

The Risk Management and Decision Processes Center
The Wharton School

Near-Miss Project Review Meeting
December 12, 2002
AGENDA

Morning Discussion

- 8:30 **Breakfast**
- 9:00 **Welcome and Introductions** (Ulku, Paul, attendees)
- 9:15 **Review of Agenda and Project Overview** (Ulku)
- 9:30 **Feedback from Project Participants** (All)
 (Application of Near-Miss project at participants' facilities)
- 10:00 **Prototype and Audit Tool Wrap-up** (Ulku, Joe)
- 10:30 **Coffee Break**
- 10:45 **Presentation and Discussion of Near-Miss Management Tools**
(James, Ulku and participants)
 (230 page document will be distributed at the meeting)
- Overview of the document
 - Discussion of select tools
 - Application to daily practice
 - Suggestions and recommendations

Afternoon Discussion

- 12:30-2:00 **Lunch and off-the-record discussion.**
 Participants sharing their experiences, ideas, best practices,
 problems and questions with the other attendees.
- 2:00 **Critical Performance Measures for Near-Misses Program Assessment** (Ulku, All)
 Short presentation followed by brainstorming
- 2:15 **Near-Miss Management System Structure** (Paul, All)
 Short proposal followed by discussion
- 2:30 **Future Plans** (All)
 Current projections
 Develop plans to standardize codes and definitions
 Develop plans for building a business case
 New ideas
- 3:00 **Adjourn**