

Assurance Council



MINUTES	11/9/10	10:30	COMITIUM
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MEETING CALLED BY	Bruce Chrisman			
TYPE OF MEETING	Fermilab Assurance Council			
FACILITATOR	Bob Grant			
NOTE TAKER	M. Tolian			
ATTENDEES	B. Chrisman C. Conger L. Hill – by phone R. Ortgiesen N. Weed	B. Grant D. Carlson K. Van Vreede V. White J. Heyes	A. Filak G. Leonard N. Grossman S. Henderson	B. Boroski G. Beck T. Miller E. Vokoun

Agenda topics

- Polling of Members for Management Issues
- Change in Schedule – Formation of Board Committee
- Internal Audit Presentation by Alicia Filak

DISCUSSION

New Management Issues –
C. Conger - MOUs as legal contracts; Lab has never treated MOUs as contractual agreements. G. Leonard was asked to address this, and he stated that there is a [sample](#) on the Legal website that makes no contractual promises, but if an MOU contains the elements of a contract, it is indeed a contract. Many experimental MOUs are probably not necessary. They should be a service level agreement rather than an MOU. B. Grant to look at the [PFX document](#) for info on MOUs. Lab management should declare a proper use of MOUs.

CAS Board Committee –
An organizational meeting will be held at FNAL on Friday, January 21, 2011. The Committee will want to see the current state of the CAS description & implementation plan.
Structure and expectations of full review will be determined in June, 2011.
August, 2011 = full review.

CAS documents that were posted with last week's meeting notes are for AC to review and comment on.

Internal Audit Review –
A. Filak made a presentation of the audit processes, risk assessments, scoring, etc. Presentation will be posted with the minutes.

ITEMS FOR FOLLOW-UP

Action Item – AC Members should investigate and review MOUs in their sections and AC will revisit this topic at a future meeting. Why are people drafting MOUs and how are they doing it?

SPECIAL NOTES OR HANDOUTS

All Meeting Minutes, along with any handouts and slide presentations, will be posted on the web at:
<http://www.fnal.gov/directorate/AC/index.html> **NOTE** – New web address for meeting minutes, effective 10/7/10.