Minutes

**Wednesday January 8th, 2020**

**EFCOG Risk Management Task Team Monthly Telecom**

**Attendees:**

Gavin Winship (Chair)

Rick Staten

Richard Lane

J. R. Thomas

Tim Heath

Mindy DeLong

Bryan Wright

**Changes Since Our Last Meeting**

Dennis Lund has retired from his position as Risk Manager at WRPS, the Team appreciated the support Dennis has provided over the years and all wishes all the best for his retirement.

The requests for input to the PDWG Practitioner and PM-30 Newsletter were discussed and the was Team reminded to send any suggestions for the PM-30 Newsletter to Craig Hewitt or Lisa Cazalet and to send any suggestions for the PDWG Practitioner to Craig Hewitt.

Tim Heath walked the Team first through the process of identifying the need for peer reviews and then the process of soliciting and selecting EFCOG members to participate in these reviews. The team members were encouraged to participate in these reviews whenever job responsibilities allow as they are extremely rewarding for both the project. being reviewed and the reviewers themselves.

**Status of Our Initiatives**

An update was provided on our initiatives:

FAR-Based Contract MR Management (Winship/Thomas): Continuing to work with EFCOG Acquisition and Contract Management Subgroup (ACMS ) towards developing guidance for End State Contract Models and maintaining awareness within DOE. Charles Simpson is soliciting lessons learned from the first ECSM IDIQ contracts (Action 1.1: Gavin Winship to set up telecom with Charles Simpson/J. R. Thomas to discuss potential for lessons learned which may lead to simplification of the FAR-Based proposal process.)

Bias Management (DeLong): A pilot trial of bias management tools is being performed by Josh Ramirez (Action 1.2: Mindy DeLong to obtain details and supply to Team). As both Mindy DeLong and Josh Ramirez are currently stretched to work on this initiative, Mindy DeLong will explore the possibility of having Haily Gomez assist. The draft Training Desgn Document will be issued to the Team for review before the February Monthly call (Action 1.3: Mindy DeLong to provide draft Training Desgn Document to Team for review).

Risk Triggers (Lane/Barrett): Roadmap draft is being prepared and is on target for issuing to Team for review as planned. The level of involvement of the Project Controls task team was discussed and Lisa Cazalet will be contacted to firm up the degree of involvement that can be expected, e.g., co-author/contribute/ review, etc., (Action 1.4: Gavin Winship to contact Lisa Cazalet and obtain a commitment for the level of involvement the Project Controls Task Team will have with the Risk Trigger initiative).

Risk and Opportunity Handling Effectiveness (Wright): Roadmap draft has been prepared and is with team for review and comment (Action 1.5: Team to review draft Roadmap for " Evaluation of Risk and Opportunity Handling Strategy Effectiveness" and provide comments to Bryan Wright).

Risk Management Guidance Cross-Walk (Wright): As part of the maintenance of the crosswalk, it will be updated to reflect new best practices/requirements and issued around the end of FY2020.

Team Action List was reviewed and updated.

**Other Business**

None