

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

**ACTION ITEMS AS A RESULT OF THIS MEETING:**

<b>New Action Item</b>	<b>Assigned to</b>
<b>In-progress Action Item</b>	
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/2008/03\\_12/OCM.htm](http://www.fnal.gov/directorate/OPMO/Projectsns/EVMS/OversightMtg/2008/03_12/OCM.htm)

**Handouts:** none

Dean said that the Core Team is busy **revising documents** as needed to be ready by March 27, including signatures. The two show-stoppers are not being included – costing scientists and using hrs for effort.

Elaine & Dean talked about the **To Do List** that the Core Team is using to track to completion work items from the OECM Readiness Assessment and the mock review. These are categorized by when they need to be done and assigned to specific people, mostly Core Team.

**All documents for OECM certification review that need to be ready ahead will be submitted by 3 April 09 via a website.**

The Core Team is looking at what **CAM Training** is needed before the review.

Dean and Elaine had a **conference call with OECM and Tecolote** last Friday where interviewee list and documents to be submitted were discussed. Still need feedback from them on accounting and management interviewees.

**FYIs:**

## Oversight Committee Meeting Minutes

- **EAC/ETC:** Words are in place in procedure for this, but implementation is not complete. This is a change in culture, where not every deviation from the plan is captured in change control, but projected instead through EAC/ETC.
- **Contingency/MR:** On conference call with OECM/Tecolote, there was no chance to discuss what issues they might have with what was in the documents from the Readiness Assessment. However, we will need to make clear what our method is during in brief at review.

Peter asked a couple questions about Fermilab status on show stoppers:

- 1) recording effort in hours versus percent – Connee said we are not proceeding toward requiring this at this time.
- 2) including physicist labor on projects – Connee said we are moving toward this.

**The review will be week of 11 May.**

**Next meeting will be 9 April at 3:00 p.m.**