

Conference of Radiation Control Program Directors, Inc.
Working Group Biannual Report Form
(Revised 12/5/18)

1. **Reporting Period?** August 1 through January 31 (**Due February 1st**)
 February 1 through July 31 (**Due August 1st**)

2. **Date report submitted to Council Chair and OED:** _____

3. **Working Group Name:** _____
Working Group Number: _____
Working Group Chairperson: _____

4. **Activities & Accomplishments:** (If no activities occurred, enter "No activities in this reporting period." This summary of activities and accomplishments will be published in the *Newsbrief*.)

- [enter first activity, then press "enter" for next bullet]

- 1) **Enter number of face-to-face meetings:** _____
2) **Enter number of conference calls/web conferences:** _____

5. **Emerging Issues:**

- [enter first emerging issue, then press "enter" for next bullet]
(Note: emerging issues are not restricted to current charges.)

6. **Board Actions Requested:**

Membership Change(s), including justification:

- [enter first action needed, then press "enter" for next bullet]

Charge Change(s), including justification:

- [enter first action needed, then press "enter" for next bullet]

Other Change(s) (be specific), including justification:

- [enter first action needed, then press "enter" for next bullet]

7. **Projected Activities** (Based on your WG Charge(s), provide a summary of your goals and objectives, with timelines):

- [enter first activity, then press "enter" for next bullet]

8. **Needed Meeting(s) & Conference Call(s):** Provide a listing of the WG meetings and conference calls you anticipate needing/requesting for each of the next two reporting periods. It is very important to provide this information so that funding may be allocated in the CRCPD budget.

Next Reporting Period:

- [enter first request, then press "enter" for next bullet]

Second Reporting Period (one year out):

- [enter first request, then press "enter" for next bullet]

9. **Total Donated Hours (in this report period for all WG Members, Advisors & Resource Individuals who are not federal employees.) as follows:**

- 1) **Conference Calls/web conferences:** _____
2) **Meetings:** _____
3) **Document Reviews:** _____
4) **Other:** _____
Total Donated Hours: _____

10. **Complete the Working Group Members Evaluation Form and submit it with the working group biannual report form.**