
Department Heads Meeting

David MacFarlane

Update on R2A2 implementation

- * Much confusion resulted from the HR-led training session last fall
- * We have been working to clarify the approach and converged on the original PPA plan
 - Use a streamlined version of the Job Summary to capture job specific R2A2s, while the bulk of routine R2A2s are captured in a set of “generic” or standard R2A2s acknowledged by checklist
 - Has the virtue of focusing in on the specific, thereby making the preparation both a simpler and more manageable task
 - Leads to greater uniformity in understanding a broad set of R2A2 expectations
- * However, clearly the laboratory goal of completion by Jan 31, 2009 is not achievable

How to proceed from here?

* Basic strategy:

- Develop and make available a mature example set from one department, e.g., FGST ISOC, which can be used to provide a model for other PPA Departments
- Ask Departments Heads to work down their organizations to produce draft Job Summaries for all staff
 - Exclude RAs and graduate students, who are reviewed as part of the academic process
 - Exclude PPA Faculty, except in their role as a line manager
- Have Division Heads review the resulting department packages, provide feedback, and iterate for final set of Job Summaries
- Provide administrative support through Kathy Webb

Timeline for moving forward

- * Example package available ~Jan 31
 - Would make this available to Department Heads and perhaps hold a special meeting to go over any questions & concerns after they digest the examples
- * Propose to roll this out through PPA in two steps
 - Step 1 in February would be confined to PPA Department Heads, who would work up their own Job Summaries based on example set and feedback from PPA DO
 - Step 2 in March-April would involve PPA Department Heads propagating the process down into their organizations, followed by feedback from Division Heads to finalize Job Summaries
- * Completion ~May 1 in time for performance reviews and goal setting for next year

Timeline for moving forward

- * Common to have individuals in multiple departments
 - Job summary will have R2A2s related to different functions, that should be worked on with the appropriate functional supervisors
 - Functional supervisors are asked to signoff along with the administrative supervisor

Budget and news from DOE

- * Met with OHEP and US ATLAS management on January 7th, concerning plans for ATLAS
 - Agreed to substantial growth in ATLAS program and resolved BNR code questions for LSST, EXO, Detector R&D and NLCTA
 - Accepted our proposed model to incorporate core technical and engineering capabilities into the Detector R&D budget
- * Upcoming annual budget briefing for FY10-FY11 will be on March 3; still awaiting specific guidance
 - DOE and OHEP are iterating on FY10 budget now, but Presidential FY10 budget may not be public before this briefing
- * Review of BABAR & PEP-II D&D plans will be held on March 23-24
- * Comparative review of the proton-based research program at the 5 DOE HEP labs will occur this coming summer instead of a year from now

Other PPA news

- * In the final stages of developing the FY09 budget
 - Overall budget exceeds DOE funding by ~\$2M, so we are continuing the work on finding additional economies
 - We are planning a series of meetings with department heads where budgets were substantially modified
- * Stanford Admin funds will likely be cut by about 20%
 - Will lead to curtailing some activities that we previously supported from this source
- * PPA and PPA Faculty are proceeding with implementing the staff development plan
 - First group of staff scientists are being approached to prepare the case for promotion to senior or distinguished staff scientist
 - Process involves 3 ad hoc promotion review committees and will extend over several months as files are prepared, including external letters

Other PPA news

- * Implementation of WPC is proceeding
 - Leslie Stepanek is setting up meetings with individual department heads to go over specific questions about implementation