of new directives.
 - c. Metrics Team. There was discussion about metrics progress to date. The metrics “tools” have been added to the ISSM website to make it easier for sites to access and implement. The sites will provide feedback and data will be sent to NNSA as a reporting and scorekeeping mechanism. If the “tools” are implemented successfully at the local level the result will be significant cost savings across the complex. This will be seen as another positive ISSM outcome.
4. OPEN DISCUSSION. The concensus is that the briefing that was given at HQ was a good starting point. Members who were in attendance emphasized the history of the EC and SSMIT and the taskings and initiatives that had been successfully completed. By now, all sites should have realized some of the expected outcomes of the process. The importance of declaring “success” directly to the Secretary was also seen as a key piece in bringing closure to roll-out efforts.
5. CLOSING REMARKS. The group discussed the importance of keeping ISSM alive and ensuring support at HQ level. Attendance at some EFCOG meetings was also strongly recommended.

