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EFCOG
Infrastructure Management Working Group
Steering Committee Meeting Notes
And Attachment 1 Notes from Working Group Chair Meeting
December 2, 2004

Attendees:

Michael M. Belles	Hanford	509-438-3335
Ed Dailide	DOE-OECM	202-586-5422
Lynnwood Dukes	SNL	505-845-7542
Pam Horning	BWXT Y-12	865-241-5297
Jim Medford	Framatome	704-805-2408
Jim Metzler	DOE-SC	301-903-4504
John M. Shaffer	NREL	303-384-7373

Welcome – Pam Horning

Overview of IMWOG status/accomplishments

Discussion of how to improve subgroup membership

Email status presentation to the IMWOG members – ask again for subgroup members

Follow up with phone calls to solicit subgroup participation

Send letters to each member company discussion IMWOG and asking for subgroup participation

DOE sponsors will provide names that they would like to have work with subgroups

DOE Sponsors

SC – John Metzler

Work group membership seems to be NNSA centric and needs to be expanded

OECM – Ed Dailide

National Academy of Sciences report on “Renewal of DOE Infrastructure”

Excellent alignment with IMWOG initiatives

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Recommends that more communications across the sites is needed

Benchmarking, sharing of lessons learned/best practices

25 specific recommendations

Deputy Secretary will meet with Jim Brouses (sp?)

Memorandum to Undersecretaries to et on with implementation of recommendations

EFCOG can support OECM in developing an implementation plan to address recommendations in the report

OMB Focus on Real Property

Subcommittees

- Asset Management Planning

- Performance Measures – 5 first tier metrics

- Inventory Systems

- Systems (collaboration on Technology)

Cross cutting asset management plans desired by Executive Branch

Performance Measures

- Facility Conditions (condition/value)

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OECM

Challenged to track maintenance down to a building

How do you tie maintenance back to an appropriation

Will assess how maintenance management systems work at a site? Connection to CMMS and site budget – how does overhead get applied to maintenance work.

Review of actions form San Diego Partnership Meeting – Pam Horning/Lynnwood

Dukes

Mission Essential Facilities – Ed Dailide recommends we use a “system” approach toward defining ME facilities

For January workshop add action – how to ensure FIMS/CAIS data is validated as required by RPAM

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Ensure OEMC and SC get invitation to attend

*Note: We need to get meeting notice/outline issued for this meeting ASAP
ACTION IMWOG Chair and Sponsoring Director to develop and distribute

*Question: Is there any kind of “subscribers list” that lets people know new things have been posted on the EFCOG website **ACTION IMWOG Chair** to check with John Longenecker

***ACTION** Lynnwood Dukes will make sure that IMWOG receives final copy of the NAS report on “Renewal of the DOE Infrastructure”

***ACTION** IMWOG senior leadership will evaluate NAS report recommendations against (a) current IMWOG initiatives and (b) how we can support OEMC for implementation of the recommendations

*Need to get clarification of **ACTION IMWOG Chair** – see italics for responses
(a) What needs approval – *EFCOG will be piloting a new form for approval of major tasks (initiative planned actions)*

(b) At what level – *task approval form is submitted to IMWOG Chair, when concurs submits to sponsoring director for approval. When approved sponsoring director forwards to Board of Directors for information*

(c) What constitutes an EFCOG “position” – *only EFCOG Chair (Tom Stevens) can issue EFCOG positions to member companies and/or DOE. White papers and position papers needing EFCOG “stamp” must be processed to Tom via IMWOG Chair through the Sponsoring Director and will be issued under Tom’s signature.*

Subgroup Actions:

Infrastructure Management Performance Measures Subgroup –

Presented a draft charter to the subgroup for review and comment

Target to have a subgroup meeting in February 2005

Encouraged to tackle the SME matrix as an early success. Work with Engineering Practices Working Group to model after their initiative

Asset Acquisition/Disposition Working Subgroup

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Jim Medford presented subgroup goals for 2005

Encouraged to take on alternate financing guidelines and recommendations as an initial effort/early success.

Asset Management Planning Subgroup

Schedule subgroup session on TYCSP consistency/RPAM implementation

Take on Facility Management (*Training?*) development as an initial effort

Annual Meeting

Proposed Timing: May 2005

Day 1 – Subgroup Meetings (5)

Evening – Steering Committee Meeting for final planning

Day 2 – (am)

DOE Sponsor Presentations (2-3)

Subgroup Reports (5)

(pm)

Special Topics/Panel Discussions

Day 3 or Day 2 (evening)

Opportunity for Subgroups to meet and reflect on events of previous day

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Attachment 1
Working Group Chair Meeting
Notes from Denise Robinson for IMWOG information and/or action

- *Update accomplishments/planned actions spreadsheet quarterly - ****ACTION IMWOG Subgroup chairs to submit updates to secretary (Lanny Bates) quarterly. First update due by end of December 2004**
- *Prepare Annual Report Draft due to Sponsoring Director by end of December 2004; Final vetted through Sponsoring Director and DOE Sponsor due February 2005 – ****ACTION: IMWOG chair is requesting subgroup inputs to her by 12/20 – see new EFCOG manual (available on the EFCOG) web site) for format and contents. We have been asked to follow that format.**
- *Need to finalize elevator speech and update as necessary - ****ACTION IMWOG chair has provided sponsoring director initial draft. Will distribute to steering committee/DOE sponsors for comment before finalizing.**
- *EFCOG is developing a cross working group team to take the lead on getting the best practices/lessons learned from the working groups and getting them posted on the web - ****ACTION IMWOG needs there designated contact person for this team. It will be a standing position. Please pulse your membership and submit the names of your volunteer(s) to IMWOG chair by 12/15.**
- *Obtain DOE Sponsor representative/contact for each of the IMWOG Subgroups - ****ACTION IMWOG Chair to make request to each of the DOE Sponsors**
- *Obtain other Working Group liaison members for IMWOG - ****ACTION IMWOG Chair to make request to the other Working Group Chairs**
- *Provide each of the other Working Groups an IMWOG liaison member - ****ACTION IMWOG Subgroup Chairs make recommendations if your subgroup looks like the best fit to provide the liaison member to the other Working Group (however the liaison could come from any of the subgroups if there is a particular interest)**

Note for above two items: The purpose of the liaison members is to facilitate communication and cross working group coordination. The liaison will identify the appropriate member from their Working Group to partner on initiatives. The liaison

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will also keep both working groups informed on topics and actions of interest to the other.

Working Group	IMWOG Subgroup that may be the best fit to provide the liaison	Name of Proposed Liaison
Acquisition Management	Asset Acquisition/Disposition	
Energy Efficiency	Maintenance/Asset Planning	
Engineering Practices	Work Management/Asset Planning/Maintenance	
Integrated Safety Management	Work Management	
Price Anderson	Work Management/Asset Planning/Maintenance	
Project Management	Work Management/Asset Planning/Maintenance	
Safety Analysis	Work Management/Asset Planning/Maintenance	

*Review crosswalk on web of where EFCOG supports Presidents Agenda

*Review Work Management Subgroup for overlap with ISM Working Group -
****ACTION** IMWOG Sponsoring Director and Chair to work this with Work Management Subgroup Chair and ISM Working Group Chair

*Partner with Engineering Practices and Acquisition Management Working Groups on Alternate Financing - ****ACTION** *Asset Acquisition/Disposition Subgroup chair to identify lead person to partner with other Working Groups (will probably also need to partner with DOE Contractor Financial Management Group – FIMSC). Develop cross working group task team and determine which working group should take the lead (probably IMWOG)*

*Partner with Engineering Practices Working Group on criteria for Engineering involvement in maintenance and construction - ****ACTION** *Maintenance Subgroup identify lead person to partner with Engineering Practices. Develop cross working group task team and determine which working group should take the lead.*

*Partner with Engineering Practices and Project Management Working Groups on Value Management (Value Engineering)- ****ACTION** *Maintenance Subgroup identify lead*

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person to partner with Engineering Practices and Project Management. Develop cross working group task team and determine which working group should take the lead.

Partner with ISM and Safety Analysis Working Groups on OSHA Rule- **ACTION** Maintenance Subgroup identify lead person to partner with ISM and Safety analysis. Develop cross working group task team and determine which working group should take the lead.*

Utilize Web Site Manual on Performance Metrics when developing performance metrics - **ACTION** Infrastructure Management Performance Measures Subgroup review manual and incorporate processes into their activities.*