

**Operations Handbook  
for  
Working Groups  
Under the  
Environmental Nuclear,  
General and Liaisons, Healing Arts,  
Homeland Security/Emergency  
Response,  
and the  
Suggested State Regulations Councils**

**Dynamic Document**

*(Updated May 2010)*

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## TABLE OF CONTENTS

Working Group Chairpersons Important Dates to Remember .....	1
Purpose and Scope .....	2
Concept of CRCPD Working Groups .....	3
Continuous Committees .....	3
Task Force with Finite Life .....	3
Emerging Issues .....	3
Liaison .....	3
Coordinator .....	3
Types of individuals who are involved with working group activities .....	4
Member .....	4
Advisor .....	4
Resource Person .....	5
Consultant .....	5
Liaison .....	5
Coordinator .....	5
Responsibilities of Councils .....	5
Appointments .....	6
Transition of Council Chairpersons .....	6
Responsibilities .....	7
Responsibilities of Working Group Chairpersons .....	8
Role of CRCPD Liaisons .....	11
General Purposes .....	11
Types of Liaisons .....	11
General Responsibilities .....	12
CRCPD Contact People for Accomplishing Liaison Objectives .....	12
Dissemination of Information .....	12
Record Keeping .....	13
Correspondence and Copies of Correspondence .....	13
Important Pointers for Liaisons .....	13
Procedures for Obtaining Consultants .....	14
Additional Information for Working Groups .....	15
Appointments .....	15
Biannual Reports .....	15
Board Actions ( <i>Members and Charges</i> ) .....	15
Correspondence .....	15
CRCPD Letterhead .....	15
Working Group Letterhead .....	15
Interaction with Working Group Members and Advisors .....	16
Meetings .....	16
Length of Meetings .....	17
Meetings in conjunction with Annual Meeting .....	17
Meeting Responsibilities for Working Group Chairs .....	17
Open vs Closed Meetings .....	18
Reporting Procedures for Working Group Chairs .....	20

Method for Seeking Volunteers to Serve on Working Groups.....	20
Members’ Responsibility Regarding Service on a Working Group.....	20
Service Limitations .....	21
Presentations .....	21
Annual Meeting .....	21
Plenary Session.....	21
Poster Session .....	21
Poster Session Requirement.....	22
On Behalf of CRCPD.....	22
Speaking About CRCPD When Not Officially Representing CRCPD .....	23
Removal of a Member/Advisor .....	23
Request for Resource Persons.....	23
Assignment .....	23
Removal .....	23
Rotation.....	24
Products of Working Groups .....	24
Requirements for All Working Group Products .....	24
Types of Working Groups Products .....	25
Official CRCPD Documents.....	25
Document/Reports .....	25
Technical White Paper.....	25
Board Position, Recommendation, or Resolution .....	26
CRCPD Position or Resolution .....	26
Other Resource Documents .....	27
Reports/Documents.....	27
Working Group Position or Recommendation .....	27
Surveys/Questionnaires .....	27
Format for Formal Positions and Resolutions .....	28
Technical White Paper Format Template .....	29

## REFERENCE MATERIAL

### Forms

*(other forms are located with respective sections)*

- Biannual Reports
  - Council Chairperson Biannual Report
  - Working Group Biannual Report
  - G2 Working Group Biannual Report
- Meeting Attendance Report
- Meeting Request for Working Group Meeting/Conference Call
- Working Group Letterhead Template
- Working Group Membership Performance Rating

## **Organizational Documents of CRCPD**

- *Board of Directors Statements of Policy and Procedures*
- *Bylaws*
- *Constitution*
- *Strategic Plan Goals and Objectives*

## ***Style Guide for CRCPD Technical Documents (87-5)***

- Form: Peer Selection for CRCPD Document Publication
- Form: Transmittal CRCPD Document Publication

## **Suggested State Regulation Process Development**

- SSRCR Style Manual
- Process Outline and Timeline
- Analysis of Comments Template
- Cross-Reference Table
- SSR Process Flow Chart
- SSR Abbreviated Process

## **Travel:**

- *Travel Regulations*
  - *Travel Guide*
  - Forms:
    - Comparative Cost Analysis for Travel
    - Travel Expense Voucher
    - Travel Advance Form
- Report Procedures for CRCPD Travelers

## **Annual Meeting**

- CRCPD Proceedings Guide
- CRCPD Requirements and Guidance for Poster Presentation at the CRCPD Annual Meeting
- CRCPD AV Requirements and Guidance for Presentations at the CRCPD Annual Meeting

**WORKING GROUP CHAIRPERSONS  
IMPORTANT DATES TO REMEMBER**  
*(This includes liaisons and coordinators)*

The majority of the Conference of Radiation Control Program Directors, Inc. (CRCPD) working groups function under the following timeframes:

- Budget – August 1 through January 31
- Report on Activities (twice a year):
- February 1 - covers August through January activities. Review charges, membership and time frames for completing tasks.
- August 1 - covers February through July activities. Review charges, membership and timeframes for completing tasks.

The Board of Directors approved the following exception to the reporting of activities timeframe for the G-2 Committee on Ionizing Radiation Measurements:

- Report on Activities (twice a year):
- Fall (October 1) - covers April through September activities. Review charges, membership and timeframes for completing tasks.
- Spring (April 1) - covers October through March activities. Review charges, membership and timeframes for completing tasks.

The following provides an overview of reporting requirements and their due dates:

Due Date	Item
February 1 Report	Biannual Report for all working groups, excluding G-2. The February 1 <sup>st</sup> report covers August 1 through January 31 <sup>st</sup> activities. Working group chairpersons are to provide his/her council chairperson with recommendations for meetings/conference calls needed for the following periods: a) February 1 through July 31 of the current fiscal year; and b) August 1 through January 31 <b>It is extremely important that the February 1 report be submitted on or before the due date.</b> <i>See Working Group Biannual Report Form for details on what is required.</i>
October 1 Fall Report (Ionizing Measurements Committee only)	G-2 Biannual Report ( <i>April-September activities - see Working Group Biannual Report Form for details of what information is required</i> )
January	Nominees for Board Awards
August 1 Report	Biannual Report ( <i>February 1 through July 31 activities – see Working Group Biannual Report Form for details of what information is required</i> )
April 1 Spring Report (Ionizing Measurements Committee only)	G-2 Biannual Report ( <i>October-March activities - see Working Group Biannual Report for details of what information is required</i> )

## Comments:

### 1. Meetings/Conference Calls:

- Within 14 days following the conclusion of the meeting/conference call, the working group chair is required to provide the Board of Directors with a brief report of the meeting/conference call. This can be accomplished via email. (*Details regarding procedures for using e-mail are included in Report Procedures for CRCPD Travelers*)
- Within 90 days of any meeting, minutes of meetings are to be sent to the appropriate council chairperson, with copies to the Office of Executive Director (OED).
- Working group chairs are encouraged to provide the CRCPD members with an article for publication in the Newsbrief that addresses their meeting objectives and outcomes. This supports the CRCPD Strategic Plan (*Goal 3 - Promote an active, energized membership, Objective 4 - Increase communication among members; and Goal 5 - Enhance profile of organization, Objective 3 - Advertise what we have*).

### 2. Biannual Reports:

- Originals of biannual reports should be sent to the appropriate council chairperson, with a copy to the Office of Executive Director (OED). Reports are required even if no activity has occurred during the reporting period.
- The OED will publish accomplishments, as noted in the biannual reports, in the *Newsbrief* and on the CRCPD Web site.

## PURPOSE AND SCOPE

This handbook provides operational and policy guidance to CRCPD working groups that are under the coordination of the Environmental Nuclear (EN), General (G), Healing Arts (HA), Homeland Security/Emergency Response (HS/ER), and Suggested State Regulations (SSR) Councils. In view of the wide variety of activities that CRCPD working groups are engaged in, it is essential a system be established to improve planning, coordination, and control for the council chairpersons and working group chairpersons. This handbook is intended to help accomplish these objectives and provide the necessary guidance.

The SSR process documents are companion documents to the *Operations Handbook*. SSR documents require a separate process and style manual, while other information contained in the *Operations Handbook* remains applicable. The SSR process is located in the *Suggested State Regulation Process Development*.

As additional resources, the CRCPD Constitution, Bylaws and Board of Directors Statements of Policy and Procedures are provided as Appendices. Notices of updates may be provided via email, the Newsbrief, or by notice that revisions have been updated to the CRCPD Web ([www.crcpd.org](http://www.crcpd.org)).

## CONCEPT OF CRCPD WORKING GROUPS

Most technical issues under consideration by CRCPD are assigned to a specific working group established by the Board of Directors (*hereinafter referred to as the Board*). Working groups are either active or inactive

- a. *Active*: A working group that has charges on which action is taken consistently. (*Refer to chart below*)
- b. *Inactive*: Acts as a placeholder for a specific topic with no members, however, it may have a coordinator. Remains inactive until an emerging issue is identified and members are solicited. *For example*: SSR working groups are designated as inactive until a rule development/revision is identified.

<b>ACTIVE WORKING GROUPS</b>	
<b>Type</b>	<b>Definition</b>
<b>Continuous Committee</b>	<p>A group of individuals appointed to consider, investigate, take action on, and/or report on identified issues. In most cases, the working group has been established on a long-term or continuous basis, with specific charges and timeframes and will consider a variety of issues.</p> <p><i>Example: Committee on Radon.</i></p>
<b>Emerging Issues (specific to each council)</b>	<p>A group of individuals appointed to quickly identify emerging radiation control issues specific to each Council including Homeland Security. The emerging issues group will recommend to the Board what CRCPD product is necessary in order for CRCPD to be proactive in addressing these emerging issues. These groups provide the continuity that is not possible through the council chairperson's three-year or less rotation policy.</p> <p><i>Note 1</i>: It is not the intent of the EI groups to produce the recommended products. However, members may be appointed to serve on a Task Force with a Finite Life to produce the recommended product(s).</p> <p><i>Note 2</i>: Members are exempt from the rotation policy, and therefore are eligible to serve on the maximum number of working groups in addition to the EI working group.</p> <p><i>Example: Healing Arts Council - Emerging Issues.</i></p>
<b>Liaison</b>	<p>An individual or group appointed for the purpose of communicating with and/or providing comments to an agency or organization as related to a specific identified area.</p> <p><i>Example: Liaison with the American College of Radiology.</i></p>
<b>Coordinator</b>	<p>An individual appointed for the purpose of communicating with and/or providing comments on a specific area of focus.</p> <p><i>Example: Coordinator for MARSSIM.</i></p>

**Types of individuals who are involved with working group activities** - There are six types of

individuals who perform CRCPD working group activities. These individuals and their functions are as follows:

1. **Member** - An individual who is a member of CRCPD, and who has been appointed by the Board to serve as a functioning member of the working group. These individuals determine the recommendations and report on the issue(s) being considered by the working group. The CRCPD financially supports all travel expenses incurred by the member for official business of the working group, which are in accordance with the CRCPD Travel Regulations (*See Travel Regulations*). Per board policy V.2f.:
  - CRCPD members shall be limited to serving as a "member" on a maximum of one (1) working group unless there is strong justification to support an individual being on a second working group.
  - If an individual serves as the chairperson of a working group then he/she may not serve as a member to any other working group without strong justification. (*Policy change*)
  - Regarding CRCPD members being appointed by the Board to serve on committees outside of CRCPD, it is the policy of the Board that there be no limit.
  - The Board, however, prior to voting, will consider all activities of an individual on a case-by-case basis and take into consideration the impact both on the individual as well as on CRCPD.

*Emerging Issues Work Groups* - Membership on an emerging issues group is exempt from the above policy, and therefore will not prevent a member from serving on another working group. (*For clarification, the above policy will apply if a member who is serving on an emerging issues group is appointed to an active working group.*) (*Policy Change*) CRCPD members are encouraged to serve on these various groups, particularly those who, because of their daily job duties, are in a position to be aware of the “big picture” when it comes to radiation control issues. It should be noted that the membership is encouraged to identify emerging issues either through the councils or to the Board of Directors. All work is expected to be done via teleconference and e-mail.

See “Service Limitations” for more information.

2. **Advisor** - An individual who is a member of CRCPD, and who has expressed an interest to serve in an advisory capacity to a specific working group. Working group chairpersons shall provide advisors with all pertinent information on issue(s) being considered by the working group, unless any of the federal agencies requests in writing that information not be distributed. Advisors will be provided the opportunity to contribute to the decisions of the working group. This includes receiving notices of face-to-face meetings and conference calls. *CRCPD members shall be limited to serving as an advisor to a maximum of two (2) working groups (ref: Board policy V.2.d.) Emerging issues groups are exempt from the above policy, and therefore a CRCPD member will not be prevented from serving as an advisor to two other working groups (ref: June 02 Board approved working group initiative document). (Policy Change)*

Advisors are not **generally** financially supported by CRCPD for travel to working group meetings. Advisors may attend meetings provided funds are paid by a source other than CRCPD. It is the general intent that advisors will communicate with the working group through telephone, e-mail, and written correspondence. When new members are appointed to fill

vacancies within working groups, first consideration will be given to active advisors of that working group who are eligible to serve.

3. **Resource Person** - An individual assigned by the respective federal agencies/outside organizations, either at their own initiative, or at the request of the chairperson of a working group to provide advice, recommendations, and comments to a working group. The Board may request additional resource persons be obtained. However, these individuals are not appointed by the Board. Prior to this occurring, the council chairperson should be consulted and the OED notified so that the working group fact sheet can be updated.

Working group chairpersons shall provide resource persons with all pertinent information on issue(s) being considered by the working group. Resource persons will be provided the opportunity to contribute advice, recommendations, and comments to the working group. This includes receiving notices of face-to-face meetings, and conference calls. The CRCPD will not financially support the travel expenses incurred by any resource person in association with the work of the working group.

4. **Consultant** - An individual with special expertise relative to the issue(s) being considered by the working group. The appropriate council chairperson shall approve a consultant to a meeting of a CRCPD working group on a case-by-case basis. The Board must approve the use of permanent consultants. The cost of the consultant (travel and fees) shall be paid by the appropriate council's budget. *For further information, refer to "Procedures for Obtaining Consultants."*
5. **Liaison** - A member of CRCPD, with appropriate qualifications, who has been appointed by the Board to serve as a liaison to a specific organization. See "Service Limitations" for more information.
6. **Coordinator** - A member of CRCPD, with appropriate qualifications, who has been appointed by the Board to coordinate activities in a specific area of focus. See "Service Limitations" for more information.

## RESPONSIBILITIES OF COUNCILS

A council is composed of the appointed Board member, who serves as chairperson, and the various chairpersons of the working groups under that council. The purpose of a council is to assure the concepts, ideas, issues, and recommendations of the CRCPD membership and the federal supporters of CRCPD are being properly addressed by the various working groups. The council chairperson serves as the focal point for coordination between the Board and the working groups.

The prefix letter designation for each working group identifies the council under which the working group is coordinated. The prefix letter designations are:

- E - Environmental Nuclear Council
- G - General Council
- H - Healing Arts Council
- HS/ER - Homeland Security/Emergency Response Council
- SR - Suggested State Regulations Council

Normally, no meetings of the councils are required. Communication and coordination is accomplished through a variety of non travel methods, i.e. email, correspondence, telephone, etc.

***Appointments*** - The incoming CRCPD chairperson appoints board members to serve as council chairpersons at the Board meeting that is held in conjunction with the National Conference on Radiation Control. The term of office is for one year, commencing at the end of each annual meeting. Since the intent is for council chairs to serve a three-year term for continuity purposes, the incoming chairperson will usually reappoint the council chair to serve successive terms on the same council. However, when Board rotation affects at least one of the council chairperson's positions, the CRCPD Chairperson has the authority to make changes in the council chair appointments that are in the best interest of CRCPD.

***Transition of Council Chairpersons*** - The Board has recognized the need to provide further assistance to the incoming council chairpersons and has adopted the following procedure to provide a smoother transition from the retiring council chairperson to the new council chairperson (*see Board policy "Committees 5." in Organizational Documents, Board of Directors Statements of Policy and Procedures for complete procedure*):

- New council chairpersons will be invited to attend the Board meetings, any council chairpersons meeting that are held during the annual meeting, and the annual meeting.
- Prior to change in responsibilities:
- The new council chairperson will meet with the retiring council chairperson to discuss ongoing issues. The retiring council chairperson will serve as a mentor to the incoming person. It is important for incoming council chairpersons to understand the overall goals and objectives of each working group, the group dynamics, and the policies and procedures.
- The retiring council chairperson will provide a written summary of each working group's activities over the past year.
- The retiring council chairperson will provide pertinent and up-to-date files on the activities of each of the working groups (*see Board policy "Committees 12" in Organizational Documents, Board of Directors Statements of Policy and Procedures for further details regarding transfer of records*).
- The retiring council chairperson shall provide information for publication in the Newsbrief and on the CRCPD Web site that summarizes the activities of his/her working groups during the past biannual period (*see Board policy "Committees 14" in Organizational Documents, Board of Directors Statements of Policy and Procedures. for further details*). This information is to be included in the Working Group Council Chairpersons Biannual Report Form.
- The retiring council chairperson should be available to answer questions for at least six months.

**Responsibilities** - The major responsibilities of the council chairpersons are:

- To oversee working group activities to ensure that the working groups are progressing toward meeting their charges and goals and objectives of the CRCPD Strategic Plan (*Organizational Documents, Strategic Plan Goals and Objectives*) and the funding agencies.
- To ensure that the use of volunteers on CRCPD working groups is managed to allow all CRCPD members a chance at serving the organization. For example, when rotation is required and current active advisors are not interested in serving or are not eligible, the working group chairperson/council chairperson can request OED to send out a mass email asking for a “call for volunteers.” It is the responsibility of the working group chairperson/council chairperson to prepare the email for OED that details the work that is needed.
- To ensure a smooth and effective transition of working group chairpersons:
- To provide orientation to new working group chairpersons. This may include a phone call to welcome them as an important part of your team and to bring them up-to-speed on the working group activities, tasks, policies/procedures, etc.
- The council chairperson will facilitate the transfer of information from the outgoing chairperson to the incoming chairperson via a conference call between the two chairpersons and the council chairperson. The council chairperson will provide his/her perspective relative to past and current activities as well as future expectations.
- The council chairperson will facilitate the transfer of working group records from the outgoing chairperson to the incoming chairperson (refer to Board policy V.12).
- To provide guidance to the working groups where needed. Council chairpersons are strongly encouraged to provide positive feedback to the working groups, both directly in a communication with the working group and/or indirectly, via a *Newsbrief* article.
- To approve necessary requests for face-to-face meetings and/or conference calls. This may include participating in a working group meeting if needed to further the progress of the working group.
- To ensure that all existing and new charges are linked to the goals and objectives of the CRCPD Strategic Plan.
- To assign reasonable time frames for completion of charges:
- Monitor progress against the time frames that have been established.
- Modify the time frames or make changes to the membership when needed to accomplish the identified tasks.
- Obtain Board approval of charges and related time frames.
- To provide a council report at each Board meeting utilizing the Council Chairperson Biannual Report Form. This report shall include the following:
  - A summary of working group activities based on the biannual report forms that are required to be submitted by the working group chairpersons.
  - It is important to include information that can be shared with the members via the *Newsbrief* and/or the CRCPD Web site.
  - Donated hours of state working group members/advisors is required to be reported in a cumulative amount (*do not itemize individual members/advisors hours*). Also, do not include amounts for state members/advisors whose salary is paid by Federal monies. This information is important to current and prospective funding sources. It demonstrates the true benefit they are, or could be, receiving for their funds.

- Any topics or concerns that need to be discussed with the Board or federal agencies. This may be suggestions for additional CRCPD activities (new working groups), recommendations for annual meeting programs, any recommendations for training and educational activities, etc.
- To advise the working group chairpersons of actions taken by the Board that affect them within 30 days following the Board meeting.
- To assure that CRCPD members are advised of working group rotation prior to receiving a formal letter from the OED. This may be done by the working group chairperson or by the council chairperson.
- To review the performance of working group members on continuous committees who are subject to rotation, using the evaluations provided by the working group chairpersons (*Working Group Evaluation Form*). Working Group Evaluation Form is to be submitted to the council chairperson along with the fall biannual report (*Working Group Biannual Report Form*). This report will assist the council chairpersons, in coordination with the working group chairperson, to formulate recommendations to the Board relative to annual membership changes and CRCPD awards. For clarification, the Board can take action on membership changes any time during the year if determined to be in the best interest of the working group and its activities.
- To provide to the Executive Director by June 1:
- A status of travel monies needed to complete the tasks and timelines through July 31<sup>st</sup> of the current year. OED will identify available funds to council chairpersons. The council chairpersons will determine if funds should be reallocated within the appropriate councils in order to accomplish the CRCPD obligations.
- The number of meetings/conference calls needed by each working group effective August 1 through January 31 of the next year. This shall include supportive information such as recommended charges, tasks and time lines.
- To consider requests by working group chairpersons for consultants, and to determine the need for such request to accomplish the goals of the working group (*see "Procedures for Obtaining Consultants" section for further information*).
- To assure that the working groups are interacting with other appropriate CRCPD working groups and/or outside organizations/agencies where coordination needs to occur. This information should be identified on the fact sheets for the affected working groups.
- To express appreciation on behalf of the Board when working groups complete their charges.
- To recommend to the Board those working groups or individual members, advisors, and/or resource persons who are deserving of a CRCPD award (refer to Board policy VII. Awards for more information).

## **RESPONSIBILITIES OF WORKING GROUP CHAIRPERSONS**

It is critical that each working group chairperson understand his/her position and responsibility as the leader of a CRCPD working group. The working group chairperson, in consultation with the council chairperson, has the overall responsibility to manage the activities of the working group and to interact with the CRCPD membership, federal agencies, and others as deemed appropriate. It is crucial that the working group chairperson coordinates the needs of his/her working group very closely with the respective council chairperson. The success of the working group depends primarily on how well the chairperson provides leadership.

<p align="center"><b>Specific Working Group Chair Responsibilities</b></p> <p><i>CC</i> represents Continuous Committee; <i>TF</i> represents Task Force with Finite Life; <i>EI</i> represents Emerging Issues; <i>L</i> represents Liaison; and <i>C</i> represents Coordinator</p>	Applies To:				
	C C	T F	E I	L	C
Ensure that the working group is progressing toward meeting the assigned charges, tasks and time lines.	X	X	X	X	X
Ensure that the working group has provided a direct link between the charges and the goals and objectives of the CRCPD Strategic Plan ( <i>Organizational Documents of CRCPD, Strategic Plan Goals and Objectives.</i> )	X	X	X	X	X
Ensure that the use of volunteers on CRCPD working groups is managed to allow all CRCPD members, and not just those they know, to have a chance at serving this organization.	X	X	X	*	*
Ensure that the working group is interacting with other appropriate CRCPD working groups and/or outside organizations/agencies when needed ( <i>information needs to be included on fact sheet for each working group</i> ).	X	X	X	X	*
<p>Submit biannual reports to the council chairperson with a copy to the OED.</p> <ul style="list-style-type: none"> <li>• <i>All working groups except G-2: February 1 and August 1</i></li> <li>• <i>G-2: due April 1 and October 1</i></li> </ul> <p>The substance of any activity must be presented regardless of whether the report is of a positive or negative finding. A report is required even if no activity has taken place during the reporting time. Chairpersons, liaisons, and coordinators should indicate “no activity to report” and submit to the council chair at the appropriate time.</p>	X	X	X	X	X
<p>February 1 - Provide council chairperson:</p> <p>a. A status of travel monies needed to complete the tasks and timelines through July 31<sup>st</sup> of the current fiscal year.</p> <p>b. The # of meetings/conference calls needed for the period Au of the next fiscal year (<i>include supportive information such as recommended charges, tasks and time lines</i>).</p>	X	X	X	X	X
Provide council chairperson and OED copies of all WG correspondence.	X	X	X	X	X
Obtain resource persons as appropriate ( <i>refer to "Request for Resource Persons" for details</i> )	X	X	X	*	*
Provide direction to the working group members and advisors ( <i>refer to "Interaction with Working Group Members and Advisors" for details</i> )	X	X	X	*	*
To facilitate meetings/conference calls ( <i>refer to "Meetings" for details</i> )	X	X	X	*	*
Provide reports/articles required following a meeting or conference call ( <i>refer to "Reporting on meeting."</i> )	X	X	X	X	X
<p>Report to the council chairperson, and to the CRCPD membership, significant information that may be of interest to CRCPD. <i>This may be accomplished via email or through the Newsbrief.</i></p> <p><i>Time sensitive information:</i></p> <p>a) <i>Electronic Version</i> - Provide information to OED with a request for distribution to the membership through the group email system.</p> <p>b) <i>Printed Copy Only</i> - Provide a copy to OED with a request for distribution via fax. <i>If information is 30 pages or more, the working group chair shall prepare a notice of availability, including where to obtain a copy, and provide to OED for distribution via email.</i></p>	X	X	X	X	X
Present information on technical issues and/or an overview of CRCPD when needed ( <i>refer to "Presentations" for details on required Board approval process</i> ).	X	X	X	X	X

<b>Specific Working Group Chair Responsibilities</b>  <i>CC represents Continuous Committee; TF represents Task Force with Finite Life; EI represents Emerging Issues; L represents Liaison; and C represents Coordinator</i>	Applies To:				
	C C	T F	E I	L	C
Provide orientation to new members, advisors, resource persons, and consultants this may in continue a phone call to welcome them as an important part of the team and to bring them up to speed on the working group activities, tasks, policies/procedures, etc.	X	X	X	*	*
Provide positive feedback to working group members, advisors, resource persons, and consultants.	X	X	X	*	*
January 1 - Provide council chair names of individuals who are deserving of a CRCPD award ( <i>see Board policy VII for more information</i> ). They may include members/advisors, resource persons, and/or consultants to your own or other working groups.	X	X	X	*	*
Review fact sheets provided by OED and distribute to members, advisors, and resource persons.	X	X	X	*	*
Provide OED with WG chair's email address ( <i>this information, along with the chair's name, will be posted with the WG info as a point of contact on the CRCPD Web</i> ).	X	X	X	X	X
Be familiar with Board of Directors Statements of Policy and Procedures ( <i>Organizational Documents of CRCPD</i> ) - may contain other policies and procedures that may affect working group activities.	X	X	X	X	X
Ensure a smooth and effective transition of the chairmanship at the time of rotation or resignation. ( <i>Refer to Board policy V.12 for details</i> ).	X	X	X	X	X
When appropriate, develop and/or identify need for proposed resolutions for Board and membership consideration.	X	X	X	X	X
Upon termination of the working group, provide OED with records that are to be archived.	X	X	X	X	X
Others specific to Liaisons ( <i>see "Role of CRCPD Liaisons" for details</i> )				X	

\* If Needed.

## Role of CRCPD Liaisons

As defined in Webster's dictionary, "Liaison" means "communication for establishing and maintaining mutual understanding."

### General Purposes

- To provide two-way communication between CRCPD and other organizations such as the American Association of Physicists in Medicine/American College of Medical Physics (AAPM/ACMP), American College of Radiology (ACR), American National Standards Institute (ANSI), Association of State Drinking Water Administrators and the American Water Works Association (ASDWA/AWWA), American Society of Radiologic Technologists/American Registry of Radiologic Technologists (ASRT/ARRT), Association of State and Territorial Solid Waste Management Officials (ASTSWMO), Breast Cancer Organizations, Environmental Council of the States (ECOS), Health Physics Society/American Academy of Health Physics (HPS/AAHP), Joint Commission on Accreditation of Healthcare Organizations (JCAHO), National Council on Radiation Protection (NCRP), National Environmental Laboratory Accreditation Conference (NELAC), and Society of Nuclear Medicine (SNM). The liaison serves as a channel for communicating concerns and interests shared by the two organizations. The liaison keeps CRCPD members informed of the activities, programs and operations of the organization to which he/she is liaison.
- To give CRCPD members the opportunity to keep members of another organization informed of the activities, programs, and operations of CRCPD where appropriate, to make valuable contributions to that organization, become oriented in the organizations activities, and to make contacts outside CRCPD.
- To give CRCPD members the chance to participate and gain experience in program planning outside CRCPD by way of co-sponsorships of programs with other organizations.

### Types of Liaisons

- *Regular Liaisons.* Appointed at the request of CRCPD to provide two-way communication between CRCPD and that organization. These positions are appointed every five years, with the length of appointment five years unless re-appointment is approved by the Board. Ideally, the Liaison should be a member with demonstrated professional and technical skills who has an established knowledge of CRCPD history, such as a former Board Member or Committee Chair.
- *Ad Hoc Liaisons.* Appointed at the request of CRCPD to work on a specific program or project or for a specific purpose. These positions are appointed upon request; length of appointment is the completion of the program, project, etc. Not excluded is the possibility of a Regular Liaison working on a specific program or project or seeking co-sponsors for CRCPD programs when appropriate.
- *OED Liaisons.* Appointed by the Executive Director, and may be the Executive Director or another senior OED staff member. These positions may be regular or ad hoc, and are typically based upon the advantage of involving persons whose primary business it is to know and administer CRCPD policies and whose full-time employment with CRCPD will promote efficiency. Senior staff members possess suitable communications skills to fulfill the responsibilities of a liaison.

## **General Responsibilities**

In carrying out these responsibilities the appointed liaison person may, and should, involve as many other persons within the CRCPD community as he/she deems appropriate. It is not intended that the liaison do all the work his/herself.

- To monitor the publications of the non-CRCPD organization.
- To join as a member of the non-CRCPD organization (if qualified).
- To attend meetings of the non-CRCPD organization as an ambassador for the CRCPD. (Nametag, letterhead, and/or business cards should reflect CRCPD and not their state.)
- To publicize information concerning the non-CRCPD organization.
- To submit written biannual reports to the Council Chairperson (*Council Chairperson Biannual Report Form*) as noted in the “Important Dates to Remember,” and at other times upon request.
- To maintain contact with CRCPD officers and members and stay abreast of CRCPD activities so that a proper perspective of CRCPD concerns can be made known to the non-CRCPD organization. To this end, liaisons are encouraged to attend CRCPD Annual Meetings.
- Examples of responsibilities include, but are not limited to: writing news articles, letters, and e-mail; providing written and/or verbal guidance as needed; serving on the non-CRCPD organization’s committees, working groups, and panels, if possible; and coordinating activities through appropriate CRCPD contact people.
- Liaisons can also play an active role by recruiting capable and interested colleagues for membership in CRCPD.

## **CRCPD Contact People for Accomplishing Liaison Objectives**

Liaisons and CRCPD contact people should encourage, develop, and cultivate back-and-forth paths of communication, as may be needed, for maintaining the free exchange of professional and technical information necessary for liaisons to achieve their objectives. Contact people may include:

- CRCPD Chairperson.
- CRCPD Executive Director.
- CRCPD Past Chairperson.
- CRCPD Chairperson Elect.
- Council Chairpersons.
- Previous Liaison.
- Other CRCPD Liaisons involved.
- *Newsbrief* Editor.
- Working Group/Committee Chairs.
- Federal Resource Persons.
- Individuals connected with a particular task, project or program.

## **Dissemination of Information**

Ideally, and as may be affordable, liaisons should subscribe to the non-CRCPD organization’s publications, distribution lists, and any other methods of communication available, not only to keep abreast of the non-CRCPD organization’s activities, but to also disseminate information to CRCPD. Examples of methods to disseminate information include:

- Writing news articles for the CRCPD *Newsbrief*.

- Composing and sending letters to the non-CRCPD organizations' President, Chairperson, Executive Director and/or Publicity Director or other key personnel.
- Participating in e-mail interactions with officers and/or members.
- Providing guidance documents to assist either organization in making decisions.
- Serving on governmental/regulatory working groups, if possible.

**Record Keeping** Liaisons need to maintain a file of correspondence, reports, and other information concerning their activities. In the event that the liaison assignment changes, the files need to be turned over as required in the Board policies.

### **Correspondence and Copies of Correspondence**

- CRCPD Chairperson.
- CRCPD Council Chairperson.
- CRCPD OED.
- Appropriate committee chairs, committee members, and representatives of the CRCPD organization.
- Appropriate officers, committee members, and representatives of the non-CRCPD organization

#### **• Important Pointers for Liaisons**

- Keep in mind that the liaison positions are an important means for CRCPD to provide information to further the interests of our members. During your term as a liaison, keep your eyes and ears open for ways to involve other CRCPD members in your liaison activities.
- Exercise initiative by telling your liaison contact(s) about the benefits of involving our members in their activities.
- *Don't be timid!* If you sit back and wait for people to contact you, you may still be waiting after your term of service has come to an end. Many groups do not provide their committee leaders with detailed procedures, preparation, and skills training. Your contacts may be new or inexperienced in their own role of liaison. Don't wait to be asked to get involved--*OFFER!*
- Use the non-CRCPD organization's *Directory of Personnel Responsible for Radiological Health Programs*, or equivalent, early in the conference year to identify your contacts. Write to introduce yourself. Ask to be added to their distribution lists so you may follow their activities. Don't be discouraged if there is little or no return correspondence to begin with, especially during the months of July through November. Activities and correspondence generally pick up after November.
- Try to attend the conferences and meetings of the non-CRCPD organization. This way you will be able to meet committee chairs and make contacts to get a broader sense of what is happening and how CRCPD may best interact. At meetings you should introduce yourself and give a brief explanation of your role as a liaison. Let them know the types of things that CRCPD can do for them, such as co-sponsorship of programs, providing help with publicity and suggesting expert speakers, presenters and peer reviewers.
- If your non-CRCPD organization has multiple committees or sub-groups, try to attend at least one of the group's meetings. If this isn't possible, find a proxy or at least stay in touch with the chairpersons before, during, and after the meeting or conference.
- Stay in touch with the CRCPD membership through its OED and Board by giving reports, providing copies of correspondence, attending CRCPD meetings and programs, and publicizing

your non-CRCPD organization's activities through use of the CRCPD *Newsbrief* and e-mail distribution list.

- Remember that you need Board approval before committing CRCPD to any project.
- If you have questions, need guidance, or are becoming stuck or frustrated, contact the Executive Director, Board Members or ask the previous Liaison. They can give you some encouragement, help and guidance. In addition, a conference call can be arranged between the council chair(s) and liaison(s) to discuss important nuances of the non-CRCPD organization and to stimulate ideas and suggestions on ways to improve the relationship.

### **Procedures for Obtaining Consultants**

- The need for consultant(s) having expertise in areas or issues being considered by the working group may be appropriate from time to time. A consultant may be needed by a working group on a one time basis or on a permanent basis. If the need for such a consultant(s) has been identified, the following procedure should be followed:
  - The chairperson of the working group should advise the council chairperson preferably in writing as to the need for a consultant(s). This information should include the following:
    - the rationale for the need of the consultant(s);
    - the type of consultant(s) needed including the background;
    - the length of time the consultant(s) is needed;
    - the intended use of the consultant(s), whether in an advisory capacity or as a full participant in deliberations;
    - the name of a specific individual if the working group chairperson has such;
    - whether the consultant(s) will be invited to attend meetings; and
    - whether there are any other cost to be incurred by CRCPD, such as fees for service.
  - Approval of a consultant(s) should be based on adequate justification, the cost to CRCPD if attendance to a meeting(s) is required and/or if other costs are to be incurred. Should there be any cost (travel and fees) associated with the use of a consultant(s), this cost shall be borne by the Council that gives such approval.
  - If a consultant(s) is needed on a one time basis, the council chairperson has the sole authority to approve or disapprove of this request. The council chairperson shall provide OED with a copy of the request and the council chairperson's response. The OED shall provide the working group chairperson with the official response to their request for a consultant(s). If the decision is affirmative, the working group chairperson will seek the services of the consultant(s) and advise the consultant(s) of their activities.
  - If a consultant(s) is needed on a permanent basis, and the council chairperson approves of this request, the council chairperson shall submit the request through OED to the Board of Directors for final approval. The OED shall provide the working group chairperson with the Board's official response to their request for a consultant(s). If the decision is affirmative, the working group chairperson will seek the services of the consultant(s) and advise the consultant(s) of their activities.
  - The OED shall be provided with the name, address and telephone number of the consultant(s) for their use in entering this information in the data base and on the working group's fact sheet, and for issuing travel authorizations and/or payment of fees, if appropriate.

## ADDITIONAL INFORMATION

### Appointments

Upon approval by the Board, the CRCPD Chairperson appoints members to serve as chairpersons and members of CRCPD working groups. These appointments are generally based on recommendations of council/working group chairperson(s). OED, on behalf of the CRCPD Chairperson, provides letters of appointment.

### Biannual Reports

Working group chairs, including liaisons and coordinators are to submit biannual reports, February 1 and August 1 of each year, to the council chairperson with a copy to the OED (*Working Group Biannual Report Form.*)

### Board Actions (*Members and Charges*)

The council chairpersons are the primary source of input to the Board for actions on working groups. The Board usually considers changes or additions to membership and/or charges at its fall meeting. The actions taken at the fall meeting generally are effective on January 1 of the next year. Occasionally, certain circumstances may cause a deviation from this general rule. With email technology, the Board is able to take action during the year as needed.

Timelines for all CRCPD working groups shall be established by all working group chairpersons, in cooperation with the council chairpersons, when appropriate for accomplishing the charges given to the CRCPD working group. Timelines are effective upon approval of the Board. The Board has the authority to add additional timelines when needed. Timelines will be incorporated into the charge on the working group fact sheet. It is the responsibility of the council chairperson, with the assistance of an assigned OED staff, to monitor the working group's progress to ensure timely results.

### Correspondence

It is the responsibility of the working group chairperson to develop correspondence relative to activities of the working group. Correspondence can be transmitted using two types of letterhead:

- *CRCPD Letterhead* - Per Board policy "Committees 8" "All correspondence on CRCPD letterhead must be reviewed by the Executive Director prior to being sent to the recipient(s). It is the responsibility of the Executive Director to determine who should sign the correspondence, and if further review and approval is necessary."
- *Working Group Letterhead* - This letterhead is designed specifically for each individual working group. A template has been developed for use by the working group chairpersons (*Working Group Letterhead Template.*) Use of this letterhead does not require review by the Executive Director.

For clarification, the working group chairperson may transmit working group information on state letterhead if he/she chooses to do so. Copies of all working group correspondence should be sent to the appropriate council chairperson and OED.

## **Interaction With Working Group Members and Advisors**

- Issue task assignments and initiate follow-up action.
- Coordinate activities with assigned members, advisors, resource persons, consultants, appropriate council chairperson, and CRCPD working groups/outside entities that need to be involved.
- Involve advisors, resource persons, etc. - It is important to the future of the working group that the working group chairperson establish a two-way communication with the advisors, since the advisors are to be first considered when a member vacancy is created. The advisors and resource persons need to be provided pertinent information on issues being addressed by the working group. Advisors and resource persons should be encouraged to provide input back to the working group chairperson.
- Provide orientation to new members, advisors, resource persons and consultants. This may include a phone call to welcome them as an important part of your team and to bring them up-to-speed on the working group activities, tasks, policies/procedures, etc.

## **Meetings**

The CRCPD will financially support the members of a working group to approved meetings, in accordance with the CRCPD Travel Regulations (*See Travel*). [Link to Per diem rates](#). The chairperson should familiarize himself/herself with these documents prior to planning a meeting. Field trips should be a small part of the meeting and should add to the purpose of the meeting and charge.

It should be noted that, as related to flight arrangements, the Board of Directors encourages the Office of Executive Director (OED) and the traveler when authorized to make every effort to obtain the lowest airfare available including discounted fares and non-refundable fares including penalties. If the traveler locates a lower fare than quoted by the CRCPD's Travel Agency, the traveler with OED's permission may purchase the cheaper fare and submit for reimbursement with proper documentation along with their travel expenses.

It is the responsibility of the working group chairperson to establish the location and make all arrangements for any face-to-face meetings/conference calls of the working group. The working group chairperson must consider minimum travel by all members while considering the goals and objectives of the meeting and the overall cost to CRCPD. It is the Board's policy (*Organizational Documents of CRCPD, Board of Directors Statements of Policy and Procedures, "Travel 8."*) that "All meetings planned by a CRCPD sponsored entity shall take advantage of economical travel. Exceptions may be dictated by provisions outlined in the notice of awards issued to CRCPD. (*Amended July 22, 2004*) "An exception may be made in the case where a traveler is authorized to travel after the lowest possible rates are no longer available. This particular traveler is expected to make arrangements immediately upon receiving authorization in order to obtain the lowest airfare available." The Chairperson should determine as early as possible the time and location of the meeting in order to take advantage of lowest airfare available.

Any special needs of the working group must be prior approved by the OED. Approval will be documented on the working group chairperson's travel authorization, and/or on the hotel contract if one is required. Examples are meeting room charges, rental car, audio-visual, speaker phone, business center charges, long distance phone calls, registration fees, use of privately owned vehicles (POV) in lieu of airfare, extended stay to save CRCPD travel costs, etc.

***Length of meetings*** - The general policy is a minimum of two days (see Board policy "Committees 7" in *Organizational Documents of CRCPD, Board of Directors Statements of Policy and Procedures.*)

***Meetings in Conjunction with the CRCPD Annual Meeting*** - If a working group desires to meet in conjunction with the CRCPD annual meeting, the working group chairperson shall contact the council chairperson and obtain approval to hold the meeting. The approval must be obtained at least 60 days prior to travel date so that travel authorizations may be issued and flight arrangements obtained in order to get the lowest fare available. Exceptions may be approved by the CRCPD chairperson or designee.

- *Per Board policy V. 18:* For those persons financially supported to attend a working group meeting held in conjunction with the annual meeting, CRCPD shall only pay those expenses necessary to cover the cost of the working group meeting. This cost shall include obtaining the lowest airfare available. Should those persons desire to attend the annual meeting, such additional cost shall be incurred by the state or the individual. (*For more information refer to "Length of Working Group Meetings" and Board Policy 7 under Travel.*)

**Meeting Responsibilities for Working Group Chairpersons include:**

- Poll members, advisors, resource persons, consultants and others who have a need or interest in attending regarding possible dates for a meeting or conference call.
- Identify tasks to be completed by the members before the meeting research hotel rates, meeting room availability and other potential cost.
- Once a satisfactory date and/or location has been determined, submit the meeting/conference call request form (*Working Group Meeting Request Form*) to the council chairperson for approval, along with a copy to the OED.
  - The meeting request form shall include any special meeting requirements, such meeting room charges, registration fees, rental cars, audio visual needs, etc. Any special meeting needs must be prior approved. If the working group chairperson is requesting reimbursement, such items are to be noted his/her travel authorization.
- Include a tentative agenda that reflects how this meeting/conference call will advance the charges toward completion of tasks/timelines.
- The council chairperson will evaluate and confirm the need for the requested meeting. If the council chairperson determines the requested meeting is not warranted, he/she should disapprove the request and advise the requesting working group chairperson of such denial. The council chairperson should submit a copy of the denied request to OED
- If the council chairperson approves the need for the requested meeting, a copy of the approved request is signed and forwarded to OED for verification of funds. If there are adequate funds within the respective council's budget. OED will be responsible for the following:
- Advise the working group/council chairperson of such approval;
- Provide notification of meeting/conference call approval to members, advisors, resource persons, consultants, and federal liaisons to the Board; and
- Proceed with issuing travel authorizations to the appropriate persons.
- If there are insufficient funds remaining in the council's budget, the council chairperson is responsible for contacting the other council chairpersons to see if there are funds that could be transferred from one council to another in support of the meeting. OED shall be notified that such funding is found so they can proceed as identified above.
- If no funding is found, the requested meeting will be denied, and no travel authorizations will be

issued. The OED will advise the council chairperson, who, in turn, will advise the working group chairperson, of the denial action.

- The working group chairperson should follow up and provide an official notice of the meeting/conference call including a tentative agenda and other appropriate material.
- Research hotel rates and availability.
- To block lodging rooms for meeting attendees when a face-to-face meeting is required. To obtain recommendations on suitable hotels, the working group chairperson may consult with the state radiation control program director and/or a federal representative in the state where the meeting is to be held, with persons who have had meeting experience in the area, AAA accommodation book or similar document, or use previous knowledge. The working group chairperson should call the hotel and obtain accommodations at a rate that does not exceed the maximum federal GSA rates as referenced in the CRCPD Travel Regulations (*See Travel.*) The GSA maximum lodging rate for a given area do not include the applicable taxes.
- **Advisors** - Advisors should also be considered when planning a meeting. In general, advisor travel is not paid by CRCPD funds.
- **Resource Persons** - It is generally important to have resource persons at the working group meetings. One consideration should be holding the meeting in the Washington, D.C. area, since most federal persons assigned are from the D.C. area. Provided the resource persons are given adequate notice of the meeting (45 days or more), provisions can usually be made to attend meetings at another location to keep the overall cost to CRCPD at a reasonable level. Should a working group chairperson have difficulty in getting the assigned federal resource person to attend meetings, they are encouraged to discuss this matter with the appropriate federal liaison to the Board.
- **Hotel contracts** - If a lodging facility requires a contract to secure lodging and/or meeting rooms, the working group chairperson must coordinate this effort with the OED travel coordinator. OED is responsible for reviewing, approving and signing all contracts on behalf of CRCPD. Any special costs associated with the meeting, i.e. meeting room rental, AV costs, etc. must be prior approved by the OED, and included on the working group chairperson's travel authorization.
- Food and beverage service is not an allowable charge to the CRCPD traveler. This cost must be paid by the attendee's meal and incidental expense reimbursement.

**Open vs. Closed Meetings** - Since working groups have struggled from time to time with the issue of open versus closed meetings, the Board adopted the following general policy ("General 6" – *Organizational Documents of CRCPD, Board of Directors Statements of Policy and Procedures*):

*(Policy Change)* It is the *general policy* that all meetings of CRCPD, such as committee/task force meetings, etc. shall be open. However, when it has been established that enforcement activities or other sensitive issues are to be discussed at a meeting of CRCPD, and it is determined that it would be in the best interest of the organization to restrict attendance to the meeting, then CRCPD may hold closed meetings.

CRCPD has adopted the following policies that specifically address open vs. closed meetings, document circulation, and NRC predecisional documents ("Committees 10" - *Organizational Documents of CRCPD, Board of Directors Statements of Policy and Procedures*):

- a. **Open Meetings** - In general, the committees of the CRCPD shall have open meetings and welcome input from all interested parties. (*See General VIII for additional information*)

- b. *Closed Meetings* - There are circumstances in which a committee may have an entire meeting limited to "committee members only." There also can be meetings where certain agenda items are discussed in a "committee members only" session. The circumstances that would necessitate closed meetings or closed sessions include, but are not necessarily limited to: a) a request of a committee to review certain documents for "states only" comments, b) documents to be considered by the committee which are preliminary in nature and which could give unfair business advantage to individuals who are privy to the preliminary information, and c) consideration by the committee of issues which pertain to regulatory enforcement actions which may be of a confidential nature. (See General VIII for additional information).
- c. *Document Circulation* - The need for comments in a short time frame may preclude the incorporation of comments from a large number of individuals who may be advisors to a committee. Therefore, the committee chair, in consultation with the council chair, shall have the option to circulate draft documents to only committee members, or to committee members and selected advisors, provided that provisions are made for obtaining comments from the advisors and resource persons to a committee prior to final publication of a document.
- d. *NRC Predecisional Documents*:
  - i. Access to NRC predecisional information via the CRCPD unique name and password, as stipulated in the FDA Cooperative Agreement and the *CRCPD Approval Procedure for Providing NRC Predecisional Documents to CRCPD Working Groups, OED Staff, and Non-Agreement States*, is restricted to state government members and federal resource persons to CRCPD working groups. Authorization to use the CRCPD unique name and password to access the NRC predecisional information will not be provided by the OED to the "state government advisors" on the CRCPD working groups. However, should the working group chairperson desire to obtain comments from the working group's state government advisor(s), he/she may share the appropriate component of the predecisional information with the appropriate state government advisor(s). Non-government working group members, non-government advisors and non-federal resource persons shall not have access to this predecisional information. Individuals expressing interest in the information who are not employed by the state or federal government should be directed to contact the NRC directly on the availability of the NRC predecisional information.
  - ii. *Closed Meetings* - For any working group meeting at which NRC predecisional information is discussed, the working group chairperson shall declare the meeting closed during the time NRC predecisional information is being discussed, and shall be open only to state government members, state government advisors in attendance, and Federal resource persons to the working group.

## Reporting Procedures for Working Group Chairpersons

- **Working Group Chairperson** must prepare minutes of each meeting/conference call within 30 days of meeting/conference call.
- As a minimum, the minutes for each meeting should contain date, time, place, list of attendees, record of past business, meeting discussion items, and a summary statement, which may include highlights, significant findings and recommendations.
- Minutes shall be reviewed by each working group member in attendance at the meeting/conference call prior to issuing official minutes
- Official meeting/conference call minutes should be issued within 90 days of the close of the meeting. These minutes will assist the working group chairperson in preparing a report and in his/her discussions with the council chairperson, and others as appropriate.
- Copies shall be submitted to the council chairperson and OED.
- Following each meeting/conference call, the working group chairperson should brief, by telephone, the respective council chairperson of significant activities or decisions which need any immediate action as a result of the meeting.
- Within 14 days following the meeting/conference call, the working group chairperson is required to provide a brief report to the Board that provides significant actions/discussions and/or other important feedback. This may be accomplished by using e-mail.
- Within 30 days after the meeting/conference call, the working group chairperson shall submit an attendance report (*see Working Group Attendance Report*).
- Working group chairpersons are strongly encouraged to communicate working group activities with the CRCPD members. This may be important information that was obtained via a meeting, a conference call or other methods. The *Newsbrief* is a great tool to share and/or solicit information.

## Method for Seeking Volunteers to Serve on Working Groups

Experience has shown that it is best to poll the membership when members/advisors are needed for a working group. This is accomplished through the OED group email system, and/or the *Newsbrief*. The council/working group chairperson is responsible for providing OED with information that can be provided to the membership that outlines the work to be done by the working group, identifies specific expertise that is needed, and a contact person. If necessary, the council/working group chairperson may request a resume. The council chairperson, in consultation with the working group chairperson, will review the list of members who are eligible to serve and make a recommendation to the Board for approval of appointment. Council/working group chairpersons are responsible to ensure that the use of volunteers on CRCPD working groups is managed to allow all CRCPD members, and not just those they know, to have a chance at serving this organization. Advisors on existing working groups will be given priority when rotation or a vacancy occurs. If a vacancy is not filled with an advisor, the council chairperson will indicate in writing why a certain individual, who is not an advisor, was recommended.

- **Members - Responsibility Regarding Service on a Working Group** - It is the responsibility of the individual member, not the CRCPD, to obtain approval from his/her supervisor prior to accepting working group appointments. Associate members appointed as members or advisors to CRCPD working groups are chosen because of their technical and/or administrative expertise on the issues to be addressed by the working group under consideration. (ref: Board Policy V.2.g).

- **Service Limitations** (Service on emerging issues working groups is in addition to the general rule limits noted below):
- Chairperson - Maximum of one CRCPD working group (4 year tenure)\*/\*\*
- Liaison - Maximum of 5 year tenure
- Member - Maximum of one CRCPD working group\*
- Advisor - Maximum of two CRCPD workings groups\* (in addition to serving on one CRCPD working group as a member)
- Coordinator - Maximum of one CRCPD working group (4 year tenure)\*/\*\*

\* These represent the limits for CRCPD working groups only. However, as stated in Board policy, the Board may authorize exceptions provided there is strong justification to support a member being on an additional CRCPD working group. The Board places no limit on the number of non-CRCPD working groups that a member may serve on. However, the Board, prior to approving appointment, will consider all activities of a member on a case-by-case basis and take into consideration the impact on both the member and the CRCPD.

\*\* The tenure of working group chairpersons, excluding coordinators, liaisons, and emerging issues chairpersons, shall be limited to a four year term. Chairpersons and coordinators shall be limited to serving on one committee in this capacity. Exceptions may be approved by the Board. This policy does not apply to Board Committees since appointments to such are by virtue of their office.

## Presentations

- **Annual Meeting** - Working group chairpersons may attend the CRCPD Annual Meeting and present information about their working group activities either during the Plenary or Poster sessions. Per Board policy, working group chairpersons who have been invited or approved to attend the meeting for purposes of providing a training session, a paper or poster on their working group activities may be paid for the entire meeting. CRCPD financially sponsored persons shall submit their critique of the annual meeting with their request for reimbursement of expenses. Reimbursement will be withheld pending submission of the critique.
- **Plenary Session** - The Plenary Session offers the working group chairperson the opportunity to deliver a formal presentation relative to the working group activities. The Technical Planning Committee (TPC) is responsible for planning the technical program. The TPC approves all papers to be given during the plenary sessions.
- Working group chairpersons are required to submit their presentation material to the OED *prior to the annual meeting* in order to be financially supported to the meeting. Presentation material may consist of PowerPoint slides including notes, or a detailed summary of the material. (*Editor's note: Failure to submit the required information may result in a delay of travel reimbursement. This information is needed electronically for publishing in the annual meeting proceedings that will be made available on CD and on the CRCPD Web site.*)
- For additional information regarding manuscript preparation and/or AV, refer to *Annual Meeting: CRCPD Proceedings Guide and CRCPD AV Requirements and Guidance for Presentation at the CRCPD Annual Meeting.*)
- **Poster Session** - The Poster Session provides a forum for presenting well-thought-out information to the meeting attendees in printed form and also through directly interfacing with the attendees as opposed to giving a formal presentation during a plenary session at the Annual Meeting. The poster presentation can also serve as an alternate means for

sharing the information when time is not available on the Annual Meeting program. At a minimum, poster presenters should be with their posters during those times that are designated in the Annual Meeting program as “Poster Visitation.”

- **Requirements** - To enhance the quality of the Poster Session, and in keeping with practices of other organizations regarding poster presentations, the Board requires all proposals for posters to be submitted to the Poster Review Committee for review and approval. The Poster Review Committee is made up of the CRCPD Past Chairperson, Chairperson-Elect, and the CRCPD Chairperson. *(Note: In the event that the Past Chairperson and the Chairperson-Elect cannot agree on a proposed poster, the Chairperson will cast the deciding vote.)*
- STEPS for working groups chairpersons seeking financial support to the annual meeting for presenting a poster:
- Prior to February 1, the chairperson must demonstrate to their council chairperson that significant progress has been made in addressing the working groups assigned charges. The council chairperson will make recommendations to the Board of Directors. The Board will respond by February 15.
- If approved for financial support, the working group chair must then submit the poster proposal to the Poster Review Committee for review and approval *at least two months prior to the annual meeting.*
- Poster proposals are to include the concept, ideas and structure layout.
- Approval will be made within two weeks of submission. Both the poster presenter and the OED will be notified of the decision.
- Per Board policy, authors are required to submit their poster presentation material to the OED *prior to the annual meeting* in order to be financially supported to the meeting. Poster presentation material may consist of PowerPoint slides including notes, or a detailed summary of the poster material. *(Editor’s note: Failure to submit the required information may result in a delay of travel reimbursement. This information is needed electronically for publishing in the annual meeting proceedings that will be made available on CD and on the CRCPD Web site.)*
- Once approval is received, and at least 30 days prior to the meeting, the author is to provide the following information to the OED.
- Table, electrical, and/or AV requirements, if any.
- Other special requirements.
- *Note: CRCPD will provide a poster board and a table, if needed. Other costs such as AV/special needs must be paid by the presenter. For clarification, this includes those persons who are financially supported by the CRCPD to attend the meeting for purposes of presenting a poster.*
- For additional information, refer to *Annual Meeting, CRCPD Proceedings Guide and CRCPD AV Requirements and Guidance for Presentations at the CRCPD Annual Meeting.*
- **On Behalf of CRCPD** - Per Board policy, when an individual is asked to make a presentation on behalf of CRCPD, whether in person or in written form, the presentation must first be reviewed and approved by the Board, based on its content and statements regarding CRCPD positions. A copy of the proposed paper needs to be sent to OED preferably at least one month prior to the presentation. This policy applies regardless of who supports the travel costs. If an individual is representing CRCPD, he/she shall support the CRCPD position.

- ***Speaking About CRCPD When Not Officially Representing CRCPD*** - Per Board policy, a member may provide information about the activities of CRCPD, or present a CRCPD position provided the position is clearly known. When giving a personal/state position, the member must clearly identify whose position is being given. Should their personal/state position be in conflict with CRCPD's position, the individual should provide an explanation as to why the two positions are in conflict.

### **Removal of a Member/Advisor**

As stated in Board policy V.1.h.: Any individual appointed by the Board of Directors to a CRCPD working group may be terminated for any of the following reasons:

- Non-performance of responsibilities.
- Regularly missing meetings/conference calls of the working group.
- Willfully providing false or incorrect information to other committee members.
- Loss or change of membership classification (see *Organizational Documents of CRCPD, Bylaws, Article VIII, Section 2, and Board policy 2.a. under Committees.*)
- *Membership rotation.*

The Board would prefer that a member/advisor be proactive and resign from the working group when circumstances exist that interfere with the individual being able to participate as needed. When removal becomes necessary, the council chairperson shall request approval by the Board that a member/advisor be removed and provide justification. Once Board approval is obtained, OED shall officially inform the member/advisor, in writing, of his/her removal and include justification for the action. **IMPORTANT:** The working group chair/council chairperson will discuss this recommended action with the member/advisor prior to receiving the notice from the OED.

### **Request for Resource Persons**

- ***Assignment*** - Once the need for resource persons has been identified, i.e. council chairperson, working group chairperson, or federal agency/organization:
- The working group is responsible for interacting with the appropriate contact person (i.e. federal liaison to the CRCPD Board of Directors if a federal resource person is needed, Radiation Protection Advisory Council or other stakeholder organizations.
- Once a resource person has been confirmed, the working group chairperson is to provide in writing the contact information to OED, with a copy to the council chairperson. This includes the name, address, telephone number, email, and fax number so this information can be incorporated into OED's data base. OED staff will add the appropriate information to the working group fact sheet and in OED's contact data base. OED must receive written notification when a resource person is no longer functioning in this capacity.
- ***Removal*** - The working group chairperson, in consultation with the council chairperson, may request to change and/or remove a resource person if the resource person has not been productive to the cause of the working group, i.e. the resource person did not respond to request for input on two consecutive requests, failed to attend meetings/conference calls, etc.

- If it is determined that a resource person should be changed/removed, the working group chairperson shall have discussed with the federal agency/organization his/her concerns and request for change/removal. OED shall be notified in writing by the working group chairperson with a copy to the council chairperson. Such written notification shall contain justification for the action. OED will then officially inform the resource person, in writing, of his/her removal and include justification for the action.

## **Rotation**

The Board has established the following mechanism for rotating members on and off CRCPD continuous committees.

- One state member - rotate minimum of once every four years *(This policy does not apply in the event that no interest is shown.)*
- Two state members - rotate minimum of one member every three years.
- Three state members - rotate minimum of one member every two years,
- Four or more state members - rotate minimum of one member every year.

Membership on an emerging issues group is exempt from this policy.

### **PRODUCTS OF WORKING GROUP - A Brief Overview**

*(Refer to the [CRCPD Style Guide](#) for details and additional requirements)*

#### **Requirements for All Working Group Products**

- Every page of every document is to contain the word "DRAFT" until the document has been finalized and/or officially approved by the Board of Directors.
- The CRCPD logo shall be placed only on official CRCPD documents/publications.
- Only the working group chairperson has the authority to release a draft document. On behalf of the working group chairperson, the OED can provide a copy of a draft document.
- Any information that is being distributed to the state members of a working group for general review and comment is also to be sent to the Advisors and Resource persons of the working group for their review and comment.
- Working group products shall be in electronic format for appropriate review and Board action.
- A copy of all working group products submitted to the Board shall also be submitted to the OED.
- All working group products approved for distribution shall include the appropriate disclaimer and identifying information, such as CRCPD's mailing address and Web site and the name of the working group that produced the document, with these elements being added by the OED.
- Working group products shall not contain material that may be construed as advertising or endorsing any product, commodity, or service.

## Types of Working Group Products

### 1. Official CRCPD Publications

#### A. Documents/Reports

The most frequent working group product is an official CRCPD publication, which can be in the form of a guide, suggested procedures, or recommendations. Official CRCPD publications:

- Shall be formatted based on the [CRCPD Style Guide](#)-unless noted otherwise;
- Shall have appropriate peer review by at least three non-working group persons prior to publication unless identified otherwise in the Style Guide.
- A list of potential peer reviewers shall be submitted to and approved by the Board prior to distribution of a document for peer review.
- The Board of Directors and the Federal Liaisons to CRCPD shall always be included in the list of peer reviewers.
- Shall be edited by the OED.
- Shall be approved by the Board as an official CRCPD publication.
- After Board approval and before the document/publication is made available, shall have added the appropriate disclaimer, the CRCPD logo, and a publication number.
- Shall be included on the list of publications.

#### B. Technical White Paper

A Technical White Paper is an official CRCPD educational report that expounds on a particular issue, or argues a specific position or solution to a problem. White Papers are powerful tools suited to help key decision-makers and influencers justify implementing solutions. A White Paper should focus on the needs of the readers and not be too detailed.

##### **A Technical White Paper shall:**

- Have appropriate peer review by at least three non-working group persons prior to publication,
- A list of potential peer reviewers shall be submitted to and approved by the Board prior to distribution of a document for peer review.
- The Board of Directors and the Federal Liaisons to CRCPD shall always be included in the list of peer reviewers.
- Be formatted based on the Technical White Paper template (provided below), which includes the following specifics:
  - The document shall be on white paper (not letterhead);
  - The title page of the document shall include "Technical White Paper: [the topic]," the Working Group that developed the document shall be identified, the date, and CRCPD's name, address and Web site.
  - Each page thereafter shall contain in the footer: Technical White Paper: [Topic], Date, Page # of #.
- Contain content with the following elements:
  - Executive Summary
  - Introduction/Purpose: What is the purpose of the paper or point of the issue. Call the reader's attention to a particular issue or problem. The purpose must be stated clearly.

- State your case: Why is there a cause for concern? Why is this an issue? Why does this need to be changed? This may include background information.
- Recommended Action: What needs to be done to resolve the issue.
- Summary: Brief recapitulation of previously stated facts or statements.
- Contact information: The point of contact for additional information.
- Be edited by the OED.
- Be approved by the Board as an official CRCPD document/publication.
- Have the CRCPD logo and publication number added after Board approval and before the document/publication is made available.
- Be included on the list of publications.

**C. Board Position, Recommendation, or Resolution -** A working group position or recommendation or proposed resolution forwarded to and adopted by the Board. The justification or rationale is to be included in the material provided to the Board. The position or recommendation shall be:

- In the form of a letter, which would be on CRCPD letterhead and signed by the CRCPD chairperson; or
- A position paper, which would include more specifics, such as the justification and rationale; or
- A more formal document, which would adhere to the same formatting requirements for a CRCPD position or resolution (example provided below), and would clearly indicate that the position or resolution is that of the Board of Directors.

**D. CRCPD Position or Resolution -** Proposed CRCPD positions or resolutions are presented to the Director Members at the annual business meeting. The membership may accept a position or resolution as presented, accept an amended position or resolution, or vote not to accept a position or resolution. Accepted positions and resolutions shall be formatted as indicated below and shall indicate they are accepted by the CRCPD membership.

For Board review of a proposed position or resolution prior to submission to the CRCPD Director Members at the annual meeting, draft positions and resolutions (along with their justification) are to be submitted to the OED at least six weeks prior to the Board meeting that is held just prior to the first business meeting.

When received, the draft resolution is reviewed by the OED and the Board for consistency with the CRCPD Constitution, Bylaws, and the Board of Directors Policies and Procedures. The review also considers the overall objectives and goals of the organization, and the relationship to the CRCPD Strategic Plan (*Organizational Documents of CRCPD, Strategic Plan Goals and Objectives*). Except for typographical errors, grammar correction, and format structure, the Board will not change the original proposal. If amendments are recommended, they will be attached to the original, thus allowing the Director Member to see the proposal as originally submitted.

The Board would provide the position or resolution to the Director Members, along with one of the following statements. The CRCPD Board of Directors:

- Recommends passage of the proposed position or resolution as submitted.

- Recommends that the proposed position or resolution not pass unless amended as follows: (attach proposed amendments).
- Recommends that the proposed position or resolution not pass.
- Makes no recommendation regarding passage of the proposed position or resolution.

Proposed positions and resolutions may also be submitted directly to the CRCPD Director Members at the annual business meeting, in which case the originator of the resolution shall have 100 copies available for distribution at the business meeting.

## 2. **Other Resource Documents**

Not all working group products or OED documents become official CRCPD documents/publications. Included in this category are:

**A. Reports/Documents** - The working group product and OED document that is not intended to become an official CRCPD document/publication:

- Shall be provided to the Board for their information,
- Shall contain an appropriate disclaimer.
- Shall contain identifying information (This is a work product of CRCPD's Committee on (name of the committee and committee number), and CRCPD name, address, web address).
- Is not required to undergo formal peer review, and
- Will not contain the CRCPD logo or a publication number.
- Shall be approved by the Board on a case-by-case basis prior to posting the product to the open side of the CRCPD Web.

**B. Working Group Position or Recommendation** - A letter from the working group containing the working group position or recommendation that is sent to the appropriate person, agency, or organization, with a copy forwarded to the Board "for information only" if the working group does not seek Board/CRCPD approval. The letter shall be on the working group's letterhead and shall be signed by the working group chairperson. The text shall clearly indicate that the position or recommendation is that of the working group. The CRCPD logo shall not be on the letter. If Board and/or CRCPD Membership approval is sought but not obtained, the working group has the right to retain their working group position/recommendation.

### **C. Surveys/Questionnaires**

Surveys/questionnaires developed by a working group shall be submitted to the Council Chairperson for approval prior to distribution. The working group shall send a copy of the survey/questionnaire to the OED. The Council Chairperson, in consultation with the OED, has the authority to approve surveys/questionnaires. If the Council Chairperson feels it is necessary, they can forward the survey/questionnaire to the Board.

**Format for Formal Positions and Resolutions**

**Conference of Radiation Control Program Directors, Inc.**  
**(Insert Board of Directors if a Board Position or Resolution is preferred)**  
*(Insert CRCPD if a CRCPD Position or Resolution is preferred)*  
**Proposed** *(Insert Position or Resolution)*

**Relating to:** *(A concise statement of the topic.)*

**Whereas:** *(Any number of "Whereas" may be entered. A "Whereas" is a statement of facts or information that supports the final recommendation of the resolution.)*

**Now Be It Resolved:** *(The major recommendation of the resolution is stated here.)*

**Be It Further Resolved:** *(To be used where multiple recommendations are made.)*

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**CRCPD Chairperson**

**Accepted by** *(Insert Board of Directors if Board position or resolution if preferred  
Or Insert CRCPD Membership if a CRCPD position or resolution is preferred)*

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Logo  
goes here

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## Technical White Paper Format Template

# **Technical White Paper: An Educational Report Expounding on a Particular Issue**

**Developed by CRCPD's Committee on \***

**Adopted (or Approved) by CRCPD's Board of Directors (or Membership)**

**Date**

This is the **title page** of the White Paper.

Title for font: Arial Black 14

Developed by: Arial 12

Date: Arial 12

Note: There would not be a page number on this page.

**Conference of Radiation Control Program Directors, Inc. (CRCPD)  
1030 Burlington Lane, Suite 4B  
Frankfort, Kentucky 40601  
[www.crcpd.org](http://www.crcpd.org)**

## **Technical White Paper: An Educational Report Expounding on a Particular Issue**

Begins with Executive Summary, which can be on a page by itself or be on the same page as the start of the document.

The text of the White Paper should be in a serif font, such as Times, Times New Roman, Bookman Old Style or Book Antiqua. Headings, if used, should be in a san serif font, such as Arial Bolded or Arial Black.

Footer on subsequent pages of a Technical White Paper:

CRCPD Technical White Paper: Title of Paper                      Date:                      Page # of #

*The date and page number can be on a 2<sup>nd</sup> line if the title of the paper is long.*