

November 3, 2015

**Fermilab Testbeam Committee Meeting
November 9, 2015**

CHARGE

The testbeam facilities at Fermilab are a valuable resource for the HEP community. The committee is asked to give advice to the Fermilab Directorate on the operation and development of the Fermilab Testbeam Facility (FTBF), and on any programmatic choices needed to optimize its use and scientific impact.

In particular, at the present meeting the committee is asked to comment on:

1. The community usage and the scientific impact of the FY15 FTBF program, as documented in the annual FTBF report. Is there additional information that it would be useful to include in future annual reports?
2. The plan for the FY16 FTBF program, facilities and resources that would be available.
3. Progress made towards developing a model for present and future usage of the FTBF. Is the model adequate for developing a longer-term vision for the facility? Are appropriate metrics being tracked to inform the model?
4. Operational Readiness Clearance and other safety approval procedures for work at FTBF.
5. The progress towards providing the additional information requested by the committee in their July 2015 report, and any updates to the "Preliminary Recommendations" described in that report.

The Directorate will welcome any other comments from the committee about utilization of the facility, the need for programmatic choices, and the need for facility enhancements.

The committee is asked to deliver a short written report to the Office of Program Planning by November 20, 2015.