

<b>PPPL</b>	<b>Princeton Plasma Physics Laboratory</b>	<b>PROCEDURE</b>	<b>No. GEN-33 Rev 0 Page 1 of 3</b>
<b>PPPL Management Group and PPPL Advisory Board</b>		<b>Effective Date:</b> 10/10/11	<b>Initiated by:</b> Head, Best Practices and Outreach
		<b>Supercedes:</b> New	<b>Approved:</b> Dean for Research

**APPPLICABILITY**

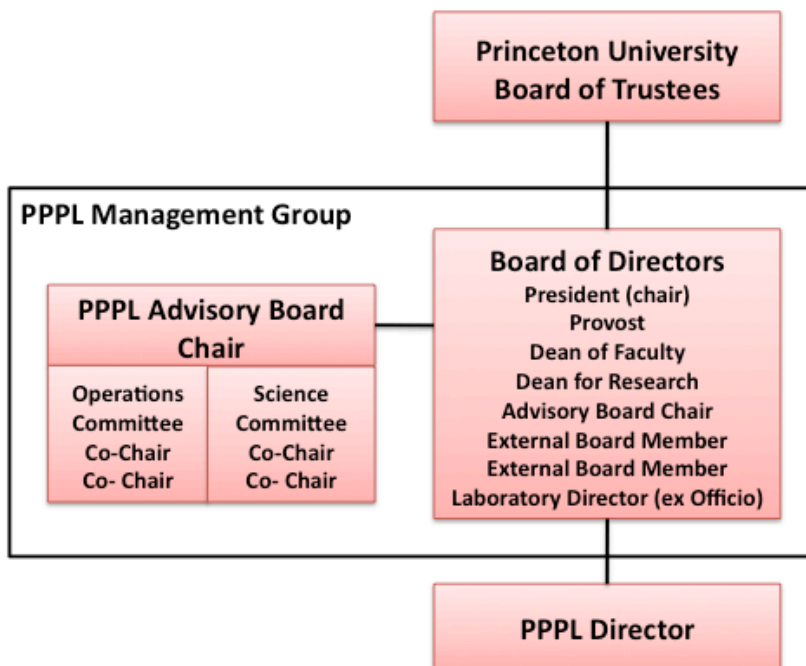
This procedure applies to the functions and activities of the PPPL Management Group and the PPPL Advisory Board.

**INTRODUCTION**

In 2008 Princeton University established the *PPPL Management Group*, an entity solely dedicated to overseeing the Princeton Plasma Physics Laboratory. The PPPL Management Group consists of a Board of Directors and an Advisory Board staffed with an exceptional cadre of experts. The structure of the PPPL Management Group is shown below. The University appoints individuals to the Board of Directors who have science and/or business credentials with broad experience relevant to operating PPPL. Current Members of the Board of Directors are shown on Attachment 1.

The President of the University has been designated as the “Responsible Corporate Official” in the contract and serves as the point of contact with the Department of Energy. The Dean for Research serves as the President’s alternate in the event of emergencies when she is unavailable to represent the PPPL Management Group.

The University has established a *PPPL Advisory Board*, to review efficiency and effectiveness of the Laboratory science and operations, that reports to the Board of Directors. The PPPL Advisory Board has two standing committees: Science and Operations. Current Members of the Advisory Board are shown in Attachment 1.



**PROCEDURE**

**A. PPPL Management Group Board of Directors**

**Responsibility**

**Action**

Princeton University  
President

1. Selects three individuals to be external members of the Board of Directors to serve a four-year term (note: members can serve additional years at the request of the President).
2. Chairs the Board of Directors meetings for the PPPL Management Group, holding as a minimum three meetings per year to evaluate the direction and management of the Laboratory and to ensure that the University’s resources are fully leveraged to maximize the Laboratory’s performance under the contract with the Department of Energy.
3. Periodically, reports to the University’s Board of Trustees all major issues and developments at the Laboratory.

**B. Advisory Board and Science and Operations Committees**

**Responsibility**

**Action**

Board of Directors

1. Appoints the Advisory Board’s five members (Advisory Board Chair and the co-chairs of the Operations and Science Committees).
2. Appoints the Science Committee Members to four-year terms, arranged with overlapping tenures (at least one member of the Science Committee should be from either Europe or Asia).
3. Appoints the Operations Committee Members to four year terms, arranged with overlapping tenures.

Advisory Board Chair

4. Consult with Dean for Research to establish dates for Advisory Board and committees to visit PPPL, typically on a semiannual basis.

Advisory Board Chair and  
Co-Chairs of Science and  
Operations Committees

5. Conduct evaluations of Laboratory Science and Operational activities.
6. Develop recommendations, if warranted, for consideration by the PPPL Management Group and Laboratory Management.

PPPL Advisory Board

7. Presents recommendations developed during evaluation to the PPPL Management Group (usually the day after the evaluation).

PPPL Management Group  
Chair

8. Directs that Dean for Research and Laboratory Director evaluate the recommendations and implement as appropriate.

**C. Tracking PPPL Advisory Board Recommendations**

**Responsibility**

**Action**

Head Best Practices and  
Outreach

1. Documents each recommendation in tracking log.
2. Obtains proposed actions Laboratory will take in consultation with the Laboratory Director and Deputy Directors.
3. Tracks status of open recommendations and periodically issues status report to Laboratory management to assure closure of the intended action in a timely manner.

4. Posts tracking log on the PPPL Advisory Board's web site so that members of the committees can see expected actions and their status.

**D. Membership Recommendations****Responsibility****Action**

Dean for Research

1. Consults with the Advisory Board and PPPL Senior Management on an annual basis to determine if adjustments or changes to the membership of the Board and its committees is necessary (expiration of term, lack of participation, missing expertise, etc.)
2. Solicits the PPPL Management Group, Advisory Board, Director and Laboratory Council for potential candidates to adjust membership on PPPL Advisory Board and its committees.
3. Recommends membership changes in the Advisory Board and Committees to the PPPL Management Group.
4. Sends appointment letters to new members of the Advisory Board and its Committees after approval by PPPLMG Board of Directors.

**PPPL Management Group, Board of Directors:**

Princeton University President (Chair)	Shirley Tilghman
Provost	Christopher Eisgruber
Dean of the Faculty	David P. Dobkin
Dean for Research	A. J. Stewart Smith
Advisory Board Chair	Ronald Parker (MIT)
External Board Member	Steve Cowley (Culham)
External Board Member	[open]

**PPPL Advisory Board**

Advisory Board Chair	Ronald Parker (MIT)
Science Committee Co-Chair	Sibylle Guenter
Science Committee Co-Chair	Steve Cowley (Culham)
Operations Committee Co-Chair	Jay Marx (LIGO)
Operations Committee Co-Chair	William Madia (SLAC)

**PPPL Science Committee**

Steve Cowley (09)	Culham, UK	Fusion Expert, Director
Patricia McBride (09)	Fermilab	Distributed Computing
Tony Taylor (11)	General Atomics	Fusion
James Stone (09)	Princeton	Astrophysics
Ned Sauthoff (09)	ORNL	Head, US ITER
Dave Anderson (09)	U. Wisconsin	Stellarators
Sybillle Guenter (09)	Max Planck Institute, Germany	Theory
Bill Dorland (09)	U Maryland	Fusion Computation
Curtis Hillegas (10)	Princeton	IT
Hiroshi Yamada (10)	NIFS, Japan	Fusion Expert, Deputy Director

**PPPL Operations Committee**

Jay Marx (Co-Chair) (09)	Cal Tech (LIGO)	Project Management
William Madia (Co-Chair) (09)	Stanford/ SLAC	Management
Karen Downer (11)	Consultant (previously ORNL, INL)	ES&H
Jack Anderson (09)	ORNL	Facilities, Best Practices
Tim Meyer (11)	TRIUMF	Communications/ Outreach
Kem Robinson (09)	LBNL	Engineering
Chris McCrudden (09)	Princeton	Finance
Don Rej (09)	LANL	Project Management