



U.S. DEPARTMENT OF
ENERGY

Office of Science

COV Charge **HEPAP Meeting**

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Bethesda, Maryland

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Committee of Visitors Charge

This letter requests that the High Energy Physics Advisory Panel (HEPAP) assemble a Committee of Visitors (COV) to review the management processes of the Department of Energy (DOE) Office of Science's Office of High Energy Physics (HEP) program.

The review should be conducted in accordance with the Guidance for DOE Office of Science Committee of Visitors Reviews, issued by the Deputy Director for Science Programs May 1, 2009, a copy of which is included with this letter.

- The COV subcommittee is being asked to assess the operations of the Office of High Energy during the fiscal years 2007, 2008 and 2009.
- In particular, as indicated in the Guidance for COV Review, the subcommittee should assess:
 - the efficacy and quality of the processes used to solicit, review, recommend, monitor and document application and proposal actions; and
 - the quality of the resulting portfolio, including its breadth and depth of portfolio elements, its national and international standing, and the progress HEP has made towards its long term program goals since the last review of these milestones by HEPAP.
- Comments and suggestions for improvement in these processes and their implementation and on the observed strengths or weaknesses in any component or sub-component of the HEP's portfolio would be appreciated.
- The subcommittee should also comment on what progress has been made in addressing action items from the previous COV.

Committee of Visitors Charge (continued)

The Chair of the COV should work with the Associate Director of Science for High Energy Physics in setting up the logistics for the on-site review at Germantown.

The results of this review should be documented in a report with findings, comments, and recommendations clearly articulated.

We request that the report be completed for consideration by HEPAP at its fall meeting and submitted to the agencies shortly after.

We appreciate the Committee's willingness to take on this important activity and look forward to your final report.

Guidance for DOE Office of Science Committee of Visitors Reviews

Issued by the Deputy Director for Science Programs (Effective May 1, 2009)

... provides guidelines for scheduling and conducting Office of Science (SC) Committee of Visitors (COV) reviews, distributing COV reports, and responding to findings and recommendations.

Committees of Visitors are charged by the science program Federal Advisory Committees (FAC) with assessing (1) the efficacy and quality of the processes used to solicit, review, recommend, monitor, and document application, proposal, and award actions and (2) the quality of the resulting portfolio, including its breadth and depth and its national and international standing.

The portfolio of activities under review by a COV includes all actions administered by the program for the period under review, including funding at national laboratories, universities, and other activities handled by the program.

The Deputy Director for Science Programs (SC-2) maintains a database of all COV reports and responses. They are available to the public on the SC web site.

Guidance for DOE Office of Science Committee of Visitors Reviews

Guidance Outline

- Introduction
- Scheduling and Timing of COV Reviews
- COV Relationship to the Federal Advisory Committee
- COV Membership
- Organization of a COV
- Scope of COV Reviews
- Information Provided to the Committee
- COV Reports and Program Responses
- Responsibilities

Appendix A : Conflict of Interest and Confidentiality Statements

Appendix B: COV Report Template

Appendix C: Program Response Template