

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

ACTION ITEMS AS A RESULT OF THIS MEETING:

New Action Item	Assigned to
Send out notice to projects that EVMS documents have been updated	Dean
Schedule dry run talks for Readiness Assessment meeting	Dean/Terry
Reschedule January OSC meeting to after mock review	Dean
In-progress Action Item	
Handling of spares in EVMS (not needed for certification process)	Core Team

Agenda and Presentation slides for this meeting can be found at http://www.fnal.gov/directorate/OPMO/Projectsns/EVMS/OversightMtg/2008/12_10/OCM.htm

Handouts: EVMS Trifold Pocket Guide

Dean described **updating of System Description Document & Implementing Procedures**. This included results of discussions during Dec 3-4 EVMS training. These were reposted to meet OECM expectation for documents to be ready for 9 January 2009 Readiness Assessment meeting. Dean will send out notice to all projects at Fermilab that new documents have been posted.

However, OECM had **made comments on originally posted versions from 17 Oct 08** even though we didn't give them the documents. We will be putting together tracking spreadsheet and Core Team will be reviewing at 17 Dec meeting. We hope to provide response back to OECM before 9 Jan meeting.

Training took place on Dec 3-4 for NOVA CAMS and other project people. Lead by a consultant, this was well attended and received. Pat commented that the material could have been presented in a shorter timeframe. Dean mentioned topic training that has already occurred, and one session yet to go on 6 Jan 09. Half day senior management training will occur after mock certification review at suggestion of consultant performing the review. The OSC

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suggested we schedule Pier's mock certification interview for that same time, since Pier will be away the week of the mock review.

Dean passed out the **pocket guide** that the Core Team had developed. This was handed out in the training event the week prior.

Elaine brought the OSC up to speed on how NOVA is **implementing the new EVMS**.

Dean detailed the discussions that occurred when OECM came for their requested **pre-meeting on 6 Nov**.

He then outlined what occurred at the **10 Dec conference call with OECM and Tecolote** to talk about FRA versus Fermilab and other accounting questions. Bruce Chrisman, Cindy Conger, and Connee Trimby sat in on the call. There appeared to be some understanding by them as to how we work, but they have requested additional management discussion time at the 9 Jan RA meeting.

Peter asked **how other labs change their EVMS documents** when things need to be revised? Dean said he understands other labs just revise as needed without going back to OECM.

FYIs:

- **3 month rolling average report** is now working. Tecolote in their document comments has said we shouldn't use this report. Peter asked to be reminded how we got to using this, and yes, it was his original suggestion to minimize some of the extraneous variances. Dean noted that ANSI says we only need to do Cumulative to date on control account level, no other requirements.
- **Free physicist policy** – still in process of getting finalized according to OHEP. Have told them we'd like to have this for the 9 Jan meeting. Peter said he was concerned that NOVA might have to account for accelerator physicist cost in the TPC, but not certain. Dean responded to a query from Ann about a definitive implementation policy that lab staff could understand, and said that there will be an implementation guidance quickly after OHEP policy is officially issued.

Agreed we should move the **next meeting to after the mock certification review**. Peter suggested having **dry run of 9 Jan presentations** a few days before – Dean will schedule.