

PPPL Communications with the Department of Energy and Other Customers	PRINCETON PLASMA PHYSICS LABORATORY	POLICY	No. P-102 Rev. 1 Page 1 of 2
		Effective Date: May 18, 2017	Initiated by: Head, Quality Assurance/Quality Control
		Supersedes: Revision 0, dated 10/9/09	Approved: Director

Princeton University and the Laboratory will regularly communicate expectations, results, issues and solutions to the Department of Energy and other customers as applicable. The communications goal is to encourage frank, two-way communication between Princeton and our customer. The attachment provides the recommended frequency that select leaders will meet with our primary customer.

Personnel meeting with DOE (or our other customers) will consider the following questions and discussion points to invoke a conversation regarding how well Princeton is doing in managing and operating the Laboratory, specific projects or tasks.

1. What are the key requirements and expectations for PPPL research and operations?
2. What are the principal factors that determine our success relative to other Laboratories?
3. What are the opportunities for innovation and collaboration, as appropriate?
4. Do our strategic objectives address opportunities for innovation in research and operations?
5. Do our strategic objectives address current and future core competencies?
6. Do our strategic objectives balance short- and longer-term challenges and opportunities?
7. What are we doing well?
8. What should we improve on?
9. Have we resolved your issues? Have we done so promptly and effectively?
10. Milestone status (completed, in progress, overdue).
11. Accomplishments (scientific as well as operationally).
12. Outstanding risks and what we are doing to address the risk.

Guidance:

1. Weekly meetings typically have a standing day and time and may have an agreed on agenda. Other meetings are based upon individual schedules and should be prearranged. Ad hoc meetings can occur (you happen to be in Washington and have an open afternoon) but should not be the norm.
2. If you or your staff are required or promise to do something (as a result of a formal documented request by DOE, such as a data call; or due to a requirement of a statute, regulation or DOE directive/order; or as result of where in your judgment a high level commitment has been made; etc.) that commitment needs to be documented, communicated with responsible Department Heads, and tracked.
3. After each quarterly or yearly meeting, an email should document the meeting (if it is a group, one individual agrees to document the meeting). The email should identify the contact(s), meeting date and commitments (if any). The email should be provided to the Director's Office. The Director's Office or responsible Department will document any commitments for follow-up, as appropriate.
4. Media requests should be forwarded to the Communications Office.

DOE <i>Title or Role</i>	PPPL and Princeton University	Princeton University President and/or Provost	Princeton University Vice President for PPPL	PPPL Director	Deputy Director for Research	Deputy Director for Operations	Head, Engineering and Infrastructure	Head, ES&H	Head, QA/QC	Head, Business Ops. and CFO	Head, Information Technology	Head, Communications and Public Outreach	Human Resources Director	Head, ITER Fabrication	Head, ITER and Tokamaks	Head, NSTX-U Research	NSTX-U Recovery Project Director	Head, Theory and Computation	Head, Plasma Science & Technology	Head, Advanced Projects	Associate Director for Academic Affairs
	Weekly* Meetings (phone/ in person/ video conference)¹																				
PSO Manager			X																		
PSO (operations issues)					X	X	X	X	X												
OFES (research issues)			X	X	X																
OFES, PSO			X		X											X	X				
Monthly* meetings (in person)²:																					
PSO Manager		X																			
DOE Contracting Officer									X												
Office of Science		X	X	X	X																
OFES (research results)		X	X	X	X																
Quarterly* Meetings (in person, video conference)³																					
PSO (PEMP operations status)					X	X	X	X	X	X	X	X	X								
OFES (PEMP Science status)				X									X	X	X	X	X	X	X	X	X
Other DOE Sponsors (as applicable)				X	X							X	X	X	X			X	X	X	X
Other Customers (as applicable)				X	X							X	X	X	X			X	X	X	X
Yearly* Meetings (in person, phone or video conference)⁴																					
Secretary/Under Secretary/ Science	X																				
PSO Manager	X																				
Head, OFES	X																				
Other Customers (as applicable)					X	X	X	X	X	X			X	X	X	X	X	X	X	X	X

*** Meeting frequencies are recommended goals - not mandatory.**

NOTES:

- Weekly meetings are held at the convenience of the parties. Others may attend as needed.
- Monthly meeting with the Office of Science can be any one or more of the four PPPL individuals listed. Monthly meeting with OFES can be either the Director and/or the Deputy Director for Research. Director can invite other research department heads to participate, depending on the particular science project being discussed.
- PEMP reviews for operations will be as a group, typically. PEMP reviews for science will be conducted with individual program managers. Plan is to have a meeting with all department heads present at OFES or with OFES traveling to PPPL. A second face-to-face meeting will be conducted by each research department head. The remaining two meetings can be accomplished by video conferencing.
- Meetings between the President/Provost and DOE are called at any time deemed necessary by either party and may be more or less frequent than once a year, as needed.

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