

OFFICE OF PLANNING AND ANALYSIS

MISSION

This Office assists the Director of Science (SC) in managing energy research and development programs and advising the Secretary of Energy on the status of civilian research and development. The Office supports the Director in presenting the Department's research programs to the public and in coordinating the science and technology program with other organizations.

FUNCTIONS

1. Advises and supports the Director of Science in the role of principal science and technology advisor to the Secretary of Energy.
2. In consultation with other SC program offices, serves as strategic planning office for SC; represents SC in DOE and interagency strategic planning; develops SC positions on science and technology issues and coordinates these positions with other departmental offices; monitors international science and technology progress to assess the competitive status of U.S. activities and to identify opportunities for cooperation; and reviews and analyzes international science and technology R&D agreements.
3. Conducts independent reviews, analyses, and evaluations of the performance of departmental R&D activities, including the status and effectiveness of science and technology programs in the Department and their relevance to national goals, the quality of science and technology projects in the Department and of their relevance to program goals, and the scientific merit of departmental science and technology programs and projects that have major cost or institutional implications.
4. Assesses the research needs and opportunities for science and technology programs in the Department, including their potential to achieve competitiveness with alternative technologies.
5. Assists the Director in integrating SC research programs with other programs of the Department.
6. Represents the Director and SC/DOE science and technology to public and private science and technology organizations. Serves as liaison to these groups. Develops presentations, speeches, and documents on the programs and accomplishments of SC for public dissemination.
7. Analyzes and makes recommendations to the Director on practices and procedures that influence the effective performance and accountability of SC-supported research and development programs.

8. Interfaces with other Federal agencies and research coordinating bodies in areas of research planning, assessment and policy development. Supports other organizations by participating in proposal reviews and program evaluations as appropriate.
9. Provides technical analyses that contribute to interagency integrated assessment studies.
10. Manages the Enrico Fermi and E.O. Lawrence awards processes.
11. Carries out other duties in support of the Director, as assigned.