

The NCSD Whitepaper Approval Process

Introduction

This document delineates the American Nuclear Society Nuclear Criticality Safety Division (ANS/NCSD) whitepaper approval process.

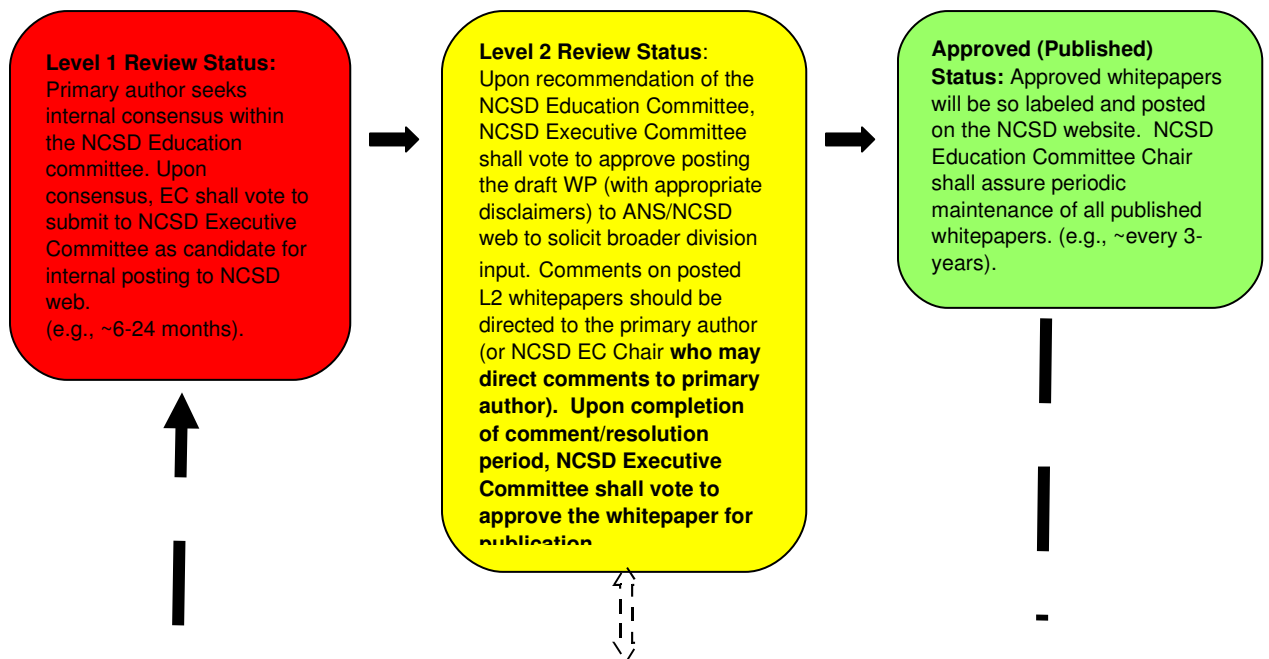
Background

In 2001, the NCSD Executive Committee endorsed use of whitepapers to relate guidance on pertinent issues or examples of good practices in the practice of Nuclear Criticality Safety. The whitepaper process is intended to be a venue for all members of the division to promote best practices, lessons learned or to explore meaningful discussions on issues of importance to the criticality safety community. Whitepapers are intended to be living documents that could and should change as practices improve.

Discussion

In order to have the greatest benefit to Division membership, NCSD whitepapers are managed under the auspices of the NCSD Education Committee (EC). It is incumbent upon the appointed Chair of the NCSD EC to effectively steer select whitepapers through the approval process. Upon review and approval of a whitepaper by the NCSD EC, a recommendation is made to the NCSD Executive Committee for approval to post the whitepaper on the website for NCSD review and comment. The NCSD EC recommendation should include an indication of the degree and rigor of review that the whitepaper has received to justify Executive Committee approval for posting to the NCSD website. After being posted on the NCSD website for a given period of time (60 days), comment resolution will commence, culminating in a recommendation from the Education Committee Chair to the Executive Committee that the whitepaper is ready for an approval vote by the Executive Committee. A provision for ANS-8 Subcommittee endorsement may also be made prior to approval. Only **pdf** files may be posted to the website and their genesis and level approval status shall be noted on the header.

The following flow chart best illustrates the process (refer **Table 1** for current summary).



ANS-8 Subcommittee:
 Endorsement may be
 required on select
 whitepapers prior to approval
 by the Executive Committee.

Conclusions

Because of the “living” nature of these documents, the final pdf files posted on the website should include clear directions to forward future comments or requests for review and updates of the whitepaper to the NCSD Education Committee Chair, who is responsible for overseeing the resolution of comments. At a minimum, all published whitepapers should be reviewed or re-issued once every 3-years. Any revisions to whitepapers (other than minor editorial corrections) shall be subject to the same approval process as the original draft.

Table 1. Current Draft / Published NCSD Whitepaper Summary

Whitepaper Topic	Review Status		
1. Education Committee Overview	L1 EC Review Complete (November 16, 2003)	Submitted for L2 Review / Web Posting (April 2004)	Approved by Exec Committee 12/05: Published to NCSD Web on 6/06
2. Definition of CSE Specialist	L1 EC Review Complete (November 16, 2003)	Submitted for L2 Review / Web Posting (April 2004)	Approved by Exec Committee 12/05: Published to NCSD Web on 6/06
3. Successful NCS Mentorship Program	L1 EC Review Complete (November 16, 2003)	Submitted for L2 Review / Web Posting (April 2004)	Approved by Exec Committee 12/05: Published to NCSD Web on 6/06
4. Acceptable Evaluation of NCS	L1 EC Review Complete (November 16, 2003)	Submitted for L2 Review / Web Posting (April 2004)	Approved by Exec Committee 12/05: Published to NCSD Web on 6/06
5. CSE Specialist Training & Qualification	L1 EC Review Complete (November 16, 2003)	Submitted for L2 Review / Web Posting (April 2004)	Approved by Exec Committee 12/05: Published to NCSD Web on 6/06
6. Proper Implementation of Double Contingency Principle (DCP)	L1 EC Review Complete (November 16, 2003) additional comments being incorporated		
7. Nuclear Criticality Accidents In The Workplace: Fact Sheet	Division Review Complete (September 2001)	Executive Committee Review Completed October 2001	Rev 1 Approved by Exec Committee 12/05: Published to NCSD Web on 6/06
	Rev 1. EC Revision and Reapproval (November 2004)	Rev 1. Submitted for L2 Review/Web Posting (April 2004)	