

May 23, 1997

MEMORANDUM FOR: Distribution

FROM: Martha A. Krebs, Director

Office of Energy Research

SUBJECT: Strategic Planning for the Department's Scientific and Technical Information

You or your designee are invited to attend a meeting to produce the DOE Scientific and Technical Information Strategic Plan. The purpose of the Plan is to coordinate the efforts of program managers, the research community, and scientific and technical information managers across the DOE complex to encourage the timely collection and broad dissemination of the Department's scientific and technical information (STI).

The Deputy Secretary has stated that the Department should emphasize STI as the key deliverable of research and development. To advance this goal, I have charged the Director, Office of Scientific and Technical Information (OSTI), to coordinate and lead the effort to produce the DOE Scientific and Technical Information Strategic Plan. The desired outcome is to agree on Department-wide goals, objectives, and performance measures for STI, as well as reaching agreement on collaborative initiatives for establishing a distributed, electronic STI environment that meets Department-wide needs. Specifically, it is anticipated that the Plan will address such issues as opportunities for more rapid and broader dissemination of DOE STI reports, procedures and formats for the electronic collection and exchange of STI, and ways to enhance the quality of data about DOE research projects. The importance of having a Department-wide strategy is also supported by a report soon to be issued by the Office of the Inspector General which recommends improvements to the STI process. It states that the value of the Department's research and development (R&D) effort rests not only in the quality of the work, but also in the timely dissemination of STI to the public and to the scientific community. The Deputy Secretary has endorsed the plan proposed by my office for addressing these issues.

Dr. John Gibbons, White House Office of Science and Technology Policy, estimated that agencies expend 2 to 4% of their R&D budgets on the STI enterprise. The Department's investment in STI is between \$150 and \$300 million--but, that expense is shared across various DOE programs. Thus, the cooperation and commitment of all Cognizant Secretarial Officers is needed, as well as field offices and contractor representatives.

We ask that your designated representative participate in a meeting to be held at the Doubletree Hotel in Crystal City, Virginia, on June 24-26, 1997, to develop the Scientific and Technical Information Program Strategic Plan. Reservations should be made by June 3rd to ensure room availability (reference STI Program Planning meeting). Participants should be familiar with the programmatic objectives for reporting the results of R&D and related activities and be capable of resolving various issues surrounding the management of STI.

Secondly, the Director of OSTI will be re-establishing the Scientific and Technical Information Coordinating Group (STICG) for the purpose of addressing progress of issue resolution and reviewing implementation of the STI Plan goals, objectives, and measures. A draft STICG charter is attached. I request that your office designate a representative for STICG.

New electronic information processes and linking of dispersed STI sources are being developed which will change the way STI is managed. Decisions need to be made regarding the use of data standards to enable linking of remote collections, review procedures for STI released to open networks, and coordination of other processes in a distributed environment. Through the involvement of your office, we believe a much stronger infrastructure and clearer definition of roles and responsibilities can be developed.

I look forward to the participation of your office on the Strategic Planning Team for the Department's Scientific and Technical Information Program. Please provide the name of your representative by June 2nd to Dr. Walter Warnick, Director, Office of Scientific and Technical Information (OSTI). Additional information and planning session materials will be provided to your representative at that time. If you have any questions, please call Dr. Warnick at

202-586-8842, OSTI's Technical Operations Director/Manager, Mr. R. Charles (Chuck) Morgan at 423-576-1188 or Mark Fornwall, Assistant Manager at (423) 576-8961.

Attachments

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cc:

Mike Telson, DS

NEW DRAFT CHARTER

SCIENTIFIC AND TECHNICAL INFORMATION COORDINATING GROUP

Purpose

The Scientific and Technical Information Coordinating Group (STICG) will serve as the Departmental forum to monitor the implementation of the goals, objectives, and measures for DOE-sponsored scientific and technical information (STI), as well as developing and coordinating Departmental policy related to STI and its life-cycle. STICG will also serve as an advisory body to the Department's Science Advisor on cross-cutting or corporate scientific and technical information issues.

Membership

Departmental Elements (Headquarters and Field) which either fund research and development or related activities which create STI or set policies or practices affecting STI shall appoint a representative. STICG will be chaired by the Director of the Office of Scientific and Technical Information (OSTI), the office which has lead Departmental responsibility for the Scientific and Technical Information Program (STIP). Secretariat support will be provided by OSTI.

Responsibilities

STICG representatives designated by their respective Departmental Elements serve as the central point of contact for the STI Plan, policies, and practices; they are responsible for coordinating issues within their respective Departmental Elements.

STICG will identify, review, analyze, and make recommendations on STI-related issues having Department-wide implications and will address procedural and implementation issues as needed.

STICG will provide advice and consultation for the R&D programs which produce STI in the conduct of their funded activities and for HQ staff offices which have corporate responsibilities for managing STI as a DOE resource.

As needed, findings will be reported and/or recommendations will be referred to Heads of cognizant Departmental Elements for consideration in consultation with the appropriate related groups or offices.

STICG will provide the vehicle for Departmental policy development and coordination in addition to providing implementation direction and assessment concerning the information life-cycle - creation, processing, access, and use - of all STI developed for or on behalf of DOE, including classified, limited, and unclassified information.

Frequency of Meetings

The Group will meet at the request of the chair, no less frequently than semiannually. When deemed appropriate, video/teleconferences may be used to supplement on-site meetings.