

CHARTER

Laboratory Director's Task Force on Master Planning

Fermi National Accelerator Laboratory

1.0 Introduction

Master planning is of critical importance as a process to help define and best use all laboratory resources to most effectively meet Fermilab's future mission. Fermilab is at an important transitional point in its history. The Tevatron and Collider experiment operations are scheduled to cease in the near future, planning for several projects has begun, and the Neutrino program will soon expand with startup of the NOvA experiment now under construction.

There are many new requirements and activities that interact with planning which include:

- Fermilab Steering Group Report
- Office of Science Annual Lab Plans
- Missions Readiness Peer Reviews
- American Reinvestment and Recovery Act
- New Construction Grants from the State of Illinois
- Anticipated mission need (CD-0) approvals on several projects
- Congressionally mandated space offsets
- Anticipated long lead environmental permitting
- High interest community involvement, and
- Preservation of the lab's scientific/architectural heritage

These requirements and activities make high level planning, coordination, and communication critical to ensure the laboratory is best prepared to successfully meet the challenges of this transition moving rapidly into the next era of High Energy Physics.

2.0 Purpose

The purpose of the Task Force is to ensure proper coordination, guidance, and oversight is provided for all the identified activities that in turn allow the laboratory to most efficiently use its existing resources to effectively meet the identified future mission while preserving Fermilab's rich scientific and aesthetic heritage. This will be accomplished with informational

briefings of all known requirements and activities, status updates on the same, developing clear guidance, and communicating milestones to monitor progress. Ultimately development of a site wide master plan to guide these efforts is the objective.

3.0 Membership

The Fermilab Deputy Director shall be a member and serve as the Chairperson of the Task Force. The Facilities Engineering Services Section (FESS) Engineering Department Head shall serve as special advisor and secretary to the Task Force. Task Force members shall include the Director, Chief Operating Officer, Associate Directors, Division Heads, and FESS Head. Additional members may be appointed by the chairperson, and committees or working groups may be assigned outside of the membership to provide support to the Task Force.

4.0 Responsibilities and Duties

- 4.1 Understand the basis of design for the original laboratory's land uses, experimental areas, and other architectural/engineering components. This includes what is referred to as the green book "Development Report, August 1971, DUSAF".
- 4.2 Ensure lab wide participation for development of an inventory of all laboratory Facilities and Infrastructure and the current uses. The Fermilab Building/Mission matrix identifies all buildings by landlord and current use, attempts to identify possibilities for future uses, and list the number of workstations available in each building.
- 4.3 Prior to development of the Master Plan, the Task Force shall be informed of "all" changes in building usage including enclosures and tunnels regardless of duration or size. This will ensure that all known laboratory requirements are considered before allowing for reuse or demolition of space. Communicate this requirement to the laboratory.
- 4.4 Be Familiar with the Fermilab Geographic Information System and its use in planning for future project possibilities and preliminary site selections. The Task Force shall review and recommend proposed project site selections for all new projects. Consideration of all known requirements and activities including the routing of new utility systems, roadways, and other infrastructure should be included.
- 4.5 Review the Annual Lab Plan for compliance with and coordination of all known requirements and activities. This will include Mission Readiness capabilities and plans.
- 4.6 Define the requirements for a site wide master plan, support funding of the master plan, participate in the development and completion of the master plan, and recommend methods to ensure laboratory compliance with the master plan.

5.0 Procedures

5.1 The Task Force shall recommend the list of briefings necessary to ensure all information is available and understood to fulfill the responsibilities and duties of Task Force.

5.2 The Task Force secretary will work with the Task Force Chairperson to publish meeting agenda in advance of each meeting and publish meeting minutes.

5.3 In connection with the conduct of business, the Task Force shall meet regularly for the primary purpose of developing a site wide Master Plan. Prior to completion of the Master Plan, the Task Force should be aware of the progress on all activities to ensure existing space and project locations are compatible with the lab's transitioning future.

6.0 Changes to Charter

This charter shall be periodically reviewed by the Task Force to ensure its content continues to meet the current requirements and activities affecting Fermilab. The Task Force may recommend changes to the charter but only the chairperson can authorize changes.



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