

**HSS Focus Group
Training Work Group
Co-Lead Telecom
November 16, 2012
DRAFT Discussion Overview**

Purpose: This HSS Focus Group Work Group telecom was held with the Work Group Co-Leads to discuss change elements and strategic direction to support accelerated efforts to advancing progress, productivity and performance within each of the Work Groups. Although current roles within all of the Work Groups and Focus Group efforts remain the same, the addition of centralized leadership and oversight by representatives (2) of the Departmental Representative to the Defense Nuclear Facilities Safety Board are established.

1. Leadership Transition

- Co-Leads will continue to provide technical functions
- Functions of the Focus Group Program will remain the same. [Lily/Stephanie]
- HSS Interface Leads:
 - Dale Govan – Interface for 851 and Training Work Groups; Dan Sigg – Interface for Strategic Initiatives and Workforce Retention Work Group
 - Work Group Lead Function will be similar to their current functions in the Office of the Departmental Representative to the Defense Nuclear Facilities Safety Board
 - Central point of contact for the Work Group; consistency in leadership and interface
 - Provides strategic perspectives/contextual understanding at Departmental level
 - Manages issues/problems
 - Coordination, interface
 - Advance Work Group performance/progress

2. Examples of identified Training Work Group improvement/re-direction needs

- Focus on how to get portability, standardization and quality out of the worker health and safety training [much progress has already been made in this area]
- Safety Culture
 - Some current disconcert from both labor and contractor with the current level of “involvement” – want to be sure that the opinions/suggestions given are taken into full account and that they have a “real” say in the end results of these initiatives

- NTC is hoping to continue the current work with both contractor and labor representatives to develop worker level training – possibly align the efforts with the overall DOE safety culture initiative
- Alignment all current efforts – safety culture is more than just training

3. Action Items

A. HSS Interface Lead Action: Roadmap Development

- Interface Leads will develop a “menu” of concepts, strategic aspects, tasks and products; identify relational elements and tasks [what can we accomplish]
 - o conceptually – what can we agree on
 - o strategically – what is going to impact the group
 - o what task do we need to undertake
 - o what products are we looking for

B. Work Group Co-Lead Action: Develop “products” portion

- Co-Leads will identify and submit the “product” section of “menu”
 - o what products do you see coming out of the Work Group
 - o what products have you worked on
 - o where are the issues that have been or might be problematic - qualify the issues as strategic or conceptual

4. ACTION Deliverable Dates/Next Steps:

- Work Group Co-Leads to provide “products” to HSS Interface Leads **[Tuesday, Nov. 20]**
- HSS Interface Leads to incorporate products into the menu of concepts, strategic initiatives and tasks. **[To Mari-Jo Tuesday, Nov 27]**
- HS-1 Review/Approve Final Roadmap **[To Glenn Friday, Nov 30]**
- Roadmap distributed to Co-Leads for Work Group to set priorities and clear, realistic goals and define explicit action steps, intended outcomes and value. **[To Co-Leads Monday, Dec 3]**