



Recommendation No. 157

October 22, 2002

**Presentations to the CAB
and Briefings and Presentations to CAB Committees**

Background

For the Citizens Advisory Board (CAB) at the Savannah River Site (SRS) to be most effective and efficient in accomplishing its mission, it must have complete, accurate, timely, useful and useable information on those topic areas where it has a responsibility to investigate and recommend action. As a means to help the CAB better achieve its mission, this recommendation is made.

As written in the SRS CAB mission statement, two important goals of the CAB are to improve two-way communication with SRS impacted communities and to ensure that stakeholders are given an opportunity to become involved in the decision-making processes of DOE, EPA, SCDHEC and SRS management. Two of the mechanisms used to accomplish these goals are briefings/presentations from DOE/SRS staff and CAB originated recommendations. Recommendations are the primary method for the CAB to formally communicate. CAB recommendations follow a prescribed format that is described in the CAB's Standing Rules (Ref. 1).

DOE/SRS briefings/presentations do not have a prescribed format. Some briefings/presentations are issues based, such as, Dynamic Underground Stripping and Consolidated Incineration Facility, while some are directed toward more programmatic concerns such as Long-term Stewardship. A prescribed format is difficult to implement for every briefing or presentation but presenters need to be mindful of their text and how it relates to program plans, budgets, technology, and long-term stewardship. Presenters should be especially aware of these four elements as they brief the CAB on any of the priority issues covered under the CAB's Annual Work Plan (Ref. 2).

Comment

Through incorporating these four elements into briefings/presentations to the CAB and its Committees, the CAB and Committee members will improve their knowledge. This will assist CAB Committee members in being more timely and more effective in their work through having more complete information on all critical elements. The following matrix provides components for each of the four prime elements. These components and their relationship to or impact on the program or project being discussed should be reviewed and incorporated, where appropriate, in briefings/presentations by all presenters.

Program Plans

- Comprehensive Plan
- Strategic Plan
- Technology Plan
- Technology Management Plan
- Other Plans and Schedules
- Planning Factors

- Risk Management
- Risk Reduction
- Life Cycle Cost
- Responsibilities/accountability
- Schedules/milestones
- Progress Monitoring
- Success Measures

Program Budget

- Budget and Expense History
- Generic Budget Cycle (Ref. 3)
- Integrated Priority List (or equal)

Long Term Stewardship

- Long Term Stewardship Plan
- Environmental Management End State Plan
- Cost (including Life cycle cost) and Potential Savings

This year, next year, future year Budgets

Program Technology

- Program Specific Technology

Related Technology Development
Other Applicable Technology
Technology Check List (Ref. 4)

Recommendation

The SRS CAB recommends that where feasible DOE/SRS presenters incorporate the four prime elements (program plans, budgets, technology, and long-term stewardship) in all presentations to the CAB and in all briefings and presentations to CAB committees and focus groups. When this format cannot be followed, the CAB or Committee should be specifically informed concerning which of the topics will not be included and why they will not be included in the presentation or briefing.

References and Attachments

1. **Savannah River Site Citizens Advisory Board, Mission & Principles, Bylaws & Standing Rules, approved April 23, 2002.**
2. **Savannah River Site Citizens Advisory Board, Annual Work Plan, approved January 14, 2002.**
3. **Savannah River Site Generic Budget and Planning Cycle, Typical Budget Cycle, July 8, 2002.**
4. **Savannah River Site Citizens Advisory Board, Technology Checklist, Strategic Initiatives Committee, adopted July 22, 2002**

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- **[Minority Report on Strategic Issues Committee Recommendation](#)**
 - **[SRS Generic Budget and Planning Cycle](#)**
 - **[CAB reference checklist for discussion of any SRS activity with problems that are likely to require highly technical solutions](#)**

Agency Responses

[Department of Energy-SR](#)