

Fermilab Implementation of DOE O 110.3

“Conference Management”

(11/3/99)

Key Concepts

--“Conference” means any meeting requiring non-local travel except as noted below and includes a symposium, conference, or similar meeting. It excludes (does not include) training programs, travel connected with subcontract proposal evaluation or subcontract administration (e.g., audits, inspections, and negotiations), DOE technical project/program reviews, and travel “to a site where work for DOE is being performed to discuss the status of the work”.

--“Co-sponsorship” of a conference includes significant provision of financial support or of in-kind services/support for a conference (but not *de minimis* levels of support such as an individual’s service on a steering committee or the provision of clerical assistance).

--“DOE contractor employee” refers to an actual employee of one of DOE’s prime (M&O) contractors for a laboratory or other DOE site (and does not include employees of DOE “grantees,” e.g., most universities).

--“Directorate” for the purposes of this document means the Director, Deputy Director, or the Associate Director for Administration.

Fermilab-Sponsored (Including “Co-Sponsored”) Conferences

--Fermilab Director/Deputy Director approval is required for all such conferences, and DOE/CH Manager/Deputy Manager concurrence is additionally required for conferences for which a total of 30 or more DOE and DOE contractor employees (not just Fermilab employees, but employees from any DOE M&O contractor) would be on official travel to attend the conference. N.B. This covers many meetings at Fermilab where personnel from other DOE labs attend.

Fewer than 30

>>For Fermilab-sponsored conferences for which clearly fewer than 30 DOE and DOE contractor employees would be on official travel to attend, the responsible Division/Section shall be responsible for the preparation of a justification document (containing pertinent information on the purpose of and need for the proposed conference) that is submitted to the Directorate for approval.

30 or Greater

>>For Fermilab-sponsored conferences for which at least 30 such employees might possibly attend on official travel, the responsible Division/Section shall be responsible for the preparation and submission to the Directorate of a conference approval request package using the suggested format set forth as an attachment to the DOE Order (and paying particular attention to describing the relationship of the conference to Fermilab’s mission, the rationale for the site selected and a cost comparison of possible alternative sites (if the location is other than on the Fermilab installation), and the statement of the impact if the conference is not approved).

--“Binding” arrangements for the conduct of the conference will not be made (unless specifically authorized to do so by the Directorate) before the conference is formally approved by the Directorate (or in the case where DOE/CH concurrence is required, before that concurrence has been received).

Travel of Fermilab Employees to Attend Conferences

--Fermilab Directorate approval is required for all Fermilab employee official travel to attend conferences, but in the case of the attendance on official travel of 30 or more Fermilab employees to attend a particular conference, Fermilab Director/Deputy Director approval and the concurrence of the DOE/CH Manager/Deputy Manager are also required.

--Where a Division/Section intends to send fewer than 30 of its employees on official travel to attend a conference, that Division/Section will forward the travel authorization approval forms for all such employees to the Directorate for review and approval. Each Division/Section shall appoint a Division Conference Regulator and advise the Directorate of the appointment.

>>New travel authorization forms are available that add a section indicating that the employee is traveling to attend a conference, and the Travel Office will not process the travel arrangements for that individual unless Directorate approval is shown. (Note as of Nov. 1999 the form references DOE N 110.3A, this will be corrected on future printings)

>>The Division Conference Regulator will provide the Directorate with a “first bulletin” of the conference or an official title of the meeting, seminar, etc. attached to the Travel Authorization Form. Correctly identifying the “conference” is essential to provide continuity for tracking purposes.

>>By virtue of its receiving and reviewing all conference travel requests from individual Divisions/Sections, the Directorate will also oversee the overall number of Fermilab employees who might be traveling to a particular conference, and thus may restrict the number of approvals to keep total Fermilab attendance under 30 (or require Divisions/Sections to submit additional information/justification necessary to support a request for DOE/CH concurrence for 30 or more Fermilab attendees).

>>In connection with approving the travel of fewer than 30 Fermilab employees to attend a conference, the Directorate will document that such travel has been reviewed in accordance with the policies set forth in DOE Order 110.3.

--Where a Division/Section intends to send 30 or more of its employees on official travel to attend a conference, that Division/Section is responsible for the preparation and submission to the Directorate (in addition to the normal travel authorization forms) of an attendance approval request that generally follows the suggested format for conference approval set forth as an attachment to the DOE Order (except for information on site selection rationale and limiting the information on the number of attendees and estimated costs to just the traveling Fermilab employees). The Directorate will coordinate with the other Divisions/Sections to ascertain the total number of Fermilab attendees.

Other Points

***--DOE contractors sponsoring a conference may charge a reimbursable “registration fee” to offset conference costs. That fee may not be used for any type of unallowable cost, such as entertainment or alcoholic beverages.