

Department of Energy Quality Council Charter

PURPOSE

Well executed quality assurance programs are essential to achieve the mission of the Department of Energy (DOE). To this end, a core group of DOE Federal managers and/or Quality Assurance (QA) subject matter experts have been assembled to promote improved communication, consistency, and collaboration across the DOE complex. This group is known as the DOE Quality Council (Council). The Council provides a forum to identify QA policy needs and recommend resolutions as well as to identify and recommend actions for continuous improvement of the quality of DOE work. The Council works to improve QA program implementation and maintenance according to the needs of the diverse DOE offices' requirements. The Council disseminates, as appropriate, recommendations and suggested improvement actions. This Charter establishes the objectives, membership, operating procedures, and expected interfaces of the Council.

OBJECTIVES

- Identify crosscutting QA issues and develop recommendations for paths forward.
- Improve the DOE QA policy (directives)
- Develop mechanisms to evaluate effectiveness of QA implementation in the Department
- Assist line management in evaluating effectiveness of QA implementation
- Support quality initiatives across the DOE complex to improve mission effectiveness
- Improve the effectiveness of quality assurance lessons learned program (including recording, disseminating and implementing)
- Provide recommendations on training and qualifications programs related to QA
- Work effectively with the Energy Facility Contractor's Group (EFCOG) QA Subgroup in their initiatives
- Establish and maintain a working relationship with other Federal agencies and the private sector regarding QA programs, activities or lessons-learned
- Establish and maintain a working relationship with QA consensus standards bodies and professional organizations
- Assist, as requested, in reviews of QA programs, directives, etc., and
- Accomplish other objectives related to DOE QA as agreed to by the Council members, or as directed by the Secretary or Deputy Secretary of Energy.

SPONSORSHIP

The Council is sponsored by the DOE Office of Health, Safety and Security (HSS), as well as the participating offices on the Council. HSS sponsorship includes administrative and logistical support for Council meetings and communications. All participating offices sponsor their respective members' efforts as they relate to Council activities.

MEMBERSHIP

The Council consists of a Chair, Vice Chair, members, and interested parties. The Council members must be DOE Federal employees who are QA managers and/or subject matter experts formally assigned to participate in the Council by memorandum from their respective senior DOE manager to HSS with a copy to the Chair. The Council may have more than one representative from each DOE HQ Office, and DOE Field, Site or Operations Office. The Council may include interested parties from other DOE and Federal organizations (e.g., the Defense Nuclear Facilities Safety Board (DNFSB)) to participate in its activities. New membership nominations are welcome and should be formally submitted to the Council via the process described within this paragraph. A sample assignment memorandum is attached (See Attachment 1).

The Chair is the Office of Nuclear Safety, Quality Assurance and Environment's (HS-20) Director of the Office of Quality Assurance Policy and Assistance (HS-23) within HSS. Vice Chair nominations are submitted to the Council for affirmation for a two-year term. The Vice Chair is elected per the voting process described in the Voting Protocols section of this Charter. Any Council member is eligible to run for Vice Chair. There is no limit to the number of terms a Vice Chair can serve. The Vice Chair acts for the Chair in the Chair's absence or as otherwise delineated in this Charter. When the Chair and Vice Chair are both present during a meeting, the Vice Chair retains normal member status for voting purposes.

Membership has no expiration. Members will retain their membership during their tenure with their sponsoring office until their sponsoring office chooses to replace them or withdraw their participation. Replacement or withdrawal is via formal memorandum to HSS with a copy to the Chair.

See Membership Table (Attachment 2) for current Council members. Changes to the membership table may be incorporated without re-approval of the Charter as long as the process to appoint members is followed.

INTERESTED PARTIES

Interested parties are non-voting members of the Council who may participate in Council meetings and on calls or in Working Group actions. These persons may be DOE or non-DOE personnel but must be invited by a Council member and their attendance must be approved by the Chair or Vice Chair.

COUNCIL OPERATIONS

Council operations may be conducted through meetings, Working Groups (i.e., subgroups of Council members and interested parties), conference calls, emails and other communication tools. In-person meetings are held annually with monthly conference calls. Additional meetings and conference calls may be scheduled when a need is identified.

Council meetings are events (in-person meetings, conference calls, etc.) scheduled by the Chair, Vice Chair or Working Group Chair to accomplish the objectives of this Charter. Each meeting has an agenda (distributed to attendees in advance) and a meeting summary that is developed upon completion of each meeting. The meeting summaries are provided electronically to all members and interested parties of the Council within ten working days after the meeting. Meeting attendees have an opportunity to comment by email on the summary which is subsequently formally approved at the next Council or Working Group meeting. Council members are responsible to keep their respective management apprised of activities of the Council and the individual Working Groups.

Council meetings are open to all members and, with the approval of the Chair or Vice Chair, to interested parties. The Council may, at its discretion, call closed meetings that include members only. Meeting summaries and products are available to the public unless closed or otherwise deemed pre-decisional by the Council. Meeting summaries deemed pre-decisional are not available to the public until approved by the Council. Information about the Council and its activities are available on the HS-23 website, <http://www.hss.energy.gov/nuclearsafety/qa/>.

Members are permitted to send a representative on their behalf upon written notification (email is acceptable written notification) to the Chair or Vice Chair within one day before the start of a Council meeting. The designated representative has all privileges bestowed to Council members.

The Council networks with additional sources/advisors external to the Council as appropriate (e.g., other Federal agencies, contractors, and regulating entities). (See Interface section of this Charter.)

Council products may include meeting summaries, periodic activity reports of Council accomplishments for senior DOE management, Working Group results, website and QA Newsletter contents, recommendations and any other deliverable developed to address Council objectives. Any products released are approved by the Council pursuant to the voting protocols described below.

The Council determines which products, if any, need to be approved and distributed through HSS, with concurrence from appropriate Departmental Elements. Council approved products not deemed necessary to be distributed through HSS may be placed on the website or in the *Quality Assurance Exchange* (i.e., the DOE QA Newsletter published by HS-23) using the normal HSS protocols. Council approval constitutes following the Voting Protocols established in this Charter.

DOE policy determinations are established through the DOE directives management system. When policy changes are recommended by the Council, the Chair in concert with the recommending Working Group chair shall interface with the Office of Primary Interest (OPI) of affected directive to ensure that the meaning and intent of the recommendation is clearly understood by the OPI and urge the OPI to take appropriate action. Furthermore, the Council will offer assistance to or, as requested, participate in any working group formed by OPIs to develop or revise QA-related policy, directives, or guides.

The Charter will be evaluated on a yearly basis, and as necessary updated, voted on for Council approval, and submitted to the Chief Health, Safety and Security Officer for re-approval.

ANNUAL REPORTING

An annual report or presentation, if requested, is developed for HSS and Departmental Elements delineating the Council's activities for the year. The Council issues the annual report in December for the previous fiscal year.

VOTING PROTOCOLS

The Council may have more than one representative from each selected DOE HQ Office, and DOE Field, Site or Operations Office, but each DOE HQ Office and DOE Field, Site or Operations Office has only one vote. In the case of an office with more than one member, either member qualifies for a quorum and the office is only counted once for a quorum or two thirds vote.

A quorum is reached when both one half of the member DOE HQ Offices are present and one half of the member DOE Field, Site or Operations Offices are present (based on the attached membership table).

A quorum of the Council must be achieved to have a vote. For the Council to approve any action, two thirds affirmative vote must be obtained.

The Council Chair will have one vote separate from its member representation (i.e., HSS members get one vote and the Council Chair [HS-23 Director] has a separate vote.) The Vice Chair represents his or her member Office and follows the voting protocols unless he or she is 1) acting for the Council Chair and 2) the Council Chair has not submitted a proxy vote.

Proxy votes are allowed and must be in writing to the Council Chair or executed via the member's designated representative at the meeting, following the voting protocols.

WORKING GROUPS

Working Groups may be established on a temporary basis by the Council to accomplish a specific task, such as commenting on a QA-related document, performing a peer review or developing a technical paper. All Working Groups must be chaired by a Council member elected by Working Group members. Working Groups include Council members and/or interested parties. Other non-members may participate as deemed appropriate by the Working Group Chair in consultation with the Working Group.

The need for a Working Group and its proposed purpose is decided by a vote of the Council. Task plans are developed by the designated Working Group and they describe the expected accomplishments, deliverables, and the period of performance. Task plans are then approved by the Chair after consulting with the Vice Chair. Once established, the Working Group may recommend changes to the task or to the Working Group membership. Before implementation

of any changes to previously approved tasks or Working Group membership, approval must be obtained from the Chair and Vice Chair.

Task plans are developed using the Task Planning Document (TPD) maintained by the Vice Chair. The TPDs will be numbered TPD-XXXX.YY where XXXX is the year (e.g., 2008) and YY is a number between 01 and 99 assigned in order by the Vice Chair as each task is proposed and approved. The Vice Chair maintains the master list of assigned TPD numbers and tracks task progress.

Products from Working Groups are approved by the Council and processed as described in the Council Operations section of this Charter, prior to finalization.

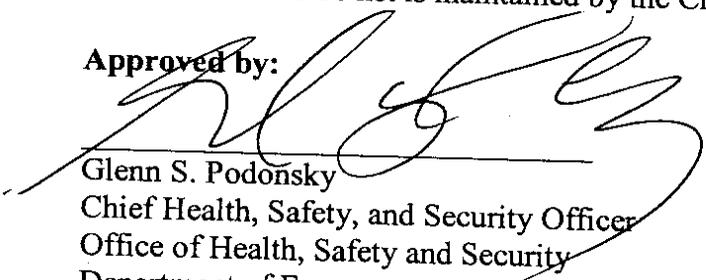
INTERFACES

The Council establishes and maintains relationships with other organizations as needed to achieve its objectives. By interfacing with other organizations, the Council will improve communications through shared lessons learned, and promoting consistent interpretation and implementation of QA requirements. Through Council members designated as points of contact (POCs) by the Chair (in consultation with Council members), the Council interacts with organizations including but not limited to:

- Standards Development Organizations (ISO, ASME, ANSI, IAEA, etc.)
- DNFSB
- Technical Standards Program (Topical Committees)
- Environmental Management (EM) Quality Assurance Corporate Board
- National Academy Science (NAS)/Building Research Advisory Board (BRAB)/Federal Construction Council (FCC)
- Office of Independent Oversight (HS-60)
- Office of Enforcement (HS-40)
- EM/Nuclear Energy/Science Software QA Support Group
- EFCOG¹

The Interface POCs list is maintained by the Chair.

Approved by:


Glenn S. Podonsky
Chief Health, Safety, and Security Officer
Office of Health, Safety and Security
Department of Energy

11/5/08
Date

¹ The Council maintains a constructive partnership with the Energy Facility Contractors Group (EFCOG) through the EFCOG QA Subgroup. As the DOE HQ sponsor for the EFCOG QA Subgroup, the HS-23 Director actively involves the Subgroup, as appropriate, in the efforts of the Council, and is the POC.

Attachment 1

To: Glenn Podonsky, Chief Health, Safety, and Security Officer

Subject: Participation on the Department of Energy Quality Council

I, _____ endorse _____ as
(Name of Manager) (Name of Participant)

the representative from my organization to participate on the DOE Quality Council.

Signature

Date

Title

Organization

Membership Table (October 2008) [Note: Membership can be updated without re-approval of the Charter]

QUALITY COUNCIL MEMBERS					
Name	Org.	Location	Email	Phone	
Colette Broussard*	HS-23	GTN	colette.broussard@hq.doe.gov	301-903-5452	
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Council Chair

INTERESTED PARTIES						
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