

Subject: Best Practices and Outreach Department Charter	Effective Date: August 2, 2013	Initiated by: Head, Best Practices and Outreach
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INTRODUCTION

The Best Practices and External Affairs Department coordinates a number of activities, including:

- Best Practices
- Outreach and Stakeholder Relations
- Quality Assurance
- Science Education
- Technology Transfer

RESPONSIBILITIES

The Best Practices and Outreach Department responsibilities include:

- **Best Practices** - seek out and implement best practices of industry and other DOE Laboratories; pursues performance improvement of Laboratory systems.
 - Policies, Procedures, Mission Statements and DOE Directives - Manage the control and issuance of PPPL Lab-wide policies, procedures, mission statements, and charters.
 - Coordinate the review and dissemination of applicable DOE Directives and Standards, and maintain active participation as a member of the DOE Technical Standards Managers, Directives Points of Contact, and Contractor Requirements Managers.
 - Performance Improvement Initiatives – Recommend, coordinate, and lead efforts to improve the efficiency and effectiveness of the Laboratory’s operational performance. These efforts strive to implement and leverage best practices from industry and the greater DOE community.
 - Integrated Assessment Schedule – Coordinate with PPPL managers, Princeton University, and the Department of Energy Site Office to develop and maintain the risk-based scheduling of assessments across all business lines.
 - Contractor Assurance – maintain the PPPL Assurance System Description; and communicate with other DOE Labs and the DOE Site Office, and participate as a member of the CAS Functional Benchmark Group.
 - Performance Measurement and Reporting – establishing, maintaining and improving the presentation of up-to-date operations information via the PPPL Dashboard.

- **Outreach and Stakeholder Relations** – communicate the benefits of fusion energy to the public and provide relevant information for staff members by the following activities:
 - Open House - coordinates events where the public is invited to view the facility and learn about the Laboratory's mission and the application of science and engineering.
 - Community Leader Involvement – coordinate periodic local officials meetings (municipal and county) to describe current programs and answer questions.
 - Special Events - coordinate and support events including groundbreakings, dedications, and VIP visits.
 - PPPL Institutional Planning, Performance Measurement and Reporting – coordinate development and publication of the Annual Laboratory Plan, Annual Performance Evaluation and Measurement Plan (PEMPs), and Annual Assurance Letter. .
 - Records Management – Monitor applicable federal requirements for compliance and provide coordination for PPPL records stored at the Federal Records Center in Missouri.

- **Quality Assurance** – Manage the PPPL Quality Assurance program to:
 - Promote plans, policies and procedures necessary to ensure that requisite quality requirements are used in engineering and scientific activities.
 - Maintain an awareness of and understanding of the changes and improvements in quality principles and techniques world-wide.
 - Promote an understanding of sound quality principles and their incorporation into Laboratory management systems.
 - Perform assessments of PPPL systems and projects with the goal of using the results to effect improvements.
 - Serve as the PPPL Root Cause Analysis cognizant organization both from a procedure and training responsibility. Support organizations performing such analyses, as appropriate.
 - Support Laboratory Projects in their mission, including helping them establish project-specific standards and processes and improve the project quality.
 - Provide quality inspections of work in progress in order to identify concerns at a stage in which they can be easily corrected.
 - Provide procurement support in order to help assure that the laboratory receives items and services that meet the specified requirements.
 - Develop and maintain a Suspect/Counterfeit Items (S/CI) program that includes measures to exclude S/CI from site and maintain staff awareness.
 - Provide tracking/verification of open items in order to assure that they are resolved in a timely fashion and to protect the Laboratory interests.
 - Generate the agenda for and minutes of the monthly Contractor Assurance System meeting.
 - Develop management reports such as the DOE Quarterly Audit Status Report.

- **Science Education** – Manage the Laboratory’s Science Education program utilizing the human, scientific, and technological resources of PPPL to:
 - Provide opportunities for students and teachers to engage in scientific inquiry in ways that enhance their understanding of science concepts and scientific ways of thinking.
 - Provide innovative opportunities for educators to work together and with scientists and engineers to enhance science teaching and learning.
 - Reach out to all students and teachers, particularly those previously excluded from educational opportunities.
 - Advocate for the national science and math standards.
 - Communicate current scientific knowledge, including that about fusion energy sciences, to members of the community, and to extend this effort more broadly using modern communications technology.
 - Coordinate and participate in PPPL employee visits to schools and other organizations to present lectures on fusion and the Laboratory operations. In addition, Laboratory staff members visit schools to conduct science experiments, judge science fairs, and assist in improving the process for teaching science and math at local schools.
 - Coordinate, a series of Science-on-Saturday presentations for high school students and members of the general public.

- **Technology Transfer**
 - Publication of Scientific and Technical Reports - disseminate PPPL Reports via the Internet. Submit reports for patent clearance, and file invention disclosures and patent applications
 - Stimulate Technology Transfer of fusion energy, plasma physics, engineering, and computer science technologies developed for scientific research.
 - Work with industry and state and local organizations to foster technology transfer and economic development.
 - Provide information to stakeholders: to the general public looking for information on the innovative technologies developed at PPPL; to those in the commercial sector seeking information on the technology and expertise available at the Lab for either partnering or licensing opportunities; and to PPPL scientific staff looking for insight on technology transfer, partnering and funding opportunities.
 - Participate on the DOE Technology Transfer Working Group (TTWG), made up of representatives from each DOE Laboratory and Facility. Participate in the Federal Laboratory Consortium for Technology Transfer as the Laboratory Representative.
 - Chair the Committee on Inventions to encourage the development and the protection of Laboratory intellectual Property.
 - Stimulate collaborative research with Laboratory researchers through Cooperative Research and Development Agreements (CRADAs) and Work for Others (WFOs) agreements