



TRIUMF Memo

Date: November 16, 2009

To: TRIUMF Staff

From: Lia Meringa, Accelerator Division Head

RE: Interim Management of ISIS/LEBT Group

This memo is to advise you of the following reassignment of responsibilities within the ISIS/LEBT Group during Mike McDonald's absence.

Effective immediately, Roman Ruegg will be the Acting Group Leader for the group. His principal interim responsibilities include:

- Overall personnel management of the ISIS Group technical staff
- Overseeing the organization of MRO activities for the Group's direct areas of responsibilities
- Overseeing the planning and coordination of safe work in radiation conditions and with HV equipment
- Ensuring technical documentation is created and maintained as per QMS

In his role as Acting Group Leader of the ISIS/LEBT Group, Roman will supervise Robert Laplante and Keerthi Jayamanna. Consistent with the October 2009 organizational charts, Robert will be in charge of the ISIS/LEBT Operation and in this role he will supervise T. Denham, M. Lovera, S. McIntyre, T. Stanford and T. Sytchougova. Keerthi will be in charge of ISIS/LEBT Development and in this role he will supervise R. Dube, D. Gallop and G. Wight.

Further, Roman will assume the responsibility of Acting Project Manager of the new ISIS Vertical Injection Line. In this respect his responsibilities include:

- Provide overall coordination of the ISIS Vertical Injection Line project
- Maintain and update the project resource-loaded schedule and monitor its budget
- Plan and oversee the installation
- Ensure technical documentation is created and maintained as per QMS
- Regularly advise the Division Head and Accelerator Leadership Team on project status

In order to mitigate the labor shortage within the Group, effective immediately the ISIS/LEBT Group's responsibilities will be strictly restricted to the following three areas:

- MRO of ISIS/LEBT
- New ISIS vertical line project
- HV support

Requests for all other support functions, previously provided by the ISIS/LEBT Group, such as vacuum support, support for CSB, service designs, development activities of other groups, etc. should be directed to other groups.

Further, call outs for repair will be shared among all qualified members of the group (the customary TRIUMF compensation will apply).

While I very much appreciate everyone's efforts to keep downtime due to ISIS and LEBT to a minimum, I am prepared to accept increased downtime as one of the consequences of labor and skills set shortage.

I would like to take this opportunity to express my gratitude to both Robert and Roman for filling in for Mike during his absence.

I ask everyone to support the interim leadership of the ISIS/LEBT group and cooperate and comply with the group's interim mandate.