



**Training Subcommittee (TSC) Charter
DRAFT**

**Established: 2012
Revised: 2014**

Mission and Purpose	<p>The mission of the EMI SIG TSC is to leverage the experiences, expertise, and insight of members to ensure that services and products are aligned with the mission and goals of the Department of Energy/National Nuclear Security Administration (DOE/NNSA).</p> <p>The purpose of the TSC is to provide a forum to ensure appropriate coordination, collaboration, and information sharing and to facilitate the interaction between DOE/NNSA and its contractor personnel with common interests in identifying and resolving training issues throughout the DOE/NNSA complex.</p>
Objectives	<p>The TSC will:</p> <ul style="list-style-type: none"> • Ensure the viability of Headquarters (HQ) and its Contractors’ capabilities through coordinated planning and exchange of information and management techniques. • Promote standards and best practices through informational and educational activities. • Study issues that affect training and seek a common approach for providing solutions to identified problems through a process that includes planning, research, and evaluation. • Monitor feedback to promote continuous improvement in emergency management training.
Membership	<p>The TSC is open to all Departmental Elements and its Contractors with interest or responsibility for managing, overseeing, or implementing ERO training requirements in DOE/NNSA organizations.</p>
Communications	<p>The TSC will provide opportunities for members to communicate through videoconference and/or teleconference, EMI SIG Website, TSC SharePoint Site, listserv, social media, and the EMI SIG Annual Meeting.</p>



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Leadership Team

The Subcommittee or Working Group Leadership Team will consist of:

- Chair and Co-Chair
- DOE Advisor
- Steering Committee Advisor
- Oak Ridge Institute for Science and Education (ORISE) Coordinator

The Chair and Co-Chair must represent a DOE/NNSA prime contractor. The Chair will serve in his/her position for a two year term. If the Chair cannot fulfill the position and resigns, the Co-Chair will fill the role for the remainder of the current term. A Co-Chair under the above conditions will be selected by the Chair from volunteers for the position for the remainder of the current term.

In usual circumstances, the Chair and Co-Chair assume their positions after the Annual Meeting. Elections can be held electronically and at the Annual Meeting.

Advisors to the Subcommittee or Working Group come from the DOE Office of Emergency Management and Policy (NA-41) and the EMI SIG Steering Committee.

The ORISE Coordinator will provide coordination and support to the Subcommittee Leadership Team, Subcommittee members, and Task Groups. ORISE Coordinators are appointed by the EMI SIG Manager.

Meetings

The TSC will normally meet remotely, on quarterly basis and meet once a year at the EMI SIG Annual Meeting. Scheduled conference calls will include a meeting agenda and meeting highlights.

Task Groups

Task Groups will be established to address specific issues and/or to develop products as identified and approved through the [EMI SIG work-flow process](#). A Task Group Leader is appointed by the TSC Leadership Team. The Task Group should consist of a cross-section of representatives from the DOE complex. The ORISE Coordinator is a standing member of all Task Groups. Task Groups will meet according to predetermined dates and times as requested by the Task Group Leader and scheduled through the TSC ORISE Coordinator.