

**ISSM MANAGEMENT INTEGRATION TEAM AND
EXECUTIVE COUCIL MEETING MINUTES
FOR April 24, 2002
LAS VEGAS, NV**

1. OPENING. Debby Miller opened the SSMIT at 8:00 a.m. and had everyone self introduce. There were some new members in attendance. A list of attendees is attached.

2. SUB-TEAM REPORTS.
 - a. Maggie Wood, Deployment Team.

ISSM website has been formally launched. There needs to be a continuous flow of new material and information in order to make website robust. This month has seen an increase in hits. Marketing website strategies needs to be considered. Links are a mechanism that can add ease and value added for the customer.

 - i. ISSM video: Judy Johns stated that is near completion and script will be fine tuned to reflect essence of ISSM.
 - ii. ISSM Best Practices: Robert Parks has served as lead. He is soliciting topics for future calls.
 - iii. ISSM Conference: Stu Jossey will champion the meeting to promote ISSM. He will coordinate presentations and booth efforts.

 - b. Cathy Tullis, Policy Team.
 - i. The Status Report: It should be updated routinely to reflect current data.
 - ii. DEAR Clause: Procurement may have an issue implementing because of a unique clause. For new contracts there will be a model that will be developed and that is where ISSM will be folded in.
 - iii. ISSM Guide: Cathy will compile data/info and get it out. It will be added to the website for easy access.
 - iv. Annual Report: It will be combined with the 6 month report. General Gordon reviewed the latest 6 month issue and was impressed with the content and usefulness. Consider creating an Executive Report for those needing such a reference.
 - v. Order Review: Consider serving in an advisory capacity recognizing that language will be key to usefulness and acceptance of the document. Participation in review is key if success of the final product is to be realized.

c. Barry Schwartz, Metrics Team.

- i. Initially it was thought one tool would be the best way to go. Now, several will be developed and offered for site selection and implementation. High level indicators will demonstrate line management involvement. Operating indicators will involve policy changes. After development tools will be scrubbed and added to website.

3. EXECUTIVE COUNCIL MEETING. Debbie Monette opened up and Ralph Erickson added some opening comments. Debbie discussed the recent EFCOG meeting. Carl Ostenak also attended the meeting where he made his ISSM presentation. The structure is there to plug into their system and they accepted the offer. They would like to schedule a joint meeting around August time frame. EFCOG is an ISM working group. The work and the mission is the program and the emphasis should be placed there and not isolating ISM/ISSM. Debbie mentioned the SELLS meeting where she presented her ISSM overview.

The sub-team groups reported.

a. Deployment, Maggie Wood.

The final version of the video will be sent to Washington for review/ approval. An edited version will be shown at the ISM conference in order to take advantage of the marketing possibilities.

- i. The ISM conference scheduled for May 7,8 in Albuquerque will be an excellent opportunity to get the word out. The CTA will dedicate technical and administrative support. Debbie Monette and Ralph Erickson will attend and present and others will be involved to facilitate break-out session groups.

b. Policy, Cathy Tullis.

The SSMIT Charter needs to be revisited and policy group may initiate the rewrite effort. Executive Council Charter should consider adopting language that will push dual signature consideration. Solicitation from the field is being sought for Status Report deadline in June. Some sites may need to provide narrative report. The Guide needs to reflect

useful and effective language in order to gain support from the field and create a path forward. The draft will be out soon and is a top priority.

- c. Metrics, Barry Schwartz.
Final version of “tools” will be sent to the website. The process and progress will be revisited during June Best Practices conference call. Sites will be able to adopt best tool for their site in order to facilitate successful implementation.
 4. BEST PRACTICES UPDATE. Michael Connelly discussed this effort and strategy has proven to be quite successful. OA used ISSM tools to evaluate ISSM at LLNL but it was not formally surveyed. Next call will be in June and possibility of including some sub-groups was discussed. A representative from OA was expected at the meeting but there were problems with conflicting priorities. Suggestions were solicited for making certain conference calls remain as robust and effective as they have been.
 5. STREAMLINING SECURITY POLICIES AND PROCEDURES. Jim Carruthers presented streamlining processes information from the Tri-Lab perspective. There were several topics that were discussed at the August meeting but one key one was the issue of gaining trust and commitment and streamlining processes is one important factor. Partnering to set standards and goals keeping in mind some latitude to meet consideration some sites may find necessary is vital. ISSM can create a path forward to achieve streamlining processes. Key points are; collaborative input, site-specific responsibility and ownership, direct involvement of personnel in policy development.
 6. STRATEGIC PLAN. DOE’s plan is under development and there is an effort to include ISSM. It will be in NNSA strategic plan and future plans should push for IM would fit in nicely next time. The formal DOE arena will recognize value of including in time.
 7. ACTION ITEMS.
 - a. All Action Items from December’s meeting have been completed.
 - b. Future Action Items:
 - ISSM Video-5/2002
 - Rewrite Charters
 - ISSM Guide
 - Best Practices Call-6/2002
 - ISM Conference-May 7,8 in Albuquerque
 - Status Report-8/2002
 - Letter to Security Director
 - Letter to NSIE
- Next Meeting-August 20-22, Las Vegas with EFCOG group.