

NATIONAL WORK GROUP ON LEAK DETECTION EVALUATIONS
Policy Memorandum #4
Open Portion of Work Group Meetings

February 20, 2003; Revised September 17, 2015

The Work Group will provide an opportunity for all interested parties to attend up to a four-hour portion of each Work Group meeting. During this period, vendors and evaluators of leak detection equipment are invited to make presentations to the Work Group. In order to accommodate as many requests as possible, up to six 30-minute time slots are made available for this purpose at every Work Group meeting. The time slots allow 20 minutes for the presentation and 10 minutes for questions, comments and discussion concerning the presentation. If time remains and at the discretion of the Chair, time may be available for general discussion of any subject related to the Work Group mission, however the Work Group is not obligated to allow time for open discussion. This portion is for discussion of general issues related to leak detection; specific issues related to individual evaluations should be discussed with team members or scheduled for a presentation.

Vendors and evaluators who wish to address the Work Group must e-mail the following to the Chair at least two weeks prior to the meeting date.

1. The subject of the discussion,
2. An outline of the main topics,
3. An explanation of why it is important for this information to be presented to the work group,
4. An electronic copy of the presentation and any materials to be distributed to Work Group members at the meeting.

Only information sent by e-mail will be accepted so that the Chair can forward this information to the other Work Group members for their consideration.

Information received after the deadline (two weeks prior to the meeting date) may not be able to be considered by the Work Group. If there are no vendor/evaluator presentation requests two weeks prior to the meeting, the open portion of the meeting will be cancelled. A notice of cancellation will be placed on the NWGLDE website, and those who regularly attend the open portion of NWLGDE meetings will be notified by e-mail approximately two weeks before the meeting.

Since there may be more requests for presentations than time will allow, requests will be considered on a first-come-first-serve basis. When a request is received, the Work Group will vote on whether or not a presentation is within the realm of the Work Group's mission. Once there are 6 approved presentations scheduled for one meeting, other presentations will be put on a waiting list in case a cancellation occurs prior to the meeting. If a presentation cannot be accommodated during the meeting, the process will start over, and another request will be required prior to the next meeting.

The Chair shall schedule a time slot for the presentations and notify the vendors and/or evaluators of the presentation schedule.