

<b>PPPL</b>	<b>PRINCETON PLASMA PHYSICS LABORATORY</b>	<b>ORGANIZATION/ MISSION</b>	<b>No. O-053 Rev 0 page 1 of 2</b>
<b>Subject:</b>  <b>PPPL Executive Management Team Charter</b>	<b>Approval Date:</b>  2/19/2020	<b>Initiated by:</b>  Head, Performance Assurance and Contract Management	
	<b>Effective Date:</b>  2/19/2020		
	<b>Supersedes:</b>  NEW	<b>Approved:</b>  Director	

### **Introduction**

The PPPL Executive Management Team (EMT) is the senior most decision-making body within the laboratory's organization framework. The Laboratory Director is ultimately responsible for all laboratory policies and functions. The role of the EMT is to establish strategy for management, operation, and leadership of the laboratory to ensure mission delivery.

### **Organization**

The members of the EMT are "key personnel" as defined by the Department of Energy. Membership includes the Laboratory Director, Deputy Director for Operations/Chief Operating Officer, Deputy Director for Research/Chief Research Officer, and Chief Financial Officer. The Director articulates the vision and provides leadership for the overall strategic direction, management, and administration of the Laboratory.

### **Responsibilities**

The EMT meets approximately once per week or as often as dictated by laboratory activities and business requiring consultation, discussion, or decision-making at the senior-level. The EMT will:

- discuss and share laboratory strategic and operational priorities, as well as potential risks or issues.
- review/discuss progress on Laboratory M&O performance (notables, KPIs, assessments).
- interface with Princeton University and the Princeton Site Office for assurance.
- develop consensus on change and messaging at the executive level before presenting to Laboratory Leadership Council, especially on strategic shifts.
- review project performance once per month.
- set priorities and action items every week.
- oversee laboratory management systems and processes to ensure efficient and effective function; and
- evaluate proposals for potential future laboratory projects.

Topics addressed by the EMT include, but are not limited to:

- the Laboratory's strategic plan;
- alignment of major laboratory policies and activities with the strategic plan;
- financial strategy and short- and long-term financial planning processes;

- the Laboratory-Directed Research & Development (LDRD) program;
- key human resources decisions that affect a large portion of the laboratory's staff;
- major investments in infrastructure that are of strategic importance; and
- IT security, environmental, and health and safety issues with lab-wide implications.

The EMT communicates with and receives advice from the Laboratory Leadership Council (LLC). The LLC membership includes leaders of Laboratory science and operational functions. A list of active members is maintained here:

<https://pppl-intranet.princeton.edu/resources/directors-office/lab-committees/laboratory-leadership-council>

Members of the LLC develop and present organization-specific strategies to the EMT for the fulfillment of PPPL's mission. To define and articulate their strategies, the LLC members seek input and guidance from internal constituents and external advisory groups. PPPL relies on line managers for implementation of their strategic and operational objectives. Implementation is achieved primarily at the program or project level. LLC members make and implement decisions within their area of responsibility according to the PPPL mission. LLC members and line managers are expected to work across organizational lines to achieve integration of programs and projects, and to ensure effective and efficient use of resources.