



Meeting Date	11/29/2006	Time	10:00 – 11:30
Location	SSMC2 14246; 866-919-7299; passcode 6255248		
Meeting Title	BPR Reimbursable Work Group		
Facilitator	Lois Coleman		

Members and Invited Guests

(Y = present; N = not present)

Member Name	Organization		E-mail
Lois Coleman	Finance Office	Y	
Cynthia Rich	Finance Office	N	
Mark StClair	Finance Office	Y	
Kathy Bruchey	Finance Office	Y	
Brenda Hernandez	NMFS	Y	
Dawn DiFiore	NMFS	Y	
Herbert Callands	NWS	Y	
Debbie Hoffman	NWS	Y	
Carmen Solis	NOS	N	
Bruce Jackson	NOS	Y	
Paul Johnson	OAR	N	
Steve Musser	OAR	Y	
Sharon Schroeder	OAR	N	
Andrea Moore	OAR	Y	
Alicia Ferguson	NESDIS	N	
Gerald Thomas	NMAO	N	
Malcolm Orr	OGC	Y	
Thomas Santymire	Budget Office	N	
Pam Williams	CMFD	Y	
Valda Ferrell-Evans	CMFD	Y	
Sharon Glover	BIS	N	
Guest Name	Organization		E-mail

Agenda:

1. Status of OAR’s Action Item -- Paul Johnson
2. Status Reports from Team Leads:
 - Cost Models/Templates – Bruce Jackson
 - Intranet Repository – Herb Callands
 - Delegation of Authority – Malcolm Orr

Reimbursable Reports – Cathy Bruchey
Guidance – Mark St. Clair
Processes and Business Rules – Paul Johnson

Action Items:

1. Bruce Jackson (NOS) will lead an effort to compile a list of general NOAA and LO-specific reimbursable authorities. The list will include the code citations, a brief summary of the authority and the restrictions on funding. Bruce will send an e-mail to all LOs requesting the LO-specific authorities by January 8, 2007.

Minutes:

The Project Leads reported:

1. Cost Models/Templates -- Bruce Jackson presented draft model templates. The RWG discussed the templates and suggested changes which Bruce will incorporate and present at the next meeting. As part of the discussion, Bruce recommended that a list of reimbursable authorities would be a useful resource (see Action Item above).
2. RA Repository on Intranet – Herb Callands will contact the CIO to determine what is available.
3. Delegation of Authority – Malcolm Orr reported that OGC is still considering Bruce Jackson's request to delegate authority.
4. Reimbursable Reports – Kathy Bruchey reported the RA505D report was put in production. 503 and 502 are scheduled for completion in December, 2006.
5. NOAA-wide Guidance – Mark St. Clair is working on draft guidance based on the last version of the NOAA Budget Handbook.
6. Detailed SOPs/Business Rules -- Steve Musser, OAR, reported that Paul Johnson met with a sub-group of LO representatives. The sub-group members are Dawn DiFiore, Brenda Hernandez (NMFS); Debbie Hoffman (NWS); Carmen Solis (NOS); Steve Musser (OAR) and Alicia Ferguson (NESDIS). Paul provided the sub-group with copies of OAR's current detailed reimbursable SOPs for review. The members will review OAR's model and provide comments.
7. Training – The RWG commented on the list of training courses suggested by OAR. OAR will revise the list for approval at the next meeting.

The Next Meeting will be:	Wednesday December 13, 2006, 10:30-12:30
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