

DOE/NASULGC Project #1 Meeting

April 27, 2004

1:00PM – 2:00PM EDT

DOE HQ – Room 6C-036

Minutes

I. Introductions and Welcome

a. Participants:

In Person	On Phone
Carl O'Connor, NASULGC	Jill Long Thompson, NCFAP
Daryl Lund, NASULGC	Peter Dreyfus, DOE
Jim Fischer, DOE	
Mike Mills, DOE	
Sam Baldwin, DOE	

II. EERE Peer Review (Sam Baldwin)

a. Discussed with the group EERE's process for establishing peer review committees.

- i. Sam is developing "In Progress" and "In Depth" peer review guides for program managers.
- ii. Peter Dreyfus explained that EERE regional office staff are members of merit review panels of State Energy Project grant proposals. The regional offices focus mostly on the deployment activities of peer reviews.

III. NIMMS System (Daryl Lund)

a. Discussed the NIMMS project management system and demonstrated to the group how the web-based database operates.

IV. Conclusions

a. The group decided to coordinate in the following manner:

- i. As DOE/EERE programs develop in progress and stage-gate peer review teams and the appropriate areas of expertise needed, NASULGC will assist in identifying and coordinating with potential panel members.
- ii. NASULGC will also assist with selecting the final review panel.
- iii. The list of contacts generated in this process will be maintained and form the basis for a permanent contact database.