



FACILITATE COMMITTEE CHARTER

Last Updated:

Goal 3: FLC provides an inclusive access point to connect federal labs and external partners.

Objectives:

Objective 1: Increase the number of federal labs actively engaged and participating with FLC partnering initiatives.

Objective 2: Enhance stakeholder experience to create opportunities for federal and non-federal stakeholders to collaborate.

Objective 3: Increase the number of external stakeholders engaged with FLC partnering initiatives.

Committee Chair: Paige George (DOD)	Subcommittees: None	Committee Members Andy Myers (DOE) Amanda Jelsema (DOE) Annie Bullock-Yoder (DOD) Meghan Sheehan (EPA) David Lee (DOD) Joe DiRenzo (DHS) Sharon Soucek (DHHS) Kristine Moes (VA) Amanda Corbel (DHHS) Zarphleen Jinnah (HHS) Kimberly Minafra (NASA) Stephen Crutchfield (DOD)
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Facilitate Operational Plan

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Objective 1: Increase the number of federal labs actively engaged and participating with FLC partnering initiatives.

	Activities/ Tactics	FLC Staff Responsibility	Others Responsible (EB, Committees, Subcommittees, Other Stakeholders)	Fiscal Resources	Timeline	New Equipment & Infrastructure	Measures of Success/ Indicators of Achievement
<i>Strategy #1: Upgrade dashboard to track annual engagers/engagements for lab participation</i>							
	Expand Impexium Dashboard to include the use of a Power BI report to identify lab participation.	Produce Power Bi Dashboard report	Facilitate Committee	Labor	Q2 2025	\$0	Develop a dashboard and brief EB

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Strategy #2: Use focus group data to determine lab reasons to support FLC engagement.							
	Examine results from Promote Focus Groups. Complete analysis and determine actions	Compile engagement results document and collaborate with Promote and Educate	This action will rely on Promote Focus group activities	Labor	Q1 Promote results examined Q3 Develop strategies to respond to input	\$0	Complete results analysis and action plan

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Strategy #3: Develop and implement strategy to expand lab engagement year over year.							
	Participate in conferences and events to create engagement opportunities with federal labs	Source conference and events from Facilitate Committee	Promote Committee, EB, Stakeholders	\$129k approved budget CA \$86k approved budget NIST	On going	\$0	20% increase in engager and engagements annually
	Collaborate with promote committee on marketing lab outreach programs	Provide promote with events schedules and information	Promote Committee	Labor	On going	\$0	Promote analytics report to EB

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Strategy #1: Align FLC engagements with national technology priorities.

	Review OSTP & OMB R&D priority technologies annually	Review OSTP & OMB R&D technologies and stakeholder needs	Facilitate Committee	Labor	Q2 2025 review and approve events	\$0	Report out to EB
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<i>Strategy #2: Implement user enhancements of FLC Business.</i>							
	Review facilities and equipment available via federal labs and enhance search capabilities	Collaborate with NSF/NCSES and RDI	Facilitate Committee, work group	Labor	Q4 2025	\$0	Integrate FLCB facilities and equipment updates
	Integrate with NIST Ecosystems Project	Facilitate committee	NIST, NTIS		Will update based on NIST/NTIS timeline		
<i>Strategy #3: FLC Business current data of at least 90% of Federal Agencies.</i>							
	Perform monthly data refresh	Run API sync, manual data, etc.		Labor	On going	\$0	Monthly data refresh complete

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Strategy #4: Review policies, and practices to remove any barriers to participation.

	Update partnership policy	Provide policy and facilitate review with committee	Facilitate Committee	Labor	Q1 2025	\$0	Policy to EB for approval
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Strategy #1: Leverage partner hosted events to increase external engagements.							
	Participate in conferences and events to create engagement opportunities with external stakeholders including: Technology-based events Regional ecosystem events Small Business development events	Source conference and events from Facilitate Committee	Promote	\$129k approved budget CA \$86k approved budget NIST	Q4 2025	\$0	20% increase in engager and engagements annually
	Collaborate with Promote committee on marketing external hosted events	Provide promote with events schedules and information	Promote	Labor	Q4 2025	\$0	20% increase in engager and engagements annually

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<i>Strategy #2: Seek and leverage like-minded partners to expand engagement opportunities.</i>							
	Leverage current partnerships and events to network with organizations that share similar goals and values.	Collaborate with partners on technology focused and networking events.		Labor and Travel	Q4 2025	\$0	20% increase in engager and engagements annually
	Identify new partnerships	Collaborate with partner		Labor	Q42025	\$0	3 new partnerships annually
<i>Strategy #3: Host virtual events.</i>							
	Member Connect, Lab Showcase	Lead and organize events		Labor and travel	Q4 2025	\$0	20% increase in engager and engagements annually