

METHODOLOGY FOR ESTABLISHING A NEW TECHNICAL GROUP

OBJECTIVES

The objectives for establishing a new American Nuclear Society Technical Group are as follows.

- 1. Increase the visibility of the Society by providing a clear indication to an outside observer that the technical area falls within ANS.**
- 2. Attract new members to the Society by providing a self-sustaining home for practitioners of that technical area.**
- 3. Demonstrate that the Society is capable of growing and provides a structure that encourages the opportunity for growth and is not a threat to the existing Professional Divisions/Technical Groups by assuring that each affected PD/TG will remain viable. In this context, it is not a de-facto threat to an affected PD/TG solely if it means the PD/TG will not be able to grow using that technical area, or even if they will lose some number of their members, as long as what remains are still viable organizations.**

Each application will be judged against these objectives.

METHODOLOGY FOR ESTABLISHING A NEW TECHNICAL GROUP

Step 1: Leader of a proposed new Technical Group (TG) submits a letter of intent to the chair of the Professional Divisions Committee (PDC) announcing the possible formation of a new TG. The letter must be submitted before the next ANS national meeting and will be discussed at the Saturday night PD Workshop. (At least three months before the next ANS national meeting.)

Step 2: Leader of a proposed new TG submits a draft Charter to the PDC in accordance with the methodology in this document. (At least three months before the next ANS national meeting.)

Step 3: PDC forwards draft Charter and supporting information of the proposed TG to all PD's/TGs for review by their Executive Committees, identifying a reasonable suspense date to receive comments. (At least two months before the next ANS national meeting.)

Step 4: PDs and TGs independently evaluate the merits of the proposed new TG, evaluate areas, if any, where the new TG may adversely impact its scope and operations, identify potential areas of synergy, and submits comments to PDC. PDC forwards the comments and identifies any synergies and issues that need resolution. If necessary, the PDC Chair will appoint an Ad Hoc Committee to work with the proposed new TG leadership to review and evaluate comments. (At least one month before the next ANS national meeting.)

Step 5: Leader of the proposed new TG addresses the identified issues directly with the leadership of the affected PD or TG. After all issues are discussed, the leader of the proposed new TG proposes mitigation strategies and submits a revised draft Charter to the PDC. The PDC appointed Ad Hoc Committee will assist the Leader of the proposed new TG and any affected PDs/TGs. At this time, the self-identified, affected PDs/TGs may submit a revised response. (At least one month before the next ANS national meeting.)

Step 6: Leader of the proposed TG presents relevant information via e-mail before the next ANS national meeting and summarizes the proposal at the next PD Workshop. (At least two weeks before the next ANS national meeting.)

Step 7: PDC prepares an information package and sends it out to each PD and TG. An agenda item for discussing the proposed new TG is established at the upcoming PD Workshop on Saturday evening at the next ANS national meeting and a full discussion will be held at the next PDC meeting at the next ANS national meeting. (At least two weeks before the next ANS national meeting.)

Step 8: Each PD and TG includes this item on its Executive Committee meeting agenda to discuss the petition's merits and commission a representative to vote at the PDC meeting on Tuesday of the next ANS national meeting.

Step 9: At the PDC meeting of the next ANS national meeting, the leader of the proposed TG presents the merits of the new TG and the affected PDs/TGs present their case. An up-down vote of all PDs/TGs representatives is taken. A minimum yes vote from 90% or greater of all the PDs/TGs and zero no votes from one or more significantly affected PDs/TGs is required for the recommendation to be taken to the Board of Directors. A significantly affected PD/TG is one where the formation of the proposed TG would significantly affect the PDs/TGs in one or more of the following areas.

METHODOLOGY FOR ESTABLISHING A NEW TECHNICAL GROUP

- 1) Membership
- 2) Meetings/Programs and/or
- 3) Revenue.

The significantly affected PDs/TGs must establish an adequate case that they would be significantly affected in one or more of these areas. If an adequate case is made, the Chair of the PDC shall refer this issue to an Ad Hoc Committee to evaluate further. This action is in accordance with Section 5.1 Procedures for Forming A Technical Group of the PDC Manual.

The criteria for adequate case that demonstrates a PD/TG is significantly affected is:

1. Membership: When membership can be demonstrated to be negatively impacted by 5% or greater.
2. Revenue: When revenue can be demonstrated to be negatively impacted by 10% or greater.

Step 10: If the new TG is approved by 90% of the PDs and TGs, the draft TG Charter will be finalized and the PDC will recommend the formation of the new TG at the next Board of Directors meeting. If the new TG is not approved, the leader of the proposed TG has the option of working with a PDC Ad Hoc Committee to resolve issues and/or modify the draft Charter, or rescind the request to establish a TG, or repeat this process in the future.

Step 11: A new proposed TG that is not approved by the PDC may work under an existing PD or PD's until it becomes sufficiently sustaining to again petition PDC for TG status. The leaders also may choose to remain a subgroup/working group of an existing PD. This subgroup/working group would be acknowledged as part of that existing PD. The PDC web site will contain appropriate forms and guidelines to outline subgroup/working group activities. This concept needs to be defined further.

Step 12: PDC will document all correspondence and send to ANS headquarters files.

METHODOLOGY FOR ESTABLISHING A NEW TECHNICAL GROUP

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Memorandum

TO: PDC Chair
FROM: Leader of proposed new TG
SUBJECT: Proposed new TG

We announce our intent to form a new Technical Group

METHODOLOGY FOR ESTABLISHING A NEW TECHNICAL GROUP

Step 2: Leader of a proposed new Technical Group (TG) submits a draft Charter to the PDC in accordance with the methodology in this document. (At least three months before the next ANS national meeting.).

Memorandum

TO: PDC Chair
FROM: Leader of proposed new TG
SUBJECT: Proposed new TG

Attached is a draft Charter and supporting information for the proposed _____ TG. Please ensure that all existing PDs and TGs have an opportunity for review and comment.

Proposal for a new Technical Group (TG)

Name of the new TG _____

Charter

Reasons why the Society would benefit from this new TG; e.g., increased membership, increased meetings/programs (topical and national), and potential for increased revenue.

Potential impact on existing PDs and TGs; e.g., none negative or areas such as membership, meetings/programs, and revenue.

METHODOLOGY FOR ESTABLISHING A NEW TECHNICAL GROUP

METHODOLOGY FOR ESTABLISHING A NEW TECHNICAL GROUP

Step 5: Leader of the proposed new TG addresses the identified issues directly with the leadership of the affected PD or TG. After all issues are discussed, the leader of the proposed new TG proposes mitigation strategies and submits a revised draft Charter to the PDC. The PDC appointed Ad Hoc Committee will assist the Leader of the proposed new TG and any affected PDs/TGs. At this time, the self-identified affected PDs/TGs may submit a revised response. (At least one month before the next ANS national meeting.)

Memorandum

TO: PDC Chair

FROM: Leader of proposed new TG

SUBJECT: Resolution of issues associated with proposed new TG

Attached is a revised Charter and supporting information for the proposed _____ TG.

Also attached is the resolution of issues that were raised by the _____ PD(s)/TG(s).

Proposal for a new Technical Group (TG)

Name of the new TG _____

Revised Charter

Issue with _____ PD/TG

Proposed Resolution

METHODOLOGY FOR ESTABLISHING A NEW TECHNICAL GROUP

Issue with _____ PD/TG

Proposed Resolution

Issue with _____ PD/TG

Proposed Resolution

Issue with _____ PD/TG

Proposed Resolution

METHODOLOGY FOR ESTABLISHING A NEW TECHNICAL GROUP

Step 7: PDC prepares an information package and sends it out to each PD and TG. An agenda item for discussing the proposed new TG is established at the next PD Workshop on Saturday evening at the next ANS national meeting and a full discussion will be held at the next PDC meeting on Tuesday evening at the next AANS national meeting. (At least two weeks before the next ANS national meeting.)

Memorandum

TO: Chairs of PDs and TGs

FROM: PDC Chair

SUBJECT: Proposed new TG

Attached is a revised Charter and supporting information that has been provided to the PDC from the proposed _____ TG. The leader of the new TG has made every effort to address the potential issues that may arise with potentially impacted PDs/TGs, as shown in the attachments.

Please review this with your Executive Committee. The leader of the proposed _____ TG will be discussing this at the next PD Workshop on Saturday evening and the next PDC Meeting on Tuesday evening. Please be prepared to vote on the proposed petition of the _____ TG at the next PDC Meeting.

Thank you for your time and consideration.

METHODOLOGY FOR ESTABLISHING A NEW TECHNICAL GROUP

Step 10: If the new TG is approved by 90% of the PDs and TGs, the draft TG Charter will be finalized and the PDC will recommend the formation of the new TG at the next Board of Directors meeting. If the new TG is not approved, the leader of the proposed TG has the option of working with a PDC Ad Hoc Committee to resolve issues and/or modify the draft Charter, or rescind the request to establish a TG, or repeat this process in the future.

Vote for approval of the _____ TG

PD/TG	Y/N
Accelerator Applications	
Education & Training	
Biology & Medicine	
Decommissioning, Decontamination & Reutilization	
Environmental Sciences	
Fuel Cycle & Waste Management	
Fusion Energy	
Human Factors	
Isotopes and Radiation	
Materials Science & Technology	
Mathematics & Computation	
Nuclear Criticality Safety	
Nuclear Installations Safety	
Operations & Power	
Radiation Protection & Shielding	
Reactor Physics	
Robotics & Remote Systems	
Thermal Hydraulics	
Aerospace Nuclear Science & Technology Technical Group	

Yes _____ Percent Approval _____ %

No _____

The _____ TG is (approved, not approved) for submittal to the Board of Directors.