

PPPL	PRINCETON PLASMA PHYSICS LABORATORY	POLICY	No. P-102 Rev. 0 Page 1 of 2
	Communications with the Department of Energy and Other Customers	Effective Date: October 9, 2009	Initiated by: Head, Best Practices and Outreach
		Supersedes: New	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.

Guiding Principles:

1. Weekly meetings typically have a standing day and time. 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 are required or promise to do something (as a result of a formal documented request by DOE, 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 in the Laboratory's commitment control system (procedure GEN-030).
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 and the Head of Best Practices and Outreach. The Director's Office will document any commitments in the commitment control system for follow-up.

Name	Princeton University President and/or Provost	Princeton University Dean for Research	Director	Deputy Director for Research	Deputy Director for operations	Associate Director for Engineering	Head ES&H	Head, Best Practices and Outreach	Head, Business Operations and CFO	Head, Human Resources	Head, ITER Fabrication	Head, ITER and Tokamaks	NSTX Project & NSTX Program	Head, Fusion Simulation	Head, Theory and Computation	Head, Plasma Science & Technology	Head, Advanced Projects	Associate Director for Academic Affairs
	<i>NOTE: meeting frequency is a goal driven recommendation - not mandatory</i>																	
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													
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							
OFES (PEMP Science status)				X							X	X	X	X	X	X	X	X
Other DOE Sponsors (as applicable)				X	X													
Other Customers (as applicable)				X	X													
Yearly Meetings (in person, phone or video conference) ⁴																		
Secretary/Under Secretary/ Science	X																	
PSO Manger	X																	
Head, OFES	X																	
Other Customers (as applicable)				X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

NOTES:

- Weekly meetings held at convenience of parties. Others may attend as needed.
- Monthly meeting with the Office of Science can be any one or more of the four 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 can be called at any time necessary and may be more frequent than once a year, if needed.