

INTEGRATED SAFEGUARDS AND SECURITY MANAGEMENT
SAFEGUARDS AND SECURITY IMPLEMENTATION MANAGEMENT TEAM
And EXECUTIVE COUNCIL MEETING NOTES

December 18, 2001

Las Vegas, Nevada

1. Opening Remarks – Debby Miller called the SSMIT meeting to order and outlined the agenda. There were some newcomers to the group and there were introductions.
2. Status Reports

Policy Reports Team - Cathy Tullis briefed the group on Policy and Reports Team. There was some discussion relating to the draft DEAR Clauses. The draft ISSM Guide was discussed. SO is not publishing guides since guides are “how to” and SO is a policy organization. There was discussion on various means for the EC to published the guide, including the ISSM Website. The 6- month status report and Annual Report content were discussed these two reports will be combined into a single report. The group did engage in a discussion of how ISSM will go forward and if it will take the same path forward as ISM did.

Deployment Team - Maggie Wood presented Deployment Team issues. The Website is ready; it is well organized and the internal elements are fairly well populated. The success of the Website hinges on cross sharing of information, be it federal or contractor. The search engine needs to be more robust. The video is still in the infancy stages, but work will be accelerated. Robert Park relayed the results of the Best Practices Conference Call and discussed issues, strategies and approaches as they pertain to the conference call mechanism as a tool for cross talk.

Metrics Team – Peggy Montoya briefed the group relative to ISSM Metrics progress. The ISSM survey questionnaire is still in the draft stages, but a data-collection strategy needs to be perfected. Group discussion centered on importance of measuring aspects of what makes a good ISSM program. The ISSM Element Table will be added to the Website as part of the “took kit” component once a final review is completed.

After the status reports the Teams had break out sessions to further work through action items and prepare for the Executive Council meeting.

3. Debbie Monette called the Executive Council to order after lunch and proceeded to ask the SSMIT teams to report.

Cathy Tullis, Policy and Reports Team. Annual Report will go to HQ with language reflecting each site's implementation status. Discussion identified line management as cornerstone of implementation at sites and they will need to accept the ISSM baton. The draft DEAR Clauses have been submitted to SO. SO anticipates the clauses to be in REVCOM on January 2. The ISSM Guide has been drafted, but some additions/tools need to be folded in. The Guide needs to be available on the ISSM Website. Reasonable and Sufficient information is being adapted using the ISM model and refined as appropriate. This information will be included in the ISSM Guide. Many directives reviews have been completed and a DOE-wide policy review process is in place. It was not viewed as necessary for the Executive Council to conduct a necessary and sufficient review of DOE security directives

Maggie Wood, Deployment Team. Maggie stated that the possibility of a scouting team may serve ISSM well in terms of determining the sites' different needs/issues. The Website is available for review until the second week in January. EC will forward comments to Maggie for review and comment by January 14. EC needs to identify a guru for questions that are submitted for ISSM. The "Gordon Memo" for the Website was circulated for review. EC will send up the chain of command, and the memo will be added to the website after Secretary Abraham approves. The video script will be submitted for review by Debbie Monette and Maggie Wood. The video product should be wrapped up by end of March. The group agreed to implement a Best Practices conference call and to invite all attendees to participate on an on-going basis.

Barry Schwartz, Metrics Team. Barry reviewed progress and upcoming initiatives/deadlines. The team proposed adoption of an ISSM feedback questionnaire that can be used as a tool in implementing ISSM at sites. This tool does not have to be used verbatim. The shell format can be tailored to meet needs of the site. The questionnaire will be submitted to Peggy Montoya and then added to ISSM Website. The second deliverable is the metrics tool, which will be submitted to Shirley Baker or Peggy Montoya for review and then added to the ISSM Website. Deadline will be mid January; Peggy Montoya will identify specific date.

4. Debbie Monette engaged the group in a discussion regarding the Energy Management Council and their role in implementing ISSM as well as their support. The group raised the issue of gap analysis and how that will be addressed. Maggie Wood recommended development of a briefing packet, so that a standard message is communicated to line management at the different sites. Attendees agreed that a formal communication and or marketing plan needs to be considered in order to ensure success. The result of an effective ISSM marketing campaign could result in requests from sites for assistance in clarification and implementation. Debbie Monette emphasized the necessity of having a plan of attack; the Deployment Group was tasked to develop the plan.

5. Action Items. Below is a summary of the action items resulting from the meeting:
- Don Solich to have the draft DEAR clauses put in REVCOM for review. Due 1/2/02
 - EC and SSMIT members should provide comments to Maggie Woods on the ISSM Website (www.issm.doe.gov). Due 1/14/02
 - EC and SSMIT members should provide Jim Hickok with names of subject matter experts that can answer questions submitted on the Website. Due 1/15/02.
 - Jon Todd and Don Solich will staff the Website letter for Secretary Abraham's signature and obtain a picture of Abraham for the Website. Due 1/2002.
 - The Deployment Team will develop plan for a marketing campaign and a briefing for the Energy Management Council. Due 2/2002.
 - EC and SSMIT members should provide lessons learned for the ISSM Website to Jim Hickok. Due 1/15/02.
 - Maggie Wood will update the Customer Feedback Questionnaire. Due 1/15/02.
 - Debbie Monette will coordinate with Ralph Erickson to have ISSM put on the agenda for the next Energy Management Council meeting. Due 2/2002.
 - The Deployment Team will have the video completed by 3/2002.
6. Members met jointly to discuss several priority issues and strategies that will ensure optimal implementation and or completion.
7. Next meeting –Conference call in February, face-to-face meeting in March.