

## Charge to the PREP Strategic Plan Task Force

The mission and support model for the Fermilab Physics Research Equipment Pool (PREP) is at a crossroads now with the imminent end of Run-II collider operations, and a growing number of smaller experiments and R&D initiatives in the Fermilab community. Hence now is an appropriate time to review the mission of PREP, and the task-force is charged to address the following specific issues in the form of findings, comments and recommendations:

- 1) For the period of the past five years survey the deployed and spare equipment pools and identify particularly critical equipment in the deployed and spare pools. Determine the M&S cost and effort associated with maintaining these pools for the past five years. Survey the state of existing equipment loans, including delinquent loans and agreements in need of updating. Survey recent and projected “work-for-others” equipment repair and the associated charging model.
- 2) Identify the qualified user and experiment base in the Fermilab program for the next five years (2011-2015). What are the expectations and needs of this community from the Fermilab equipment pool during this time? Is continued operation of a common equipment pool motivated during this era? Would it be more cost effective for the DOE Office of High Energy Physics to provide direct support for equipment to qualified researchers in the Fermilab program?
- 3) Assuming there is a clear case for a continuing common experimental equipment pool at the laboratory, what is the appropriate and optimal content of this pool?
- 4) What is the appropriate support and tracking model for equipment delivered to qualified experiments and user groups? Are there plausible contractors that can provide equipment repair for the existing pool? If plausible contractors exist, prepare a “Request for Information” (RFI) document that can be distributed to such possible contractors for feedback. What are the appropriate roles, responsibilities, and scale for the service desk, MOUs and SLAs with researchers, PREP technical staff, any contract technical staff, and PREP oversight?

The task force membership will include PREP leadership, representatives of the Fermilab user and experiment community and PPD management ex-officio. The senior management of CD and PPD should be briefed at the end of July 2011 on the status of the task force at which time a detailed outline for the final report should be presented for feedback. A final report is due by Sept 1<sup>st</sup> 2011.