

## QAR Team Meeting March 5 2012

**Next Meeting – March 19, 2012 at WH2NW (Black Hole)**

First	Last	Organization	phone	email	Present
Bakul	Banerjee	CD	5251	bakulb@fnal.gov	X
Adam	Bracero	TD	2536	bracero@fnal.gov	
Frank	Cesarano	BSS	4188	cesarano@fnal.gov	X
John	Dawson	ESH	4830	jbdawson@fnal.gov	X
Nicole	Gee	WDRS	3697	nicole@fnal.gov	X
Jed	Heyes	OQBP	3969	jhey@fnal.gov	X
Tom	King	QAE	6474	mrdking@fnal.gov	
John	Martzel	QAE	5061	martzel@fnal.gov	X
Kurt	Mohr	QAE	6001	kmohr@fnal.gov	X
Mike	Pakan	QAE	2236	mpakan@fnal.gov	X
Don	Rohde	AD	2367	rohde@fnal.gov	X
Eugene "JJ"	Schmidt	PPD	4328	jj@fnal.gov	X
Rod	Walton	FESS	2565	rwalton@fnal.gov	X

**Meeting locations for future QAR meeting locations:** ALL Monday meetings in WH2NW (Black Hole) at 9:00 AM – *Every other week*

### Carry Over Items & Task Assignments

1	Update Fermi Consolidated Assess Schedule Spreadsheet	Dec 31, 2011	QARs
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### Items Covered Today

Topic	QAR time commitments for assessments
Discussion	Discussed QAR time requirements for the phases of the assessment, emphasizing time requirements are different for each phase and the major requirement is the 5 days for the onsite portion of the assessment
Resolution	John will send out a schedule showing the time requirements for each phase for the engineering assessments schedule for this spring and summer.

Topic	Areas where QAR coverage is ill-defined
Discussion	A QAR-QAE sub-team will be formed to identify areas within Fermilab where QAR coverage is unclear; Volunteers were solicited. Divisions should be represented since the areas are scientific projects or experiments.
Resolution	John will organize the team

Topic	Consolidated Assessment Schedule
Discussion	All groups except one are complete and the other (TD) is working on needed information
Resolution	QARs need to complete the information for the consolidated assessment schedule

Topic	Assurance Council
Discussion	<ul style="list-style-type: none"> <li>Stress at the Lab – ES&amp; H work load, shift in priorities; AD- also affected because of resources and schedules.</li> <li>Apple licensing – do not upload APPs; download OK if necessary to do your work.</li> <li>Disaster recovery - Argonne's disaster recovery plan does not contain clear requirements. Fermilab has a computer at Argonne and they have one here for continuity of operations. Vital records are related to this. Dave Carlson currently owns DOE O 243.1 vital records plan – other people ES&amp;H &amp; C Sneed to be involved in implementation and definition. Requires vital records list to DOE HQ.</li> <li>FRESHTRK will be used by MSOs for tracking and follow-up of issues, reviews, corrective actions etc.</li> <li>Overhead reduction and improved efficiency effort being sent by DOE to OMB. Labs will try to be proactive to minimize potential of OMB/IG involvement/directives</li> <li>Presidential memorandum has been issued for speeding up technology transfer. Resulted in DOE drafting a response to OMB which includes actions and metrics that are proposed to be in performance appraisals of scientists and engineers. Not yet clear how it will affect Fermilab.</li> <li>Mid-year PEMP not happening this year. OPPS responsible for doing something to ensure no surprises at the year end.</li> </ul>
Resolution	Info update, no additional activity required

Topic	Assessment Updates
Discussion	<ul style="list-style-type: none"> <li>Procurement Assessments <ul style="list-style-type: none"> <li>FESS – complete, no CAPs; report sent to FESS</li> <li>WDRS – onsite complete; report in progress</li> <li>AD – planning in progress; plan delivered to AD; onsite next week</li> </ul> </li> <li>EVMS - Surveillance Plan published ; onsite next week</li> </ul>

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Resolution	Info update, no additional activity required
Topic	News / Updates / QA Issues / Successes or Challenges
Discussion	<ul style="list-style-type: none"><li>▪ Cyber security regarding PLCs is an issue after 60 Minutes broadcast</li><li>▪ OQBP Sharepoint site will be up soon. Jed owns.</li><li>▪ Don is on phased retirement. He will generally be off Wednesdays, but this is flexible.</li><li>▪ Fermilab today article on engineering manual/assessments in review</li><li>▪ QA Fermilab today articles will no longer be under the ES&amp;H Tip of the Week</li></ul>
Resolution	Info update, no additional activity required

John Martzel – X5061

Kurt Mohr – x6001

Mike Pakan – x2263

Meeting adjourned - duration 60 minutes