

PPPL	Princeton Plasma Physics Laboratory	PROCEDURE	No. GEN-033 Rev 1 Page 1 of 4
PPPL Management Group and PPPL Advisory Board		Effective Date: February 19, 2016	Initiated by: Head, Best Practices and Outreach
		Supersedes: Revision 0, dated 10/10/11	Approved: Vice President for PPPL

Management System (Primary): 01.00 Strategy and Management
Management System Owner: Vice President for PPPL
Management Process: 01.01 Governance
Process Owner: PPPL Director's Office
Subject Matter Experts (SMEs): Vice President for PPPL

APPPLICABILITY

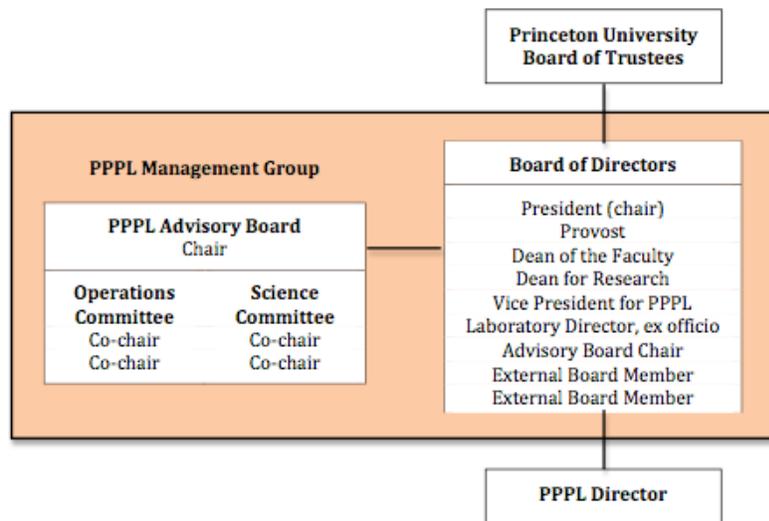
This procedure applies to the functions and activities of the PPPL Management Group and the PPPL Advisory Board.

INTRODUCTION

In 2008 Princeton University established the *PPPL Management Group*, an entity solely dedicated to overseeing the Princeton Plasma Physics Laboratory. The PPPL Management Group consists of a Board of Directors and an Advisory Board staffed with an exceptional cadre of experts. The structure of the PPPL Management Group is shown below. The University appoints individuals to the Board of Directors who have science and/or business credentials with broad experience relevant to operating PPPL. Current Members of the Board of Directors are shown on Attachment 1.

The President of the University has been designated as the “Responsible Corporate Official” in the contract and serves as the point of contact with the Department of Energy. The Vice President for PPPL serves as the President’s alternate in the event of emergencies when the President is unavailable to represent the PPPL Management Group.

The University has established a *PPPL Advisory Board*, to review efficiency and effectiveness of the Laboratory science and operations, that reports to the Board of Directors. The PPPL Advisory Board has two standing committees: Science and Operations. Current Members of the Advisory Board are shown in Attachment 1.



PROCEDURE

A. PPPL Management Group Board of Directors

Responsibility

Action

Princeton University
President

1. Selects three individuals to be external members of the Board of Directors to serve a four-year term (note: members can serve additional years at the request of the President).
2. Chairs the Board of Directors meetings for the PPPL Management Group, holding as a minimum three meetings per year to evaluate the direction and management of the Laboratory and to ensure that the University’s resources are fully leveraged to maximize the Laboratory’s performance under the contract with the Department of Energy.
3. Periodically, reports to the University’s Board of Trustees all major issues and developments at the Laboratory.

B. Advisory Board and Science and Operations Committees

Responsibility

Action

Board of Directors

1. Appoints the Advisory Board’s five members (Advisory Board Chair and the co-chairs of the Operations and Science Committees).
2. Appoints the Science Committee Members to four-year terms, arranged with overlapping tenures (at least one member of the Science Committee should be from either Europe or Asia).
3. Appoints the Operations Committee Members to four year terms, arranged with overlapping tenures.

Advisory Board Chair

4. Consult with Vice President for PPPL to establish dates for Advisory Board and committees to visit PPPL, typically on a semiannual basis.

Advisory Board Chair
and Co-Chairs of
Science and Operations
Committees

5. Conduct evaluations of Laboratory Science and Operational activities.
6. Develop recommendations, if warranted, for consideration by the PPPL Management Group and Laboratory Management.

PPPL Advisory Board

7. Presents recommendations developed during evaluation to the PPPL Management Group (usually the day after the evaluation).

PPPL Management
Group Chair

8. Directs that the Vice President for PPPL and Laboratory Director evaluate the recommendations and implement as appropriate.

C. Tracking PPPL Advisory Board Recommendations

Responsibility

Action

Head Best Practices and Outreach

1. Documents each recommendation in tracking log.
2. Obtains proposed actions Laboratory will take in consultation with the Laboratory Director and Deputy Directors.
3. Tracks status of open recommendations and periodically issues status report to Laboratory management to assure closure of the intended action in a timely manner.
4. Posts tracking log on the PPPL Advisory Board’s web site so that members of the committees can see expected actions and their status.

D. Membership Recommendations

Responsibility

Action

Vice President for PPPL

1. Consults with the Advisory Board and PPPL Senior Management on an annual basis to determine if adjustments or changes to the membership of the Board and its committees is necessary (expiration of term, lack of participation, missing expertise, etc.)
2. Solicits the PPPL Management Group, Advisory Board, Director and Laboratory Council for potential candidates to adjust membership on PPPL Advisory Board and its committees.
3. Recommends membership changes in the Advisory Board and Committees to the PPPL Management Group.
4. Sends appointment letters to new members of the Advisory Board and its Committees after approval by PPPLMG Board of Directors.

E. Training

Vice President for PPPL

1. Ensure that the following training is provided:
 Target Audience: PPPL Director’s Office; Advisory Board Members
 Instructor: Vice President for PPPL or designee
 Training Method: Provide a briefing or a copy of this procedure for read-only training
 Frequency: Upon revisions of this procedure

F. Records Requirements Specific To This Procedure

Records Custodians must assure records are maintained as follows:

Record Title	Record Custodian	Location	Retention Time
Advisory Board Recommendations	Head Best Practices and Outreach	Database Maintained on Princeton University Server	Transfer to the National Archives 10 years after termination of the committee or, in the case of standing committees, cut off annually and transfer 10 years after cutoff. Reference: Admin 16, Administrative Management Records, (8.b.1.1)
Tracking Log Status Reports	Head Best Practices and Outreach	Database Maintained on Princeton University Server	Destroy when 3 years old or when no longer needed for reference, whichever is sooner. Hold indefinitely – DOE Reference: Admin 16, Administrative Management Records, (8.b.1)

Attachments

Attachment 1 Listing of Board of Directors and Advisory Board Members

PPPL Management Group, Board of Directors:

Princeton University President (Chair)	Christopher Eisgruber
Provost	David Lee
Dean of the Faculty	Deborah Prentice
Dean for Research	Pablo Debendetti
Vice President for PPPL	A. J. Stewart Smith
Advisory Board Chair	Raymond Fonck (U Wisconsin)
External Board Member	Steve Cowley (Culham)
External Board Member	Tyler Przybylek
Laboratory Director, Ex-officio	Stewart Prager

PPPL Advisory Board

Advisory Board Chair	Raymond Fonck (U Wisconsin)
Science Committee Co-Chair	Sibylle Guenter (Max Planck)
Science Committee Co-Chair	Dennis Whyte (MIT)
Operations Committee Co-Chair	TBD- currently open
Operations Committee Co-Chair	Don Rej (LANL)

PPPL Science Committee

Steve Cowley (17)	Culham, UK	Fusion Expert, Director
Tony Taylor (17)	General Atomics	Fusion
Anatoly Spitkovsky (15)	Princeton	Astrophysics
Ned Sauthoff (16)	ORNL	Head, US ITER
Sybillie Guenter (17)	Max Planck Institute, Germany	Theory
Curtis Hillegas (17)	Princeton	IT
Mark Kushner (16)	U. Michigan	Plasma Science and Engineering
Dennis Whyte (17)	MIT	Fusion
Richard Mount (18)	SLAC	Computing

PPPL Operations Committee

Don Rej (16)	LANL	Project Management
Karen Downer (16)	Consultant (previously ORNL, INL)	ES&H
Tim Meyer (17)	TRIUMF	Communications/ Outreach
Kem Robinson (17)	LBNL	Engineering
Tyler Przybylek (16)	URA	Legal
Jay Dominick (18)	Princeton	IT
James Yeck (18)	European Spallation Source (ESS)	Project Management