

FLC Policy: Strategic Partnerships

Initially approved by the FLC Executive Board on September 15, 2020

1. STRATEGIC PARTNERSHIPS

The FLC will identify and establish strategically aligned relationships with intermediary partners that connect relevant communities of interest (technical, geographical, market, State & local governments, etc.) with Federal labs for interactions. This policy will be maintained by the Facilitate Committee.

2. BASIC POLICY

- It is the policy of the FLC to identify strategic partners at the national and regional levels that will help advance and accelerate the mission of the FLC.
- All partnerships must be consistent with the strategic plan, mission, vision and goals, benefit FLC members, and be economically sound.
- All partnerships must be consistent with Federal policies and provisions, must reflect positively on the federal government, and must follow federal laws, policies, and other legal obligations.
- International partnerships will be reviewed by the Host Agency legal counsel prior to approval and may be submitted by the Host Agency to the U.S. Trade Representative.

3. CONSIDERATION AND DECISION-MAKING PROCESS:

All external requests received by FLC leaders and/or members must be submitted as a written request to the Cooperative Agreement Partner for recording and initial assessment against the established criteria. Written requests are to be accompanied by full details of the proposal.

In some cases, the partnership may be initiated by the FLC leadership and the Cooperative Agreement Partner will work with FLC leaders and appropriate committees to further develop the appropriate document.

Written requests should be forwarded to:

Federal Laboratory Consortium (FLC)
111 West Jackson Boulevard, Suite 1412
Chicago, IL 60604
E-mail: info@federallabs.org

Criteria for assessment:

- Fit with FLC objectives
- Cost implications for FLC
- Opportunity for promotion of FLC member labs
- Nature of request
 - Endorsement
 - Association
 - Direct provision
- Potential impact on FLC's reputation (e.g., will the partnership cause any issues for any members or the FLC when made public)

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- Degree of difficulty of provision (e.g., will this partnership cause an undue workload for the FLC to fulfill or maintain)
- Availability of local support and expertise
- Degree of development of technology transfer in the local environment
- Availability and suitability of background material for the cooperation
- Reputation and strategic alignment with FLC goals and objectives of requesting organization

National Level Requests

- Cooperative Agreement Partner will perform an assessment of the request against the criteria and submit request and assessment to the Facilitate Committee
- Review and consideration by Facilitate Committee with consultation as appropriate with other Committees and Regions
- Referral of recommended requests for approval by the Executive Board
- Cooperative Agreement Partner will advise organization of decision and coordinate arrangements

Regional Level Requests

- Cooperative Agreement Partner will perform an assessment of the request against the criteria and submit request and assessment to the Regional Coordinator
- Review and consideration by Regional Coordinator with consultation as appropriate with other Committees and Regions
- Referral of recommended requests for approval by the Facilitate Committee
- Cooperative Agreement Partner will advise organization of decision and coordinate arrangements

Decisions are to be logged by the Cooperative Agreement Partner and posted on the FLC website, www.federallabs.org. The agreement will specify the appropriate primary contact for the FLC and the partner.

4. REIMBURSEMENTS AND PAYMENTS

All reimbursements to the FLC or any payments to the partner will follow the appropriate financial policy. The Host Agency will generally cover travel expenses and reimbursement directly whenever possible. Any reimbursement by FLC for expenses will be agreed upon in advance and follow approved policies.

5. COMPLIANCE

The FLC Facilitate Committee may determine compliance of its Partnering Organizations under this Strategic Partnership Policy. The Facilitate Committee, after notification of any relevant committee or region in the agreement has the right to modify or suspend its Strategic Partnership Policy and withdraw any permission granted under this agreement if the provisions stated below are not followed.

Any questions concerning this Strategic Partnership Policy should be directed to the Cooperative Agreement Partner Administrative Director.

6. EXCHANGE CONSIDERATIONS

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If a strategic partnership is considered, some typical arrangements are described below:

BROAD BASED AGREEMENTS

The FLC may decide to enter into an umbrella strategic relationship with certain organizations.

- The agreement must describe the scope of the relationship and expectations from each party.
- The parties may agree to jointly plan future events. Joint meetings should consider the detailed information included below for event-based agreements.
- The parties may agree to mutually promote the partnership(s) on their websites. FLC is a quasi-governmental organization focused on its members and does not endorse any specific company, product, service, publisher or conference provider. For this reason, FLC may be listed on promotional materials as a “partner” or “participating organization”—not as a “supporting organization,” “official association,” “sponsor,” “co-sponsor,” “endorser” or any other description that implies commercial endorsement or approval.

EVENT BASED AGREEMENTS:

- FLC typically provides:
 - Event listing on the FLC website and in the FLC Digest or another appropriate newsletter.
 - A brief event description, submitted by event organizers, in one issue of the FLC Digest or another appropriate newsletter, at FLC's discretion.
 - A link from the FLC website to the event URL.
 - One-time use of FLC Trademarked name and logo as “consortium partner” or “participating association.”
- FLC typically receives:
 - Mailing list of conference attendees, including phone, fax and email (if emails are made available).
 - 100-word promotional description, with contact information, in conference materials.
 - One complete set of onsite event materials.
 - The right to reproduce and distribute up to 100 copies of onsite event materials.
 - Onsite exhibit booth where FLC publications, brochures and background information will be available throughout the educational event.
 - Two complimentary full conference registrations for FLC leaders and up to four complimentary registrations for FLC staff for use in staffing an exhibit booth.
 - Link from education provider's website.

INDEPENDENT EVENTS:

The FLC may approve the use of its name and logo at independent events. The following stipulations apply:

- FLC is not responsible for developing independent forums or providing other support.

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- FLC staff must be allowed to review and approve promotional materials prior to final production to ensure compliance with parameters and policies.
- FLC is a quasi-governmental organization focused on its members and does not endorse any specific company, product, service, publisher or conference provider. For this reason, FLC may be listed on promotional materials as a “partner” or “participating organization”— not as a “supporting organization,” “official association,” “sponsor,” “cosponsor,” “endorser” or any other description that implies commercial endorsement or approval.
- Any FLC leader or member participating in an independent event as a representative of the FLC must agree to do so without anticipation of payment or profit.

PROVISION OF FLC COURSES

FLC leaders and staff may present FLC courses at forums sponsored by other professional entities. The following provisions apply:

- Ad hoc descriptions of the FLC using standard FLC slides are generally acceptable, but must be reported to the Executive Board.
- For specific training requested from the FLC, the Facilitate Committee, Educate Committee, and Regional Coordinator, as appropriate, must review and approve all requests. To fairly evaluate the proposal, the following information is required:
 - a. A description and short background of the requestor.
 - b. The event’s target market and the number of people expected to attend.
 - c. The frequency with which the organizer holds conferences related to technology transfer and whether the partnership would be extended to future projects.
 - d. Any additional information the organizers believe FLC should consider.
- The FLC, through the Professional Development Director, develops and delivers all educational content. The Professional Development Director works with the requestor to refine content, and coordinate dates and location of courses.
- Requestor is responsible for all expenses related to developing and delivering Official FLC Courses unless otherwise approved by the Facilitate Committee, Educate Committee or Regional Coordinator and funding is approved as described in the Financial Policy.
- These expenses may include but are not limited to instructor compensation, travel, lodging, materials creation and incidentals.
- Under special circumstances, FLC will consider sharing costs. The entity in need of financial assistance must submit a written explanation of financial circumstances and a detailed budget that outlines costs, as well as cost-sharing and revenue-sharing formulas. The FLC reserves the right to adjust costs and formulas.
- Requestors are responsible for all logistical elements — e.g., promotion, registration, facility arrangement, presenter and delegate accommodations, etc. — of delivering the courses. The FLC may use existing communication tools (e.g., website, FLC Digest) to announce the opportunity if appropriate.
- All promotional materials will identify FLC as the educational source, as appropriate.
- The FLC may receive a percentage of event’s net profits. The FLC will review whether this is appropriate under the circumstances.

The FLC typically receives:

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- A percentage of net profits, as appropriate under any revenue-sharing agreement.
- Mailing list of conference attendees, including phone, fax and email.
- 200-word description, with contact information, in all conference materials.
- Onsite display area to display publications, brochures and background information will be available throughout the educational event.
- Link from education providers' website.

PROVISION AND DISPLAY OF FLC MATERIALS AT INDUSTRY EVENTS

On request, the FLC may consider forwarding materials about FLC, its mission and goals, and related information for display at industry events that meet the basic parameters listed above. The following generally apply:

- The FLC will consider costs related to display area or onsite handling of materials.
- The FLC and the event organizer will agree how FLC materials are displayed throughout the event.
- The event organizer may not use FLC's name or logo in any conference promotional materials, onsite materials or other printed or electronic communications without express written approval from the FLC.
- Event organizer may not state or imply any support or endorsement by FLC without express written approval from the FLC.