



SECRETARY

UNITED STATES
NUCLEAR REGULATORY COMMISSION
WASHINGTON, D.C. 20555-0001

June 24, 2016

COMMISSION VOTING RECORD

DECISION ITEM: SECY-16-0007

TITLE: PROPOSED REVISIONS TO POLICY STATEMENT ON
 ENHANCING PUBLIC PARTICIPATION IN NRC MEETINGS

The Commission acted on the subject paper as recorded in the Staff Requirements Memorandum (SRM) of June 24, 2016.

This Record contains a summary of voting on this matter together with the individual vote sheets, views and comments of the Commission.

A handwritten signature in cursive script that reads "Rochelle C. Bavol".

Rochelle C. Bavol
Acting Secretary of the Commission

Enclosures:

1. Voting Summary
2. Commissioner Vote Sheets

cc: Chairman Burns
Commissioner Svinicki
Commissioner Ostendorff
Commissioner Baran
OGC
EDO
PDR

VOTING SUMMARY – SECY-16-0007

RECORDED VOTES

	<u>APPROVED</u>	<u>DISAPPROVED</u>	<u>ABSTAIN</u>	<u>NOT PARTICIPATING</u>	<u>COMMENTS</u>	<u>DATE</u>
Chrm. Burns	X				X	06/06/16
Cmr. Svinicki	X				X	06/08/16
Cmr. Ostendorff	X				X	02/03/16
Cmr. Baran	X				X	05/13/16

NOTATION VOTE

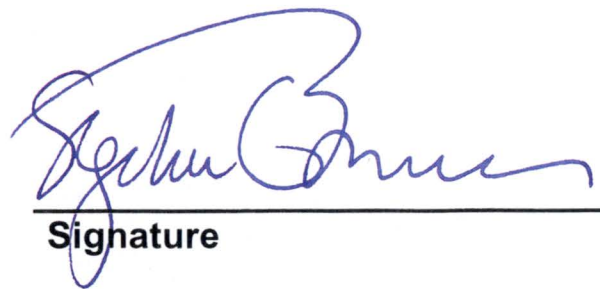
RESPONSE SHEET

TO: Annette Vietti-Cook, Secretary
FROM: Chairman Burns
SUBJECT: SECY-16-0007: PROPOSED REVISIONS TO POLICY
STATEMENT ON ENHANCING PUBLIC
PARTICIPATION IN NRC COMMISSION MEETINGS

Approved Disapproved Abstain Not Participating

COMMENTS: Below Attached None

Entered in
STARS
Yes
No



Signature

6 June 2016

Date

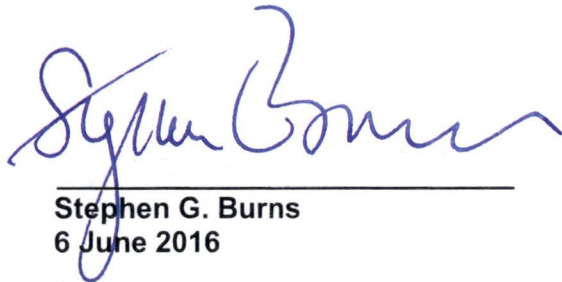
Chairman Burns Comments on SECY-16-0007, "Proposed Revisions to Policy Statement on Enhancing Public Participation in the United States Nuclear Regulatory Commission Meetings"

I approve publication in the *Federal Register* of the proposed revised policy statement on enhancing participation in NRC public meetings subject to the following comments and attached edits.

I agree with the staff that the current categories of NRC public meetings should be revised to provide greater clarity as what to expect from a public meeting. Nonetheless, I am concerned that the proposed rebranding does not convey the differences in the level of public participation the public can expect for the two categories of meeting: "Information Public Meeting," and "Commenting Public Meeting." I have adapted the meeting titles suggested by Commissioner Baran to address this concern. Because the policy addresses public meetings, I do not believe it is necessary to include the term "public" in the meeting description itself.

I agree with Commissioners Ostendorff and Baran regarding the placement of the paragraph on civility during NRC public meetings. Based on comments received, staff should consider whether more specific guidance on this issue should be included in the policy statement.

Finally, I suggest that NRC hold a public meeting related to the revised policy statement to have a dialogue on the clarity of expectations for and by our stakeholders at NRC public meetings rather than solely soliciting comments in writing.



Stephen G. Burns
6 June 2016

SGB edits

[7590-01-P]

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NUCLEAR REGULATORY COMMISSION
[NRC-20YY-XXXX]
Enhancing Participation in NRC Public Meetings

AGENCY: Nuclear Regulatory Commission.

ACTION: Proposed revision to policy statement; request for comments.

SUMMARY: To further clarify and enhance participation in public meetings conducted by the U.S. Nuclear Regulatory Commission (NRC) ~~and in support of the openness with its stakeholders strategy from its Strategic Plan,~~ the NRC is proposing to revise ~~and retitle~~ its public meeting policy. The ~~proposed revisions policy statement include~~ redefining the three categories of public meetings and ~~clarifying~~ identifies the level of public participation offered at each type of meeting. ~~The revised policy statement also clarifies notification expectations for meetings that include physical presence in the meeting room and meetings that rely solely on remote access technology such as teleconferencing.~~ These proposed revisions ~~detailed here would will~~ improve the consistency of the NRC's public meetings and help participants better prepare for NRC meetings.

DATES: Submit comments by **[INSERT DATE 75 DAYS FROM DATE OF PUBLICATION IN THE FEDERAL REGISTER]**. Comments received after this date will be considered if it is practical to do so, but the Commission is able to ensure consideration only for comments received on or before this date.

ADDRESSES: You may submit comments by any of the following methods ~~(unless this document describes a different method for submitting comments on a specific subject):~~

- **Federal Rulemaking Web Site:** Go to <http://www.regulations.gov> and search for Docket ID **NRC-20YY-XXXX**. Address questions about NRC dockets to Carol Gallagher; telephone: 301-415-3463; e-mail: Carol.Gallagher@nrc.gov. For technical questions contact the individual listed in the FOR FURTHER INFORMATION CONTACT section of this document.

- **Mail comments to:** Cindy Bladey, Office of Administration, Mail Stop: OWFN-12-H08, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001.

- For additional direction on obtaining information and submitting comments, see "Obtaining Information and Submitting Comments" in the SUPPLEMENTARY INFORMATION section of this document.

FOR FURTHER INFORMATION CONTACT: Lance Rakovan, Office of the Executive Director for Operations, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001; telephone: 301-415-2589; e-mail: Lance.Rakovan@nrc.gov.

SUPPLEMENTARY INFORMATION:

I. Obtaining Information and Submitting Comments.

A. Obtaining Information.

Please refer to Docket ID NRC-20YY-XXXX when contacting the NRC about the availability of information for this action. You may obtain publicly available information related to this action by any of the following methods:

- **Federal Rulemaking Web Site:** Go to <http://www.regulations.gov> and search for Docket ID NRC-20YY-XXXX.

- **NRC's Agencywide Documents Access and Management System (ADAMS):** You may obtain publicly available documents online in the ADAMS Public Documents collection at <http://www.nrc.gov/reading-rm/adams.html>. To begin the search, select "[ADAMS Public Documents](#)" and then select "[Begin Web-based ADAMS Search.](#)" For problems with ADAMS, please contact the NRC's Public Document Room (PDR) reference staff at 1-800-397-4209, 301-415-4737, or by e-mail to pdresource@nrc.gov. The NRC's Strategic Plan for fiscal years 2014-2018 is available on the NRC's public Web site at <http://www.nrc.gov/reading-rm/doc-collections/nuregs/staff/sr1614/v6/>.

- **NRC's PDR:** You may examine and purchase copies of public documents at the NRC's PDR, Room O1-F21, One White Flint North, 11555 Rockville Pike, Rockville, Maryland 20852.

B. Submitting Comments.

Please include Docket ID NRC-20YY-XXXX in your comment submission.

The NRC cautions you not to include identifying or contact information that you do not want to be publicly disclosed in your comment submission. The NRC will post all comment

submissions at <http://www.regulations.gov> as well as enter the comment submissions into ADAMS. The NRC does not routinely edit comment submissions to remove identifying or contact information.

If you are requesting or aggregating comments from other persons for submission to the NRC, then you should inform those persons not to include identifying or contact information that they do not want to be publicly disclosed in their comment submission. Your request should state that the NRC does not routinely edit comment submissions to remove such information before making the comment submissions available to the public or entering the comment into ADAMS.

II. Further Information.

The entire text of the proposed revision of the policy statement, "Enhancing Public Participation in NRC Meetings," is available as an attachment to this document.

Dated at Rockville, Maryland, this xxth day of Xxxxx, 201X.

For the Nuclear Regulatory Commission.

Annette Vietti-Cook,
Secretary of the Commission.

Attachment -- Commission Policy Statement on Staff Meetings Open to the Public

A. Purpose.

The Nuclear Regulatory Commission's (NRC) longstanding practice is to provide the public with substantial information on its activities, to conduct business in an open manner, and to balance openness and transparency with the need to exercise regulatory and safety responsibilities without undue administrative burden. The NRC's policy is to open meetings between the agency staff and one or more outside persons to observation and participation to the extent possible. The NRC has had a formal policy regarding open (public) meetings since 1978.

Commented [SGB1]: Staff should include a statement and reference to the current 2002 policy statement.

This policy establishes three public meeting categories based on the level of participation offered to attendees. The policy provides information such as applicability and exceptions, descriptions of each category, information on how public meetings are announced, guidelines concerning public meeting etiquette, and post-meeting activities.

B. Participation in NRC Public Meetings.

NRC staff-sponsored public meetings are open to everyone. ~~The NRC is committed to providing an atmosphere of civility and inclusion at its public meetings. All participants are expected to be respectful to others and refrain from disruptions during the meeting, follow established ground rules to support this atmosphere of civility and inclusion regardless of personal viewpoints. If the actions of one or more participants significantly impact this atmosphere, and therefore other participants' ability to observe or participate in a meeting, the NRC staff shall take appropriate actions to restore a more respectful environment, including ending a meeting, if necessary.~~

In order to fulfill the NRC's commitment to openness, the level of participation, purpose, and description for each category of public meeting are described below. When assigning a

category to a meeting, NRC staff will consider the objective of the meeting and the extent of known public interest in the topic.

The three meeting categories are based on the level of public participation to be provided at each type of meeting. Thus, some categories may support multiple meeting formats (for example, a town hall meeting could be an ~~Information Discussion~~ Public Meeting or ~~Commenting Consultation~~ Public Meeting). The label for each category provides an indication of the level of participation meeting attendees can expect.

The NRC is committed to providing an atmosphere of civility and inclusion at its public meetings. All participants are expected to be respectful to others and refrain from disruptions during the meeting to support an atmosphere of civility and inclusion regardless of personal viewpoints. If the actions of one or more participants significantly adversely affect this atmosphere, and therefore other participants' ability to observe or participate in a meeting, the NRC staff shall take appropriate actions to restore a more respectful environment, including ending a meeting, if necessary.

Observation ~~Public~~ Meeting

Meeting Purpose - The purpose of this type of meeting is for the NRC to meet with representatives from one or more groups in an open and transparent manner to discuss regulatory and technical matters. ~~Other A~~ attendees will obtain ~~factual~~ information to assist in their understanding of applicable regulatory issues and NRC actions primarily by observing.

Level of Participation - ~~All Other a~~ attendees besides the representatives noted above are invited to observe the meeting and discuss regulatory issues with NRC representatives at a designated point or points identified on the agenda. ~~Meetings that the NRC staff believes will generate high public interest and/or exceed two hours should provide more than one~~

~~opportunity for meeting attendees to provide comments and ask questions or an extended opportunity.~~

Description - Meetings in this category feature the NRC meeting with ~~representatives of one~~ or more industry ~~groups representatives~~, licensees, vendors, applicants, potential applicants, or non-government organizations, to discuss regulatory issues regarding a specific facility (or facilities), certificates of compliance, licenses, or license applications. This category of meeting could also ~~feature the~~ ~~involve an~~ NRC meeting with representatives of task force groups, industry groups, or public interest and citizen groups. The primary discussions are expected to occur between the NRC and representatives of those groups.

The following description will be included in an **Observation Public Meeting** notice:

This is a technical meeting in which meeting attendees will have an opportunity to observe the NRC performing its regulatory ~~mission function~~ or discussing regulatory issues. Attendees will have an opportunity to ask questions of the NRC staff or make comments about the issues discussed following the business portion of the meeting, but the NRC is not soliciting comments ~~towards on~~ regulatory decisions.

Meetings of this category may include meetings with licensees ~~(or applicants)~~ to discuss license ~~renewal~~, amendment ~~and/or~~ exemption requests; meetings with applicants ~~for related to~~ topical reports reviews, combined licenses, early site permits, ~~and or~~ design certifications; annual public meetings to discuss plant performance as part of the Reactor Oversight Process; ~~and meetings held to discuss issues associated with licensing actions~~

~~(or applications)~~, renewals, ~~and or~~ amendments. Certain inspection exit meetings, such as those for Incident Investigation Teams ~~and or~~ Augmented Inspection Teams ~~or others, as appropriate, would be are~~ included under this category.

Information Public Meeting with Questions and Answer Session

Meeting Purpose - The purpose of this type of meeting is for the NRC to share ~~factual~~ information and discuss applicable regulatory issues and NRC actions with meeting attendees. Attendees will obtain ~~factual~~ information to assist in their understanding of applicable regulatory issues and NRC actions through NRC presentations and discussions with NRC staff during this type of meeting.

Level of Participation - Participation is sought at this type of meeting, which is tailored to inform attendees and allow them to ask questions.

Description - Meetings in this category are held with interested parties, including representatives of non-government organizations, private citizens, or various businesses or industries, to engage them in a discussion of regulatory issues.

The following description will be included in the notice for an Information ~~Public Meeting with Questions and Answer Session~~notice:

The purpose of this meeting is for the NRC staff to meet directly with individuals to provide an opportunity to discuss regulatory and technical issues, ask questions, and ensure that attendees are educated and informed. Attendees will have an opportunity to ask questions of the NRC staff or make comments about

the issues discussed throughout the meeting, however the NRC is not actively soliciting comments towards regulatory decisions at this meeting.

Meetings of this category may include town hall and roundtable discussions, and ~~stand-alone~~ open house meetings (organized, yet informal opportunities to interact with and ask questions of the NRC staff not associated with a more traditional public meeting format.)

Commenting- Comment-Gathering Public Meeting

Meeting Purpose - The purpose of this type of meeting is for the NRC to share factual information, discuss, and obtain feedback involving on regulatory issues and NRC actions. In most cases, the meeting will include a presentation by the NRC to help attendees obtain factual information. The feedback received at these meetings is used to support actions such as licensing and generic rulemaking activities.

Level of Participation - ~~Participation and input is sought at t~~This type of meeting, ~~which~~ is tailored for all attendees to ask questions and provide opinions, perspectives, and feedback typically throughout the meeting. Participation and input is typically sought throughout the meeting.

Description - This type of meeting would be held with the greatest a broad number of interested parties possible, including representatives of non-government organizations, private citizens, or various businesses or industries, to fully engage them in a discussion of a specific regulatory issue.

The following description will be included in the notification of a ~~Commenting-Comment-Gathering~~ **Public Meeting** notice:

The purpose of this meeting is for NRC staff to meet directly with individuals to receive comments from ~~provide an opportunity to discuss a specific regulatory issue or issues, as well as allow~~ participants ~~to make comments on NRC decisions and actions and~~ to ensure that NRC staff understands their views and concerns.

The notice ~~of for such meetings a **Commenting Public Meeting**~~ should include details as to how comments will be taken at the meeting (e.g., NRC staff taking ~~informal~~ notes, or creating ~~transcription~~ a transcript of the meeting), ~~and~~ how NRC will use the comments (e.g., to inform NRC discussions, or as official comments ~~towards related to~~ a formal NRC regulatory decision), as well as and to clarify whether participants will need to also submit comments made at the meeting in writing to receive formal consideration.

Meetings of this category may include: ~~town hall and roundtable discussions,~~ environmental impact statement scoping meetings, and workshops.

C. Notice and Access.

Although the extent of meeting outreach and preparation by NRC staff can be different for each meeting, certain steps ~~should always be~~ are usually taken. Meeting information will be announced as soon as the NRC staff is reasonably confident that a meeting will be held and firm date, time, and facility arrangements have been made. This will generally occur no fewer than 10 days before a meeting that includes face-to-face interaction physical presence. For meetings that do not ~~involve face-to-face interaction~~ physical presence (i.e., meetings that rely

solely on remote access technology such as a teleconference), the NRC staff should provide meeting information publicly no fewer than 5 days before the meeting. When a meeting must be scheduled but cannot be announced within these timeframes, the NRC staff will provide as much advance notice as possible.

Public notice of meetings will be made through the NRC's Public Meetings & Involvement Webpage at <http://www.nrc.gov/public-involve.html>. Meeting changes or cancellations will also be announced promptly on this Webpage. Individuals who cannot access the NRC's public Web site can contact the NRC's PDR staff via a toll-free number (1-800-397-4209) or by e-mail (pdresource@nrc.gov) for information on scheduled NRC meetings. Some meetings, specifically meetings with a high level of public interest, may also be noticed in the *Federal Register* and/or through other means such as a press release, blog post, or paid advertisement in local newspapers.

Meeting details and materials such as an agenda, names of participants, and background documents will be entered into the NRC's Public Meeting Schedule Web Site. A link to the materials as well as the Agencywide Documents Access and Management System (ADAMS) accession number for additional meeting materials such as presentations will, when possible, be provided in the meeting notice on the NRC's public Web site under the "Public Meetings & Involvement" page at <http://www.nrc.gov/public-involve.html>.

Audio teleconferencing and other ~~participation~~ technologies that allow participation from locations other than a meeting room, will be used whenever possible to help ensure widespread involvement in meetings. If information on how to participate remotely in a meeting is not provided in the meeting notice, individuals may request the use of such technology through the meeting contact listed on the meeting notice. Such requests may be granted to the extent budgeted resources are available and technical factors can be accommodated.

~~Administrative details, including visitor registration and badging, parking, prohibited articles, etc., can be found [appropriate reference will be provided before finalizing].~~

D. After-Meeting Activities.

The NRC staff will provide answers to questions as appropriate during the public meeting and will inform attendees at the meeting how it plans to address questions that cannot be answered at the meeting. Informal follow-up (telephone or e-mail) may be appropriate. Individuals also have the option of calling, writing, or e-mailing the NRC staff about particular concerns. NRC staff will provide feedback forms at all public meetings so that comments can be reviewed and offices can track any planned improvements or resulting actions, as appropriate. NRC staff will make meeting summaries publicly available in ADAMS following the meeting.

E. Innovation.

The NRC staff will make efforts, as appropriate, to find new and innovative ways to interact with individuals, including exploring new alternative varied meeting formats and other ways to incorporate participation technologies that allow participants from locations other than a meeting room. Experiences with new methods will be shared across the agency for information and consideration by other NRC staff.

participation ?

F. Applicability and Exceptions.

This policy applies to planned, formal encounters between ~~one or more~~ NRC staff members and ~~one or more~~ outside individuals or entities, with an expressed intent of discussing substantive issues directly associated with the NRC's regulatory and safety responsibilities. Such meetings will be designated in advance as public meetings, open for public attendance and categorized in accordance with this policy, subject to the following conditions and exceptions:

1. This policy applies solely to NRC staff-sponsored and conducted meetings with an

outside individual or entity. It does not apply to a meeting conducted by an outside individual or entity where an NRC staff member might participate, nor when an NRC employee attends a meeting outside of his or her official capacity.

2. This policy does not apply to meetings between the NRC staff and outside individuals or entities who are:
 - a. Under contract to the NRC;
 - b. Acting as an official consultant to the NRC;
 - c. Acting as an official representative of an agency of the executive, legislative, or judicial branch of the U.S. Government (except on matters where the agency is subject to NRC regulatory oversight);
 - d. Acting as an official representative of a foreign government or representing an international organization such as the International Atomic Energy Agency; or
 - e. Acting as an official representative of a State or local government or Tribal official.

3. Meetings between the NRC staff and ~~one or more~~ outside individuals or entities will not be designated as public meetings if the NRC staff determines that the subject matter or information to be discussed in the meeting:
 - a. Is specifically authorized by an Executive Order to be withheld in the interests of national defense or foreign policy (classified information);
 - b. Is specifically exempt from public disclosure by statute (e.g., safeguards or proprietary information);
 - c. Is of a personal nature where such disclosure would constitute a clearly unwarranted invasion of personal privacy;

- d. Is related to a planned, ongoing, or completed investigation, ~~and/or~~ contains information compiled for law enforcement purposes;
 - e. Could compromise the ongoing reviews and inspections associated with an open allegation;
 - f. Could result in the inappropriate disclosure and dissemination of preliminary, pre-decisional, or unverified information;
 - g. Is for general information exchange having no direct, substantive connection to a specific NRC regulatory decision or action; however, should discussions in a closed meeting approach issues that might lead to a specific regulatory decision or action, the NRC staff may advise the meeting attendees that such matters cannot be discussed and propose discussing the issues in a future public meeting; or
 - h. Indicates that the administrative burden associated with public attendance at the meeting could interfere with the NRC staff's execution of its safety and regulatory responsibilities, such as when the meeting is an integral part of the execution of the NRC inspection program.
4. This policy does not apply to Commission meetings (which are conducted in accordance with the Commission's Internal Procedures, which can be found here: <http://www.nrc.gov/about-nrc/policy-making/internal.html>), advisory committee meetings, or meetings related to financial assistance or acquisition requirements, ~~or to meetings sponsored by offices that report directly to the Commission (for example, the Office of the General Counsel or the Office of the Chief Financial Officer)~~. Similarly, it does not apply to "government-to-government" meetings: meetings between NRC staff and representatives of State governments, including Agreement State representatives, relating to NRC Agreement State activities or to State regulatory actions or to other

matters of general interest to the State or to the Commission, as well as meetings between NRC staff and representatives of local or Tribal governments. Also, the policy is not intended to apply to or supersede any existing law, rule or regulation that addresses public attendance at a specific type of meeting. For example, Part 7 of Title 10 of the Code of Federal Regulations (10 CFR), "Advisory Committees," and 10 CFR Part 9, "Public Records," will continue to be applicable to advisory committee meetings and Commission meetings, respectively.

5. This policy does not cover the hearings associated with adjudicatory proceedings under the Commission's Rules of Practice and Procedure set forth in 10 CFR Part 2. The term "hearings" relates primarily to Commission adjudicatory proceedings on various types of license applications and licensing actions (e.g., applications for initial issuance of a license, amendment of an existing license, renewal of a license) or to enforcement actions involving the imposition of civil penalties or orders to modify, suspend, or revoke a license or take other appropriate action. Specific requirements regarding participation in and the conduct of adjudicatory proceedings (including the settlement of such proceedings) are provided in the Commission's Rules of Practice and Procedure set forth in 10 CFR Part 2. This policy does not cover meetings concerning the settlement of enforcement matters.
6. Certain meetings that would normally be closed under section B-F, 3.b. above may be opened to cleared members of the public who also have a need-to-know. A cleared member of the public is a person who holds a U.S. Government security clearance or has been granted access to Safeguards Information in accordance with 10 FR Part 73. 22(b).
7. This policy may be applicable to only part of a meeting. For example, an NRC meeting

may have a portion that is open to the public and a portion that is closed to the public due to any of the exceptions listed above. In these cases, this policy statement is applicable to the public portion of the meeting only.

8. This policy is a matter of NRC discretion; the NRC reserves the right to depart from any stated conditions as circumstances may warrant.

G. Contact.

The primary point of contact in the agency for general issues related to this policy will be the Deputy Assistant for Operations, ~~Communications and Performance Management~~, Office of the Executive Director for Operations. The Office of Public Affairs is also available to receive questions and suggestions. There are also opportunities for comment on our public participation policies, or on many of our programs through the NRC's Web site under the "Public Meetings & Involvement" page at <http://www.nrc.gov/public-involve.html>.

NOTATION VOTE

RESPONSE SHEET

TO: Annette Vietti-Cook, Secretary
FROM: COMMISSIONER SVINICKI
SUBJECT: SECY-16-0007: PROPOSED REVISIONS TO POLICY
STATEMENT ON ENHANCING PUBLIC
PARTICIPATION IN NRC COMMISSION MEETINGS

Approved XX Disapproved Abstain Not Participating

COMMENTS: Below XX Attached XX None

I approve publication in the *Federal Register* of the proposed revised policy statement, subject to the attached edits, for the purpose of receiving public comment.



SIGNATURE

06/08/16

DATE

Entered on "STARS" Yes No

KLS Edits

NUCLEAR REGULATORY COMMISSION

[NRC-20YY-XXXX]

Enhancing Participation in NRC Public Meetings

AGENCY: Nuclear Regulatory Commission.

ACTION: Proposed revision to policy statement; request for comments.

SUMMARY: To further clarify and enhance participation in public meetings conducted by the U.S. Nuclear Regulatory Commission (NRC) and in support of the openness strategy from its Strategic Plan, the NRC is proposing to revise and retitle its public meeting policy. The proposed revisions include redefining the three categories of public meetings and clarifying the level of public participation offered at each type of meeting. The proposed revisions detailed here would improve the consistency of the NRC's public meetings and help participants better prepare for NRC meetings.

DATES: Submit comments by **[INSERT DATE 75 DAYS FROM DATE OF PUBLICATION IN THE *FEDERAL REGISTER*]**. Comments received after this date will be considered if it is practical to do so, but the Commission is able to ensure consideration only for comments received on or before this date.

ADDRESSES: You may submit comments by any of the following methods (unless this document describes a different method for submitting comments on a specific subject):

SUPPLEMENTARY INFORMATION:

I. Obtaining Information and Submitting Comments.

A. Obtaining Information.

Please refer to Docket ID NRC-20YY-XXXX when contacting the NRC about the availability of information for this action. You may obtain publicly available information related to this action by any of the following methods:

- **Federal Rulemaking Web Site:** Go to <http://www.regulations.gov> and search for Docket ID NRC-20YY-XXXX.

- **NRC's Agencywide Documents Access and Management System (ADAMS):** You may obtain publicly available documents online in the ADAMS Public Documents collection at <http://www.nrc.gov/reading-rm/adams.html>. To begin the search, select "[ADAMS Public Documents](#)" and then select "[Begin Web-based ADAMS Search](#)." For problems with ADAMS, please contact the NRC's Public Document Room (PDR) reference staff at 1-800-397-4209, 301-415-4737, or by e-mail to pdr.resource@nrc.gov. ~~The NRC's Strategic Plan for fiscal years 2014-2018 is available on the NRC's public Web site at <http://www.nrc.gov/reading-rm/doc-collections/nuregs/staff/sr1614/v6/>.~~

- **NRC's PDR:** You may examine and purchase copies of public documents at the NRC's PDR, Room O1-F21, One White Flint North, 11555 Rockville Pike, Rockville, Maryland 20852.

B. Submitting Comments.

Please include Docket ID NRC-20YY-XXXX in your comment submission.

The NRC cautions you not to include identifying or contact information that you do not want to be publicly disclosed in your comment submission. The NRC will post all comment

Attachment -- Commission Policy Statement on Staff Meetings Open to the Public

A. Purpose.

The Nuclear Regulatory Commission's (NRC) longstanding practice is to provide the public with substantial information on its activities, to conduct business in an open manner, and to balance openness and transparency with the need to exercise regulatory and safety responsibilities without undue administrative burden. The NRC's policy is to open meetings between the agency staff and one or more outside persons to observation and participation to the extent possible. The NRC has had a formal policy regarding open (public) meetings since 1978.

This policy establishes three public meeting categories based on the level of participation offered to attendees. The policy provides information such as ~~applicability and exceptions~~, descriptions of each category, information on how public meetings are announced, ~~guidelines concerning public meeting etiquette, and~~ post-meeting activities, and applicability and exceptions.

B. Participation in NRC Public Meetings.

NRC staff-sponsored public meetings are open to everyone. The NRC is committed to providing an atmosphere of civility and inclusion at its public meetings. All participants are expected to follow established ground rules, including those provided in the applicable meeting notice posted on the NRC's public website, to support this atmosphere of civility and inclusion regardless of personal viewpoints. If the actions of one or more participants significantly impact this atmosphere, and therefore other participants' ability to observe or participate in a meeting, the NRC staff shall take appropriate actions to restore a more respectful environment, including ending a meeting early, if necessary.

In order to fulfill the NRC's commitment to openness, the level of participation, purpose, and description for each category of public meeting are described below. When assigning a category to a meeting, NRC staff will consider the objective of the meeting and the extent of known public interest in the topic.

The three meeting categories are based on the level of public participation to be provided at each type of meeting. Thus, some categories may support multiple meeting formats (for example, a town hall meeting could be an Information Public Meeting or Commenting Public Meeting). The label for each category provides an indication of the level of participation meeting attendees can expect.

Observation Public Meeting

Meeting Purpose - The purpose of this type of meeting is for the NRC to meet with representatives from one or more groups in an open and transparent manner to discuss regulatory and technical matters. Attendees will obtain factual information to assist in their understanding of applicable regulatory issues and NRC actions primarily by observing.

Level of Participation - Attendees are invited to observe the meeting and discuss regulatory issues with NRC representatives at a designated point or points identified on the agenda.

~~Meetings that the NRC staff believes will generate high public interest and/or exceed two hours should provide more than one opportunity for meeting attendees to provide comments and ask questions or an extended opportunity. This does not preclude the licensee from responding to questions if they choose to do so.~~

Description - Meetings in this category ~~feature~~ include the NRC meeting with representatives of one or more industry representatives, licensees, vendors, applicants, potential applicants,

or non-government organizations, to discuss regulatory issues regarding a specific facility (or facilities), certificates of compliance, licenses, or license applications. This category of meeting could also feature the NRC meeting with representatives of task force groups, industry groups, or public interest and citizen groups. The primary discussions are expected to occur between the NRC and representatives of those entities or groups.

The following description will be included in an **Observation Public Meeting** notice:

This is a technical meeting in which meeting attendees will have an opportunity to observe the NRC performing its regulatory mission or discussing regulatory issues. Attendees will have an opportunity to ask questions of the NRC staff or make comments about the issues discussed following the business portion of the meeting, but the NRC is not soliciting comments towards regulatory decisions.

Examples - Meetings of this category may include meetings with licensees to discuss license amendment and/or exemption requests; meetings with applicants for topical reports reviews, combined licenses, early site permits, and design certifications; annual public meetings to discuss plant performance as part of the Reactor Oversight Process; and meetings held to discuss issues associated with licensing actions (or applications), renewals, and amendments. Certain inspection exit meetings such as those for Incident Investigation Teams, Augmented Inspection Teams, or others, as appropriate, would be included under this category.

Information Public Meeting

Meeting Purpose - The purpose of this type of meeting is for the NRC to share factual information and discuss applicable regulatory issues and NRC actions with meeting attendees. Attendees will obtain factual information to assist in their understanding of applicable regulatory issues and NRC actions through NRC presentations and discussions with NRC staff during this type of meeting.

Level of Participation - Participation is sought at this type of meeting, which is tailored to inform attendees and allow them to ask questions.

Description - Meetings in this category are held with interested parties, including representatives of non-government organizations, private citizens, or various businesses or industries, to engage them in a discussion of regulatory issues.

The following description will be included in an **Information Public Meeting** notice:

The purpose of this meeting is for the NRC staff to meet directly with individuals to provide an opportunity to discuss regulatory and technical issues, ask questions, and ~~ensure that attendees are~~ educated and informed. Attendees will have an opportunity to ask questions of the NRC staff throughout the meeting, however the NRC is not soliciting comments towards regulatory decisions at this meeting.

Examples - Meetings of this category may include town hall and roundtable discussions, and stand-alone open house meetings.

Commenting Public Meeting

Meeting Purpose - The purpose of this type of meeting is for the NRC to share factual information, discuss regulatory issues and NRC actions, and obtain feedback involving regulatory issues and NRC actions. In most cases, the meeting will include a presentation by the NRC to help attendees obtain factual information. The feedback received at these meetings is used to support actions such as licensing and generic rulemaking activities.

Level of Participation - Participation and input is sought at this type of meeting, which is tailored for attendees to ask questions and provide opinions, perspectives, and feedback, typically throughout the meeting.

Description - This type of meeting would be held with the greatest number of interested parties possible, including representatives of non-government organizations, private citizens, or various businesses or industries, to fully engage them in a discussion of a specific regulatory issue.

The following description will be included in a **Commenting Public Meeting** notice:

The purpose of this meeting is for NRC staff to meet directly with individuals to provide an opportunity to discuss a specific regulatory issue or issues, as well as allow participants to make comments to ensure that NRC staff understands their views and concerns.

The notice of a **Commenting Public Meeting** should include details as to how comments will be taken at the meeting (e.g., NRC staff taking informal notes, transcription), how NRC will use the comments (e.g., to inform NRC discussions, as official comments towards a

formal NRC regulatory decision), and clarify whether participants will need to also submit comments made at the meeting in writing to receive formal consideration.

Examples - Meetings of this category may include –town hall and roundtable discussions, environmental impact statement scoping meetings, and workshops.

C. Notice and Access.

Although the extent of meeting outreach and preparation by NRC staff can be different for each meeting, certain steps should always be taken. Meeting information will be announced as soon as the NRC staff is reasonably confident that a meeting will be held and firm date, time, and facility arrangements have been made. This will generally occur no fewer than 10 days before a meeting that includes face-to-face interaction. For meetings that do not involve face-to-face interaction (i.e., meetings that rely solely on technology such as a teleconference), the NRC staff should provide meeting information publicly no fewer than 5 days before the meeting. When a meeting must be scheduled but cannot be announced within these timeframes, the NRC staff will provide as much advance notice as possible.

Public notice of meetings will be made through the NRC's Public Meetings & Involvement Webpage at <http://www.nrc.gov/public-involve.html>. Meeting changes or cancellations will also be announced promptly on this Webpage. Individuals who cannot access the NRC's public Web site can contact the NRC's PDR staff via a toll-free number (1-800-397-4209) or by e-mail (pdr.resource@nrc.gov) for information on scheduled NRC meetings. Some meetings, specifically meetings with a high level of public interest, may also be noticed in the *Federal Register* and/or through other means such as a press release, blog post, or paid advertisement in local newspapers.

Meeting details and materials such as an agenda, names of participants, and background documents will be entered into the NRC's Public Meeting Schedule Web Site. A

link to the materials as well as the Agencywide Documents Access and Management System (ADAMS) accession number for additional meeting materials such as presentations will, when possible, be provided in the meeting notice on the NRC's public Web site under the "Public Meetings & Involvement" page at <http://www.nrc.gov/public-involve.html>.

Audio teleconferencing and other participation technologies will be used whenever possible to help ensure widespread involvement in meetings. If information on how to participate remotely in a meeting is not provided in the meeting notice, individuals may request the use of such technology through the meeting contact listed on the meeting notice. Such requests may be granted to the extent budgeted resources are available and technical factors can be accommodated.

The meeting notice will state that Administrative details, including limitations on recording devices, restrictions on signs and banners, procedures for visitor registration and badging, availability of parking, prohibited articles, etc., can be found **[appropriate reference will be provided before finalizing]**.

D. After-Meeting Activities.

The NRC staff will provide answers to questions as appropriate during the public meeting and will inform attendees at the meeting how it plans to address questions that cannot be answered at the meeting. Informal follow-up (telephone or e-mail) may be appropriate. Individuals also have the option of calling, writing, or e-mailing the NRC staff about particular concerns. NRC staff will provide feedback forms at all public meetings so that comments can be reviewed and offices can track any planned improvements or resulting actions, as appropriate. NRC staff will make meeting summaries publicly available in ADAMS following the meeting.

NOTATION VOTE

RESPONSE SHEET


TO: Annette Vietti-Cook, Secretary
FROM: COMMISSIONER OSTENDORFF
SUBJECT: SECY-16-0007: PROPOSED REVISIONS TO POLICY
STATEMENT ON ENHANCING PUBLIC
PARTICIPATION IN NRC COMMISSION MEETINGS

Approved XX Disapproved _____ Abstain _____ Not Participating _____

COMMENTS: Below XX Attached XX None _____

I approve publication of a revised public meeting policy statement in the Federal Register for public comment subject to the attached edits. I appreciate the staff's efforts to identify and propose revisions that should improve the clarity of expectations for and by our stakeholders. The paper alludes to potential resources needed to revise the public meeting notification system but does not identify the amount of resources or how the resources will be provided, so the staff should provide this information to the Commission through a Commissioner Assistants Note prior to publication of the draft revised policy statement.

Entered in
STARS
Yes _____
No _____



Signature
2/3/16

Date

[7590-01-P]

NUCLEAR REGULATORY COMMISSION

[NRC-20YY-XXXX]

Enhancing Participation in NRC Public Meetings

AGENCY: Nuclear Regulatory Commission.

ACTION: Proposed revision to policy statement; request for comments.

SUMMARY: To further clarify and enhance participation in public meetings conducted by the U.S. Nuclear Regulatory Commission (NRC) and in support of the openness strategy from its Strategic Plan, the NRC is proposing to revise and retitle its public meeting policy. The ~~proposed revisions policy statement include~~ redefining the three categories of public meetings and ~~clarify~~ identifies the level of public participation offered at each type of meeting. The revised policy statement also clarifies notification expectations for meetings that include face-to-face interactions and meetings that rely solely on remote access technology such as a teleconference. These proposed revisions ~~detailed here would~~ will improve the consistency of the NRC's public meetings and help participants better prepare for NRC meetings.

DATES: Submit comments by **[INSERT DATE 75 DAYS FROM DATE OF PUBLICATION IN THE FEDERAL REGISTER]**. Comments received after this date will be considered if it is practical to do so, but the Commission is able to ensure consideration only for comments received on or before this date.

Attachment -- Commission Policy Statement on Staff Meetings Open to the Public

A. Purpose.

The Nuclear Regulatory Commission's (NRC) longstanding practice is to provide the public with substantial information on its activities, to conduct business in an open manner, and to balance openness and transparency with the need to exercise regulatory and safety responsibilities without undue administrative burden. The NRC's policy is to open meetings between the agency staff and one or more outside persons to observation and participation to the extent possible. The NRC has had a formal policy regarding open (public) meetings since 1978.

This policy establishes three public meeting categories based on the level of participation offered to attendees. The policy provides information such as applicability and exceptions, descriptions of each category, information on how public meetings are announced, guidelines concerning public meeting etiquette, and post-meeting activities.

B. Participation in NRC Public Meetings.

NRC staff-sponsored public meetings are open to everyone. ~~The NRC is committed to providing an atmosphere of civility and inclusion at its public meetings. All participants are expected to follow established ground rules to support this atmosphere of civility and inclusion regardless of personal viewpoints. If the actions of one or more participants significantly impact this atmosphere, and therefore other participants' ability to observe or participate in a meeting, the NRC staff shall take appropriate actions to restore a more respectful environment, including ending a meeting, if necessary.~~

In order to fulfill the NRC's commitment to openness, the level of participation, purpose, and description for each category of public meeting are described below. When assigning a

Commented [BE1]: Given our desire for openness, it seems that us mentioning ending a meeting prematurely shouldn't be the information we lead with.

category to a meeting, NRC staff will consider the objective of the meeting and the extent of known public interest in the topic.

The three meeting categories are based on the level of public participation to be provided at each type of meeting. Thus, some categories may support multiple meeting formats (for example, a town hall meeting could be an Information Public Meeting or Commenting Public Meeting). The label for each category provides an indication of the level of participation meeting attendees can expect.

The NRC is committed to providing an atmosphere of civility and inclusion at its public meetings. All participants are expected to follow established ground rules to support this atmosphere of civility and inclusion regardless of personal viewpoints. If the actions of one or more participants significantly impact this atmosphere, and therefore other participants' ability to observe or participate in a meeting, the NRC staff shall take appropriate actions to restore a more respectful environment, including ending a meeting, if necessary.

Observation Public Meeting

Meeting Purpose - The purpose of this type of meeting is for the NRC to meet with representatives from one or more groups in an open and transparent manner to discuss regulatory and technical matters. Attendees will obtain factual information to assist in their understanding of applicable regulatory issues and NRC actions primarily by observing.

Level of Participation - Attendees are invited to observe the meeting and discuss regulatory issues with NRC representatives at a designated point or points identified on the agenda.

~~Meetings that the NRC staff believes will generate high public interest and/or exceed two hours should provide more than one opportunity for meeting attendees to provide comments and ask questions or an extended opportunity.~~

Commented [BE2]: This level of detail is not necessary for a policy statement, particularly for just an observation meeting.

The notice of a **Commenting Public Meeting** should include details as to how comments will be taken at the meeting (e.g., NRC staff taking informal notes, transcription), how NRC will use the comments (e.g., to inform NRC discussions, as official comments towards a formal NRC regulatory decision), and clarify whether participants will need to also submit comments made at the meeting in writing to receive formal consideration.

Meetings of this category may include - town hall and roundtable discussions, environmental impact statement scoping meetings, and workshops.

C. Notice and Access.

Although the extent of meeting outreach and preparation by NRC staff can be different for each meeting, certain steps should always be taken. Meeting information will be announced as soon as the NRC staff is reasonably confident that a meeting will be held and firm date, time, and facility arrangements have been made. This will generally occur no fewer than 10 days before a meeting that includes face-to-face interaction. For meetings that do not involve face-to-face interaction (i.e., meetings that rely solely on remote access technology such as a teleconference), the NRC staff should provide meeting information publicly no fewer than 5 days before the meeting. When a meeting must be scheduled but cannot be announced within these timeframes, the NRC staff will provide as much advance notice as possible.

Public notice of meetings will be made through the NRC's Public Meetings & Involvement Webpage at <http://www.nrc.gov/public-involve.html>. Meeting changes or cancellations will also be announced promptly on this Webpage. Individuals who cannot access the NRC's public Web site can contact the NRC's PDR staff via a toll-free number (1-800-397-4209) or by e-mail (pdr.resource@nrc.gov) for information on scheduled NRC meetings. Some meetings, specifically meetings with a high level of public interest, may also be noticed in the

meeting; or

- h. Indicates that the administrative burden associated with public attendance at the meeting could interfere with the NRC staff's execution of its safety and regulatory responsibilities, such as when the meeting is an integral part of the execution of the NRC inspection program.
-
4. This policy does not apply to Commission meetings (which are conducted in accordance with the Commission's Internal Procedures, which can be found here: <http://www.nrc.gov/about-nrc/policy-making/internal.html>), advisory committee meetings, or meetings related to financial assistance or acquisition requirements, ~~or to meetings sponsored by offices that report directly to the Commission (for example, the Office of the General Counsel or the Office of the Chief Financial Officer)~~. Similarly, it does not apply to "government-to-government" meetings: meetings between NRC staff and representatives of State governments, including Agreement State representatives, relating to NRC Agreement State activities or to State regulatory actions or to other matters of general interest to the State or to the Commission, as well as meetings between NRC staff and representatives of local or Tribal governments. Also, the policy is not intended to apply to or supersede any existing law, rule or regulation that addresses public attendance at a specific type of meeting. For example, Part 7 of Title 10 of the Code of Federal Regulations (10 CFR), "Advisory Committees," and 10 CFR Part 9, "Public Records," will continue to be applicable to advisory committee meetings and Commission meetings, respectively.
 5. This policy does not cover the hearings associated with adjudicatory proceedings under the Commission's Rules of Practice and Procedure set forth in 10 CFR Part 2. The term "hearings" relates primarily to Commission adjudicatory proceedings on various types of

NOTATION VOTE

RESPONSE SHEET

TO: Annette Vietti-Cook, Secretary
FROM: Commissioner Baran
SUBJECT: **SECY-16-0007: PROPOSED REVISIONS TO POLICY STATEMENT ON ENHANCING PUBLIC PARTICIPATION IN NRC COMMISSION MEETINGS**

Approved Disapproved Abstain Not Participating


COMMENTS: Below Attached None

I approve publication in the *Federal Register* of the proposed revised policy statement on enhancing participation in NRC public meetings, subject to the attached edits.

I think we should maintain NRC's current approach of providing notice of a public meeting at least 10 days before the event, regardless of whether it is a face-to-face meeting or a telephonic or online interaction. Even if members of the public are not traveling to the public meeting, two weeks of notice likely will result in higher overall public participation by making it easier for interested individuals to set aside time to participate. The policy statement will continue to provide flexibility to the staff to announce a public meeting on shorter notice when it is necessary to do so.

I agree with the staff that we should move away from the non-descriptive, numeric categorization of meetings but am concerned that the proposed names of two categories of meetings – "information public meeting" and "commenting public meeting" – will be confusing. As the paper explains, all three types of meetings will provide information and allow members of the public to make comments so those are not the distinguishing characteristics of these two categories of meetings. I recommend refining the names of the two categories of meetings to "information public meeting with Q&A" and "comment-gathering public meeting." The names are slightly longer, but they also are more descriptive and better reflect the purpose and content of the different types of meetings.

Entered in
STARS
Yes
No



Signature
5/13/16

Date

[7590-01-P]

NUCLEAR REGULATORY COMMISSION

[NRC-20YY-XXXX]

Enhancing Participation in NRC Public Meetings

AGENCY: Nuclear Regulatory Commission.

ACTION: Proposed revision to policy statement; request for comments.

SUMMARY: To further clarify and enhance participation in public meetings conducted by the U.S. Nuclear Regulatory Commission (NRC) and in support of ~~the~~ openness with its stakeholders strategy from its Strategic Plan, the NRC is proposing to revise ~~and retitle~~ its public meeting policy. The ~~proposed revisions~~ policy statement include redefining the three categories of public meetings and clarify iesing the level of public participation offered at each type of meeting. The proposed revisions ~~detailed here would will~~ improve the consistency of the NRC's public meetings and help participants better prepare for NRC meetings.

DATES: Submit comments by **[INSERT DATE 75 DAYS FROM DATE OF PUBLICATION IN THE FEDERAL REGISTER]**. Comments received after this date will be considered if it is practical to do so, but the Commission is able to ensure consideration only for comments received on or before this date.

ADDRESSES: You may submit comments by any of the following methods (unless this document describes a different method for submitting comments on a specific subject):

- **Federal Rulemaking Web Site:** Go to <http://www.regulations.gov> and search for Docket ID **NRC-20YY-XXXX**. Address questions about NRC dockets to Carol Gallagher; telephone: 301-415-3463; e-mail: Carol.Gallagher@nrc.gov. For technical questions contact the individual listed in the FOR FURTHER INFORMATION CONTACT section of this document.

- **Mail comments to:** Cindy Bladey, Office of Administration, Mail Stop: OWFN-12-H08, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001.

- For additional direction on obtaining information and submitting comments, see "Obtaining Information and Submitting Comments" in the SUPPLEMENTARY INFORMATION section of this document.

FOR FURTHER INFORMATION CONTACT: Lance Rakovan, Office of the Executive Director for Operations, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001; telephone: 301-415-2589; e-mail: Lance.Rakovan@nrc.gov.

SUPPLEMENTARY INFORMATION:

I. Obtaining Information and Submitting Comments.

A. Obtaining Information.

Please refer to Docket ID NRC-20YY-XXXX when contacting the NRC about the availability of information for this action. You may obtain publicly available information related to this action by any of the following methods:

- **Federal Rulemaking Web Site:** Go to <http://www.regulations.gov> and search for Docket ID NRC-20YY-XXXX.

- **NRC's Agencywide Documents Access and Management System (ADAMS):** You may obtain publicly available documents online in the ADAMS Public Documents collection at <http://www.nrc.gov/reading-rm/adams.html>. To begin the search, select "[ADAMS Public Documents](#)" and then select "[Begin Web-based ADAMS Search](#)." For problems with ADAMS, please contact the NRC's Public Document Room (PDR) reference staff at 1-800-397-4209, 301-415-4737, or by e-mail to pdr.resource@nrc.gov. The NRC's Strategic Plan for fiscal years 2014-2018 is available on the NRC's public Web site at <http://www.nrc.gov/reading-rm/doc-collections/nuregs/staff/sr1614/v6/>.

- **NRC's PDR:** You may examine and purchase copies of public documents at the NRC's PDR, Room O1-F21, One White Flint North, 11555 Rockville Pike, Rockville, Maryland 20852.

B. Submitting Comments.

Please include Docket ID NRC-20YY-XXXX in your comment submission.

The NRC cautions you not to include identifying or contact information that you do not want to be publicly disclosed in your comment submission. The NRC will post all comment

submissions at <http://www.regulations.gov> as well as enter the comment submissions into ADAMS. The NRC does not routinely edit comment submissions to remove identifying or contact information.

If you are requesting or aggregating comments from other persons for submission to the NRC, then you should inform those persons not to include identifying or contact information that they do not want to be publicly disclosed in their comment submission. Your request should state that the NRC does not routinely edit comment submissions to remove such information before making the comment submissions available to the public or entering the comment into ADAMS.

II. Further Information.

The entire text of the proposed revision of the policy statement, "Enhancing Public Participation in NRC Meetings," is available as an attachment to this document.

Dated at Rockville, Maryland, this xxth day of Xxxxx, 201X.

For the Nuclear Regulatory Commission.

Annette Vietti-Cook,
Secretary of the Commission.

Attachment -- Commission Policy Statement on Staff Meetings Open to the Public

A. Purpose.

The Nuclear Regulatory Commission's (NRC) longstanding practice is to provide the public with substantial information on its activities, to conduct business in an open manner, and to balance openness and transparency with the need to exercise regulatory and safety responsibilities without undue administrative burden. The NRC's policy is to open meetings between the agency staff and one or more outside persons to observation and participation to the extent possible. The NRC has had a formal policy regarding open (public) meetings since 1978.

This policy establishes three public meeting categories based on the level of participation offered to attendees. The policy provides ~~information such as applicability and exceptions~~, descriptions of each category, information on how public meetings are announced, guidelines concerning public meeting etiquette, and post-meeting activities.

B. Participation in NRC Public Meetings.

~~NRC staff sponsored public meetings are open to everyone. The NRC is committed to providing an atmosphere of civility and inclusion at its public meetings. All participants are expected to follow established ground rules to support this atmosphere of civility and inclusion regardless of personal viewpoints. If the actions of one or more participants significantly impact this atmosphere, and therefore other participants' ability to observe or participate in a meeting, the NRC staff shall take appropriate actions to restore a more respectful environment, including ending a meeting, if necessary.~~

In order to fulfill the NRC's commitment to openness, the level of participation, purpose, and description for each category of public meeting are described below. When assigning a

category to a meeting, NRC staff will consider the objective of the meeting and the extent of known public interest in the topic.

The three meeting categories are based on the level of public participation to be provided at each type of meeting. Thus, some categories may support multiple meeting formats (for example, a town hall meeting could be an Information Public Meeting or Commenting Public Meeting). The label for each category provides an indication of the level of participation meeting attendees can expect.

NRC staff-sponsored public meetings are open to everyone. The NRC is committed to providing an atmosphere of civility and inclusion at its public meetings. All participants are expected to follow established ground rules to support this atmosphere of civility and inclusion regardless of personal viewpoints. If the actions of one or more participants significantly impact this atmosphere, and therefore other participants' ability to observe or participate in a meeting, the NRC staff shall take appropriate actions to restore a more respectful environment, including ending a meeting, if necessary.

Observation Public Meeting

Meeting Purpose - The purpose of this type of meeting is for the NRC to meet with representatives from one or more groups in an open and transparent manner to discuss regulatory and technical matters. The meeting will inform the public by providing information to help them understand the applicable regulatory issues and NRC actions. Attendees will obtain factual information to assist in their understanding of applicable regulatory issues and NRC actions primarily by observing.

Level of Participation - Attendees are invited to observe the meeting and discuss regulatory issues with NRC representatives at a designated point or points identified on the agenda.

Meetings that the NRC staff believes will generate high public interest and/or exceed two hours should provide more than one opportunity for meeting attendees to provide comments and ask questions or an extended opportunity.

Description - Meetings in this category featureinclude the NRC meeting with representatives of one or more industry representatives, licensees, vendors, applicants, potential applicants, or non-government organizations, to discuss regulatory issues regarding a specific facility (or facilities), certificates of compliance, licenses, or license applications. This category of meeting could also featureinclude the NRC meeting with representatives of task force groups, industry groups, or public interest and citizen groups. The primary discussions are expected to occur between the NRC and representatives of those groups.

The following description will be included in an **Observation Public Meeting** notice:

This is a technical-regulatory meeting in which meeting attendees will have an opportunity to observe the NRC performing its regulatory mission or discussing regulatory issues. Attendees will have an opportunity to ask questions of the NRC staff or make comments about the issues discussed following the business portion of the meeting, but the NRC is not actively soliciting comments towards regulatory decisions.

Meetings of this category may include meetings with licensees to discuss license amendment and/or exemption requests; meetings with applicants for topical reports reviews, combined licenses, early site permits, and design certifications; annual public meetings to discuss plant performance as part of the Reactor Oversight Process; and meetings held to discuss issues associated with licensing actions (or applications), renewals, and

amendments. Certain inspection exit meetings such as those for Incident Investigation Teams, Augmented Inspection Teams or others, as appropriate, would be included under this category.

Information Public Meeting with Q&A

Meeting Purpose - The purpose of this type of meeting is for the NRC to share factual information and discuss applicable regulatory issues and NRC actions with meeting attendees. The meeting will inform the public by providing information to help them understand the applicable regulatory issues and NRC actions through NRC presentations and discussions with NRC staff. ~~Attendees will obtain factual information to assist in their understanding of applicable regulatory issues and NRC actions through NRC presentations and discussions with NRC staff during this type of meeting.~~

Level of Participation - Participation is sought at this type of meeting, which is tailored to inform attendees and allow them to ask questions.

Description - Meetings in this category are held with interested parties, including representatives of non-government organizations, private citizens, or various businesses or industries, to engage them in a discussion of regulatory issues.

The following description will be included in an **Information Public Meeting- with Q&A** notice:

The purpose of this meeting is for the NRC staff to meet directly with individuals to provide an opportunity to discuss regulatory and technical issues, ~~ask~~

~~questions, and ensure that attendees are educated and informed.~~ Attendees will have an opportunity to ask questions of the NRC staff or make comments about the issues discussed throughout the meeting, however the NRC is not actively soliciting comments towards regulatory decisions at this meeting.

Meetings of this category may include town hall and roundtable discussions, and stand-alone open house meetings.

Commenting-Gathering Public Meeting

Meeting Purpose - The purpose of this type of meeting is for the NRC to share factual information, discuss, and obtain feedback involving regulatory issues and NRC actions. In most cases, the meeting will include a presentation by the NRC to explain the regulatory issue, help attendees obtain factual information. The feedback received at these meetings is used to support actions such as licensing and generic rulemaking activities.

Level of Participation - Participation and input is sought at this type of meeting, which is tailored for attendees to ask questions and provide opinions, perspectives, and feedback typically throughout the meeting.

Description - This type of meeting would be held with the greatest number of interested parties possible, including representatives of non-government organizations, private citizens, or various businesses or industries, to fully engage them in a discussion of a specific regulatory issue.

The following description will be included in a **Commenting-Gathering Public Meeting** notice:

The purpose of this meeting is for NRC staff to meet directly with individuals to provide an opportunity to discuss a specific regulatory issue or issues, as well as allow participants to make comments to ensure that NRC staff understands their views and concerns.

The notice of a **Commenting-Gathering Public Meeting** should include details as to how comments will be taken at the meeting (e.g., NRC staff taking informal notes, transcription), how NRC will use the comments (e.g., to inform NRC discussions, as official comments towards a formal NRC regulatory decision), and clarify whether participants will need to also submit comments made at the meeting in writing to receive formal consideration.

Meetings of this category may include - town hall and roundtable discussions, environmental impact statement scoping meetings, and workshops.

C. Notice and Access.

Although the extent of meeting outreach and preparation by NRC staff can be different for each meeting, certain steps ~~should~~will always be taken. Meeting information will be announced as soon as the NRC staff is reasonably confident that a meeting will be held and firm date, time, and facility arrangements have been made. This will generally occur no fewer than 10 days before a meeting, ~~that includes face-to-face interaction. For meetings that do not involve face-to-face interaction (i.e., meetings that rely solely on technology such as a teleconference), the NRC staff should provide meeting information publicly no fewer than 5 days~~

~~before the meeting.~~ When a meeting must be scheduled but cannot be announced within these 10-day timeframes, the NRC staff will provide as much advance notice as possible.

Public notice of meetings will be made through the NRC's Public Meetings & Involvement Webpage at <http://www.nrc.gov/public-involve.html>. Meeting changes or cancellations will also be announced promptly on this Webpage. Individuals who cannot access the NRC's public Web site can contact the NRC's PDR staff via a toll-free number (1-800-397-4209) or by e-mail (pdr.resource@nrc.gov) for information on scheduled NRC meetings. Some meetings, specifically meetings with a high level of public interest, may also be noticed in the *Federal Register* and/or through other means such as a press release, blog post, or ~~paid~~ advertisement in local newspapers.

Meeting details and materials such as an agenda, names of participants, and background documents will be entered into the NRC's Public Meeting Schedule Web Site. A link to the materials as well as the Agencywide Documents Access and Management System (ADAMS) accession number for additional meeting materials such as presentations will, when possible, be provided in the meeting notice on the NRC's public Web site under the "Public Meetings & Involvement" page at <http://www.nrc.gov/public-involve.html>.

Audio teleconferencing and other participation technologies will be used whenever possible to help ensure widespread involvement in meetings. If information on how to participate remotely in a meeting is not provided in the meeting notice, individuals may request the use of such technology through the meeting contact listed on the meeting notice. Such requests may be granted to the extent budgeted resources are available and technical factors can be accommodated.

Administrative details, including visitor registration and badging, parking, prohibited articles, etc., can be found **[appropriate reference will be provided before finalizing]**.

D. After-Meeting Activities.

The NRC staff will provide answers to questions as appropriate during the public meeting and will inform attendees at the meeting how it plans to address questions that cannot be answered at the meeting. Informal follow-up (telephone or e-mail) may be appropriate. Individuals also have the option of calling, writing, or e-mailing the NRC staff about particular concerns. NRC staff will provide feedback forms at all public meetings so that comments can be reviewed and offices can track any planned improvements or resulting actions, as appropriate. NRC staff will make meeting summaries publicly available in ADAMS following the meeting.

E. Innovation.

The NRC staff will make efforts, as appropriate, to find new and innovative ways to interact with individuals, including exploring new meeting formats and other ways to incorporate participation technologies. Experiences with new methods will be shared across the agency for information and consideration by other NRC staff.

F. Applicability and Exceptions.

This policy applies to planned, formal encounters between one or more NRC staff members and one or more outside individuals or entities, with an expressed intent of discussing substantive issues directly associated with the NRC's regulatory and safety responsibilities. Such meetings will be designated in advance as public meetings, open for public attendance and categorized in accordance with this policy, subject to the following conditions and exceptions:

1. This policy applies solely to NRC staff-sponsored and conducted meetings with an outside individual or entity. It does not apply to a meeting conducted by an outside individual or entity where an NRC staff member might participate, nor when an NRC employee attends a meeting outside of his or her official capacity.

2. This policy does not apply to meetings between the NRC staff and outside individuals or entities who are:
 - a. Under contract to the NRC;
 - b. Acting as an official consultant to the NRC;
 - c. Acting as an official representative of an agency of the executive, legislative, or judicial branch of the U.S. Government (except on matters where the agency is subject to NRC regulatory oversight);
 - d. Acting as an official representative of a foreign government or representing an international organization such as the International Atomic Energy Agency; or
 - e. Acting as an official representative of a State or local government or Tribal official.

3. Meetings between the NRC staff and one or more outside individuals or entities will not be designated as public meetings if the NRC staff determines that the subject matter or information to be discussed in the meeting:
 - a. Is specifically authorized by an Executive Order to be withheld in the interests of national defense or foreign policy (classified information);
 - b. Is specifically exempt from public disclosure by statute (e.g., safeguards or proprietary information);
 - c. Is of a personal nature where such disclosure would constitute a clearly unwarranted invasion of personal privacy;
 - d. Is related to a planned, ongoing, or completed investigation and/or contains information compiled for law enforcement purposes;
 - e. Could compromise the ongoing reviews and inspections associated with an open

allegation;

- f. Could result in the inappropriate disclosure and dissemination of preliminary, pre-decisional, or unverified information;
 - g. Is for general information exchange having no direct, substantive connection to a specific NRC regulatory decision or action; however, should discussions in a closed meeting approach issues that might lead to a specific regulatory decision or action, the NRC staff may advise the meeting attendees that such matters cannot be discussed and propose discussing the issues in a future public meeting; or
 - h. Indicates that the administrative burden associated with public attendance at the meeting could interfere with the NRC staff's execution of its safety and regulatory responsibilities, such as when the meeting is an integral part of the execution of the NRC inspection program.
4. This policy does not apply to Commission meetings, advisory committee meetings, or meetings related to financial assistance or acquisition requirements, ~~or to meetings sponsored by offices that report directly to the Commission (for example, the Office of the General Counsel or the Office of the Chief Financial Officer).~~ Similarly, it does not apply to "government-to-government" meetings: meetings between NRC staff and representatives of State governments, including Agreement State representatives, relating to NRC Agreement State activities or to State regulatory actions or to other matters of general interest to the State or to the Commission, as well as meetings between NRC staff and representatives of local or Tribal governments. ~~Also, the policy is not intended to does not~~ apply to or supersede any existing law, rule or regulation that addresses public attendance at a specific type of meeting. For example, Part 7 of Title 10 of the Code of Federal Regulations (10 CFR), "Advisory Committees," and 10 CFR

Commented [SR1]: Some of this text is redundant with 2 and should be deleted.

Part 9, "Public Records," will continue to be applicable to advisory committee meetings and Commission meetings, respectively.

5. This policy does not cover the hearings associated with adjudicatory proceedings under the Commission's Rules of Practice and Procedure set forth in 10 CFR Part 2. The term "hearings" relates primarily to Commission adjudicatory proceedings on various types of license applications and licensing actions (e.g., applications for initial issuance of a license, amendment of an existing license, renewal of a license) or to enforcement actions involving the imposition of civil penalties or orders to modify, suspend, or revoke a license or take other appropriate action. Specific requirements regarding participation in and the conduct of adjudicatory proceedings (including the settlement of such proceedings) are provided in the Commission's Rules of Practice and Procedure set forth in 10 CFR Part 2. This policy does not cover meetings concerning the settlement of enforcement matters.
6. Certain meetings that would normally be closed under section F.3.a or ~~BF.3.b~~ above may be opened to cleared members of the public who also have a need-to-know. A cleared member of the public is a person who holds a U.S. Government security clearance or has been granted access to Safeguards Information in accordance with 10 FR Part 73. 22(b).
7. This policy may be applicable to only part of a meeting. For example, an NRC meeting may have a portion that is open to the public and a portion that is closed to the public due to any of the exceptions listed above. In these cases, this policy statement is applicable to the public portion of the meeting only.
8. This policy is a matter of NRC discretion; the NRC reserves the right to depart from any

stated conditions as circumstances may warrant.

G. Contact.

The primary point of contact in the agency for general issues related to this policy will be the Deputy Assistant for Operations, Communications and Performance Management, Office of the Executive Director for Operations. The Office of Public Affairs is also available to receive questions and suggestions. There are also opportunities for comment on our public participation policies, or on many of our programs through the NRC's Web site under the "Public Meetings & Involvement" page at <http://www.nrc.gov/public-involve.html>.