

Meeting Invitees	Attended
Bill Boroski	
Peter Garbincius	
Nancy Grossman	X
Dave Harding	X
Steve Holmes	X
Tom Lackowski	X
Mike Lindgren	
Pat Lukens	X
Ann Nestander	X
Ed Temple	X
Connee Trimby	X
Dean Hoffer	X
Elaine McCluskey	X
Additional Attendees	

ACTION ITEMS AS A RESULT OF THIS MEETING:

New Action Item	Assigned to
Determine what signatures are needed on system description and procedures	Elaine/Dean
In-progress Action Item	
Determine cost of lab-wide implementation of EVMS (implies availability of project controls resources needed for upcoming projects – need to hire?)	Dean
Handling tracking and progress of free physicist labor/effort with milestones in schedule since won't be in EVMS process	Core Team
Determine how to handle separation of contingency and MR in Cobra (check with other labs)	Dean
Handling of spares in EVMS	Core Team

Agenda and Presentation slides for this meeting can be found at http://www.fnal.gov/directorate/OPMO/Projectsns/EVMS/OversightMtg/2008/09_11/OCM.htm

Handouts: none

Dean described **progress on reviews of System Description Document & Implementing Procedures**. Core team is given an extension to Sept 17 to finish providing comments. The Core Team is reviewing the EG&G flowcharts (comments on existing and one new for scheduling) and will be incorporating those comments at the same time as the OSC comments are picked up. By Sept 26 a full set of documents will be ready for external party review (EG&G person experienced in DOE EVMS certification). They will return comments by Oct 1st, with goal of having all documents signed by mid-October. Also commented that cost estimating and scheduling procedures underwent streamlining via Fran Clark, while OSC has had them, so revised procedures will be less detailed.

Oversight Committee Meeting Minutes

Dean noted that by the time the documents are signed, NOVA project would be adhering to the procedures and doing the monthly reporting accordingly.

Dean reported on his phone call just that afternoon with Jim Fountain, new employee in OECM responsible for EVMS. He replaces our prior contact, Don Grace. Jim's intent is to try to move the one-day readiness assessment to November, but Dean is resisting this, due to need for reporting periods on NOVA before the one day meeting.

Discussion of **training** – seen as possible risk for completion. Not much help available from Fermilab training department, and have seen no help from EG&G, though access to similar documents was promised. LCLS sent us copies of their initial training slides, these are posted for all to review. Core team has also looked at these. Dean reviewed the BNL training approach, which involved an outside trainer on the whole concept, then individual CAM training, individual topic training, and then the mock certification (also by the same outside trainer). BNL thought this was very effective.

Steve informed the group about his **talk to the Assurance Council** on EVMS Certification. The conclusion of the council was that they would be providing Pier with input as to need for attention.

Very involved discussion on **CAM Notebooks**, an item required for the certification review, but not in the 32 criteria specifically. Meant to be a place where the CAM finds all their information. Can be paper or electronic. Lists of what's included have been received from SLAC and anticipate to get from BNL. Suggestions were offered from the committee for ways to handle creating electronic documents, including using websites linked to docdb files, or single docdb files for each CA. Creating these are the purview of the NOVA project, not the Core Team.

Dean noted several **FYIs**, which are detailed in the slides.

Next meeting 9 October 2008.