

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

February 20, 2003; *Revised December 5, 2008*

The Work Group will provide an opportunity for all interested parties to attend a 4-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, five 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. The last hour is made available for general discussion of any subject related to the Work Group mission.

Vendors and evaluators who wish to address the Work Group must e-mail the following to the Chair of the Work Group 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.

Only information sent by e-mail will be accepted so that the Work Group Chair can more easily forward this information to the members of the Work Group 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.

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 5 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 of the Work Group shall schedule a time slot for the presentations and notify the vendors and/or evaluators of the presentation schedule.