

Nuclear Industry Configuration Management Benchmarking Group (CMBG)



Principles and Practices

Revision 7

Summary of Significant Changes

- Added clarifying wording to support Vendor involvement in conferences.
- Added designation of Honorary Membership and requirements
- Minor grammatical changes

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Configuration Management Benchmarking Group
Principles and Practices**

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Forward

The Configuration Management Benchmarking Group (CMBG) was formed as a grass roots initiative in 1994 and continues as a foundational forum for information sharing among configuration management (CM) professionals within the nuclear power industry. The group gathers annually for a conference, and has a steering committee which oversees its activities.

Ever since its first conference in October 1994, CMBG has provided an annual forum for configuration management practitioners to exchange information and ideas on various configuration management topics and issues. Participation in the annual conference has included representation from the Nuclear Regulatory Commission (NRC), Institute for Nuclear Power Operations (INPO), Nuclear Energy Institute (NEI), a number of government nuclear processing facilities, and several international utilities.

CMBG provided considerable input into the development of an industry standard on configuration management (ANSI/NIRMA CM 1.0-2000) and its 2007 revision. The CMBG Steering committee worked with NEI on integrating the configuration management (CM) process model, standard definitions, and key performance indicators into the NEI Standard Nuclear Performance Model. CMBG worked with INPO on updating the INPO AP-929 "Configuration Control" guideline. CMBG is recognized by NEI and INPO as the Community of Practice for the configuration management process.

While CMBG does not endorse any products or services, it is recognized that there are several vendors that support the configuration management process and activities. Vendors also attend the CMBG conferences and support it's mission. Associated vendors in other areas of Nuclear power have long sponsored and lead conferences in many areas. CMBG has decided to allow vendors to assist the conference host or to actually lead a conference in the future.

CMBG Mission

To provide a forum for the exchange of information that is useful to practitioners of nuclear facility configuration management (CM) and to act as the CM Community of Practice¹ for the nuclear industry.

CMBG Policies

- The CMBG will not endorse any products or services
- Marketing of products and services is not allowed during presentations or breakout sessions at the annual conference
- A list of Conference attendees and other CM contacts are made available through the web site unless an attendee specifically requests that their information not be included
- Requests to add, delete or change CMBG contact database information are to be made via the website.

CMBG Organization

The CMBG is an all-volunteer organization. The funding for the annual conference is supported by the conference host and conference fees. It has no legal identity, no standing membership, and no one is compensated for participation. It is composed of the identified steering committee members and those people who are listed in the CMBG contacts database by virtue of having attended a conference or registering their interest on the CMBG website. Any conference fees collected by the host of the annual conference are used to off-set the expenses associated with hosting and conducting the conference and maintaining the website.

CMBG Participants

CMBG is made up of configuration management professionals within the nuclear power industry and other interested parties desiring to further the knowledge and application of configuration management principles. Participants are identified by inclusion on the CMBG Contacts Database. CMBG participants routinely engage in addressing configuration management questions and issues through participation at the annual conferences and through forum discussions on the established Google Groups platform.

¹ A "Community of Practice" (C of P) is an industry peer group of experts in a process or sub-process defined in NEI's *Standard Nuclear Performance Model*. The group serves as the "owner" of that particular process or sub-process, managing the solution of issues for the industry in that area. NEI assesses C of P development based on six attributes: formation of a leadership team, a charter, cost definitions, process descriptions, definitions of performance indicators and performance improvement projects.

Use of Vendors

- Vendors may be used to assist a conference host or be a conference host.
- All vendors will be given equal consideration with final selection and approval being made by the steering committee.
- While no specific vendor time is scheduled during the conference, they may set up a table to provide information prior to and after sessions during the conference.
- Prior approval must be obtained with the conference host and steering committee.

The Steering Committee

CMBG uses a steering committee to oversee CMBG activities. This steering committee's mission is to support the Benchmarking Group by providing continuity and direction for the group's activities and to represent CMBG in communications with INPO, NEI and other industry groups.

Steering Committee Composition

- Chairperson (selected by the steering committee at the annual conference)
- The host of the most recent past conference
- The host of future scheduled conferences
- Additional selected members
- Current steering committee members are shown on the CMBG website

Expectations and Responsibilities of the Active Steering Committee

- Promote CM principles and practices consistent with established industry standards
- Promote industry participation in annual conferences
- Establish and apply criteria for selecting a host for the annual conference
- Solicit candidate hosts for future conferences
- Define ground rules for planning and conducting the conferences
- Select conference hosts in accordance with the timeline described under Selection of Conference Host section below
- Provide input to the agenda for annual conferences
- Charter working groups as needed to address significant CM issues identified by annual conference attendees or other industry groups
- Review the work of chartered working groups before results are released
- Participate in conference calls and semi-annual meetings as scheduled by the chair
- Review the CMBG website design and content to ensure consistency with CMBG policies and strategic direction
- Meet at least annually to review and update these principles and practices as necessary

Duties of the Steering Committee Chairperson

- Arrange and lead meetings or conference calls of the steering committee in order to make policy decisions and assist the conference host
- Act as the CMBG and CM Community of Practice point of contact with other nuclear industry organizations

- Obtain the consensus of the steering committee prior to release of working group results or communicating CMBG or Community of Practice positions on industry issues
- Appoint the CMBG website webmaster, with concurrence of the steering committee
- Work to maintain an effective steering committee by encouraging active participation by all members and recruiting new members when needed

Honorary Steering Committee Membership

Steering Committee members who will no longer be able to satisfy all expectations/responsibilities due to retirement, change in normal job duties, etc. may request honorary Steering Committee membership. It is at the discretion of the active Steering Committee membership to approve such requests for honorary membership. If approved, expectations of honorary members are as follows:

- Participate in conference calls when scheduled
- Participate in Steering Committee email exchanges
- Support revision and review of CMBG-related documents
- Provide counsel and guidance on CMBG direction and activities

Honorary membership will continue until either a change in membership is requested by the Honorary Member or by vote of the active Steering Committee membership.

CMBG Working Groups

On occasion, configuration management issues or concerns may be raised by conference attendees or other industry groups (e.g., INPO, NEI). If in the opinion of the steering committee, the issue warrants a focus group to address, then the steering committee will commission a working group of volunteers to address the issue or concern and report back to the steering committee and the industry.

Working Group Expectations

- Specific expectations will be provided by the steering committee.
- The steering committee will identify the Working Group leader, who will schedule and organize meetings, and periodically advise the committee of progress.
- Results of the group's work are to be reviewed with the steering committee prior to issue.
- Working Group members will not communicate CMBG positions or work-in-progress to other agencies.

CMBG Benchmarking and Communications

CMBG provides several mediums for exchange of information related to configuration management.

The Annual Conference

A key aspect of CMBG achieving its mission is providing a forum for face-to-face exchange of information related to configuration management. CMBG conducts an annual conference as the primary means to achieve this objective. This conference allows communication on specific

topics related to current issues with configuration management. Each year's conference is hosted by a company and/or a vendor within the nuclear industry. The specific structure, content and duration of each annual conference is determined by the selected conference host with input from the steering committee. Attachment A of this document provides a list of annual milestones and related tasks associated with this conference as a guide for steering committee actions.

Selection of the Conference Host

Identification and selection of future conference hosts is a critical aspect of the future success of the CMBG. The CMBG steering committee should continually solicit interest from the nuclear industry for companies willing to host a future annual conference. A list of candidate hosts should be maintained.

Conference hosts are chosen by the CMBG steering committee. Considerations in this selection process include geographic location in the U.S. and the level of commitment and management support shown by the prospective host for holding the conference. The goal of this selection process is to have the second-year-ahead host selected prior to the planning meeting (January) for the next scheduled conference to allow them to observe the planning for and execution of a conference and allow time for budgeting and site selection.

Duties of the Conference Host

- Arrange for and oversee the conduct of the annual conference.
- Periodically review plans and preparations for the conference with the steering committee. This should include hosting a steering committee meeting at the site of the upcoming conference about six months in advance of the conference.
- Maintain CMBG contacts database and forward the updated database periodically to the CMBG webmaster in order to maintain the website contacts list current.
- Provide information regarding the upcoming conference to the CMBG webmaster for posting on the website. Approve format and design of information on the website.
- Handle financial obligations associated with annual conference and website hosting fees and domain name.
- Host a steering committee meeting during the annual conference.

The CMBG Website

CMBG has a website (www.cmbg.org) contains information on future and past conferences, publications and papers, and links to other CM related information.

The CMBG steering committee will retain the services of a webmaster who maintains the website and ensures consistency of the site design, layout and data structure. The webmaster is identified at the bottom of the website home page. Annual costs to maintain the website are paid by the upcoming year's conference host company.

CMBG Twitter Account

CMBG has a Twitter account (@CMBGOrg) that is another avenue of posting conference announcements and activities.

Contacts, Surveys, and Informal Benchmarking

The CMBG Contacts Database, maintained and kept by the webmaster, provides a mailing list of CM practitioners throughout the industry. Additionally, a benchmarking discussion forum has been created via Google Groups. The Google Group can be accessed at <http://groups.google.com/group/cmbg-usa?hl=en> where people can request an invitation to join. Members are encouraged to use the contact list or Google Group for conducting surveys, soliciting input, or sharing problems/solutions with their peers.

The content of the Contacts Database is maintained by the upcoming conference host during conference planning.

In order to ensure continued effectiveness of these industry resources, please adhere to the following guidelines:

- Protect the confidentiality of the database.
- When using the database for surveys or benchmarking, please share the results with participants.
- When using Google Groups for surveys or benchmarking, please attach data files within a "Post" of the original "Discussion".
- Provide feedback to the upcoming conference host (identified on the website) when incorrect contact information is found.

Attachment A

CMBG Steering Committee Annual Milestone Template (Dates are approximate based on mid-June conference)

| | |
|------------|---|
| January 15 | Steering Committee mid-cycle meeting at conference location <ul style="list-style-type: none"> • Prepare for this year's conference • Develop a preliminary conference agenda with proposed speakers • Report for following year's conference host(location, approximate date) • Review Principles and Practices • Select next Chair |
| January 31 | 1 st Announcement letter |
| March 15 | 2 nd Announcement letter |
| April 15 | Registration Reminder |
| May 15 | Final Registration Reminder |
| June | Conference <ul style="list-style-type: none"> • Announce next year's conference location and dates • Announce new steering committee chairperson • Solicit interest in hosting 2nd year ahead conference • Solicit potential topics for next year's conference |
| June | CMBG Steering Committee Meeting <ul style="list-style-type: none"> • Approve Principles and Practices • Make list of potential hosts for 2nd year ahead |
| July 1 | Web page updates <ul style="list-style-type: none"> • Post presentations of previous conference • Attendee list • Post data for next year's conference |
| July- Oct | Contact potential 2 nd year ahead hosts and determine commitment for conference |
| October 31 | Name Conference Host for 2 nd year ahead |
| November | Set up January mid-cycle meeting at next year's conference site (invite 2 nd year ahead host) |