

## FACILITATE COMMITTEE CHARTER

<b>Last Updated:</b>	October 26, 2022
<b>Mission/Charge:</b>	This committee is created to proactively engage and leverage partnerships that connect relevant private sector partners with individual Federal laboratories to increase measurable outcomes
<b>FACILITATE Goals:</b>	<p>GOAL 1: Provide pilots, programs, and events that deploy “outreach” efforts to increase company to lab transactional opportunities. (Pilots and programs)</p> <p>GOAL 2: Identify and establish strategically aligned relationships with intermediary partners that connect relevant communities of interest (technical, geographical, market, State &amp; local governments, etc.) with Federal labs for interactions. (Strategic Partnerships)</p>
<b>2023 Operational Tactics:</b>	<p><b>Tactic 1: Industry Engagement Program</b></p> <ul style="list-style-type: none"><li>• Critical and Emerging National Needs Program:<ul style="list-style-type: none"><li>○ Utilize guidance from the White House for identifying critical and emerging technology needs to set tech topics for the year <a href="https://www.whitehouse.gov/wp-content/uploads/2022/02/02-2022-Critical-and-Emerging-Technologies-List-Update.pdf">https://www.whitehouse.gov/wp-content/uploads/2022/02/02-2022-Critical-and-Emerging-Technologies-List-Update.pdf</a></li><li>○ Curate at least 3 Partner lightning talks</li><li>○ One Tech talk from a partner company about their technical capabilities</li><li>○ At least three presentations to IE affiliate groups this year</li><li>○ Produce USPTO/FLC/AUTM Green Tech event in May and one other national event</li><li>○ Invite 3 partner organizations to highlight their companies through marketing</li></ul></li><li>• Partner Network:<ul style="list-style-type: none"><li>○ Build partner searchable page on the FLC website</li></ul></li><li>• Expand Materials:<ul style="list-style-type: none"><li>○ Create at least three materials for external distribution</li><li>○ Facilitate IEP</li><li>○ Slide for FLC info with talking points for affiliated groups</li></ul></li></ul> <p><b>Tactic 2: Strengthen Strategic Alliances</b></p> <ul style="list-style-type: none"><li>• SA Partner Activities:<ul style="list-style-type: none"><li>○ At least two new SA groups to partner with this year</li><li>○ Presentations to at least three SA affiliate groups this year</li><li>○ Conduct stakeholder interviews to determine valuable activities</li></ul></li><li>• SA Tools Creation:<ul style="list-style-type: none"><li>○ Create at least three materials for external distribution</li></ul></li></ul>

- Create slide for FLC info with talking points for affiliated groups

### **Tactic 3: FLC Awareness Across All Regions**

- There are two main types of regional events: 1) those led by FLC and 2) those led by others where FLC is a sponsor or partner.
  - Will host at least 4 tech events, at least 2 lab show case webinars, and at least 8 Member Connect webinars in 2023.
  - Will sponsor, moderate a session, or booth for at least 3 partner events in 2023.

**Facilitate Committee Chair:**

Jenna Dix, Navy

**Members:**

Facilitate Committee:

- Subcommittee Chairs as noted below:

National Alliances and Partnerships Subcommittee

- Christie Canaria, Chair, NIST
- Jennifer Stewart, co-Chair, Navy

Regional Subcommittee

- David Lee, Chair, NE, Army

**Subcommittees under this Committee (if any):**

- National Alliances and Partnerships Subcommittee  
Purpose: Maintain and execute FLC's Industry Engagement and Strategic Alliances programs, aimed at: developing strategically aligned partnerships across the innovation ecosystem that provide mutually beneficial programming, working to increase collaboration/transactional opportunities for federal labs, and creating strategic opportunities for FLC.
- Regional Subcommittee  
Purpose: Engage labs and facilitate technology transfer at the regional level. Work to increase lab participation, identify and work with strategically aligned partners and act as the voice of the labs for each of the regions.

**Number of Members:**

Minimum 5; maximum 22

**Terms:**

Chair elected for two-year term. Subcommittees appointed for two-year terms by Chair. Region subcommittee will elect a Chair from the Regional Coordinators.

**Member Skills:**

- Must be a current FLC member to be Chair of Committee or Subcommittee.
- Other professionals may join and contribute as deemed necessary by Subcommittee Chair with approval of the Chair.

**Type of Meetings:**

- In-person or virtual Meetings at the National Meeting
- Monthly Teleconferences



Federal Laboratory Consortium  
for Technology Transfer

**Committee/Subcommittee  
Chair Expectations:**

- Chair to attend quarterly Executive Board Meetings

Committee and Subcommittee Chair Members are expected to:

- Lead the Committee/Subcommittee in alignment with the FLC Strategic Plan
- Drive the Committee/Subcommittee to accomplish their Tactic(s)
- Develop the monthly agenda in conjunction with Cooperative Agreement Partner (CAP) staff member
- Lead the monthly meetings
- Meet with the CAP staff member monthly
- Provide quarterly updates on Committee/Subcommittee activities to the Executive Board
- Devote six to eight hours per month to the Committee/Subcommittee
- Attend the National Meeting
- Update this Charter initially and annually with the CAP staff member (Committee Chair/regional Coordinators only)
- Volunteer as needed for outreach and engagement efforts on behalf of the committee

**Committee/TF Expectations:**

Committee Members are expected to:

- Accomplish their Tactics
- Attend 75% of Committee calls
- Devote an additional hour a month to the Committee
- Attend the National Meeting

**Cooperative Agreement  
Partner (CAP) Expectations:**

The CAP is expected to:

- Meet with the Committee/Subcommittee Chair monthly
- Provide guidance and perspective to the Committee/Subcommittee on the Tactic(s)
- Develop the budget for the Committee/Subcommittee
- Organize and support the monthly conference calls (including scheduling, teleconference numbers & recording of minutes)
- Attend all Committee/Subcommittee conference calls
- Organize the Committee/Subcommittee meeting at the National Meeting
- Provide updates to the Committee/Subcommittee on related activities of the FLC
- Create dashboard to inform the Executive Board on Tactic(s) status
- Update this Charter initially and annually with the Committee Chair
- Volunteer as needed for outreach and engagement efforts on behalf of the committee

**New Member Recruitment:**

New Members will continue to be recruited as needed.

**Facilitate Committee Budget:**

Budget: \$ 88,000  
Appendix A

**Timeline:**

Appendix B



Federal Laboratory Consortium  
for Technology Transfer

**Lead Staff Liaisons:** Corin Hindenach & Beth Thomas

**Other Staff Members:** Colleen Loeffler, Adham Alayash, & AUTM staff as needed

## Appendix A

### 2023 Facilitate Committee Budget

<b>Description</b>	<b>2023 Budget</b>
Partnerships - National <ul style="list-style-type: none"><li>• National Tech Events</li><li>• National Partnerships Management</li><li>• Tech Locator</li><li>• Partnering Tech Conferences</li><li>• FLEX</li></ul>	\$88,000
Partnerships - Regional <ul style="list-style-type: none"><li>• Regional Tech Events</li><li>• Regional Partnerships Management<ul style="list-style-type: none"><li>• Partner Events</li><li>• Lab Showcase</li></ul></li><li>• Member Connect</li></ul>	\$42,000
Labor/Administration	\$484,000
<b>Total Facilitate Budget</b>	<b>\$614,000</b>

## Appendix B

### 2023 Timeline

<u>Quarter</u>	<b>Tactic 1: Industry Engagement Program</b>	<b>Tactic 2: Strengthen Strategic Alliances</b>	<b>Tactic 3: FLC Awareness Across All Regions</b>
1	<p>Utilize guidance from the White House for identifying critical and emerging technology needs to set tech topics for the year  <a href="https://www.whitehouse.gov/wp-content/uploads/2022/02/02-2022-Critical-and-Emerging-Technologies-List-Update.pdf">https://www.whitehouse.gov/wp-content/uploads/2022/02/02-2022-Critical-and-Emerging-Technologies-List-Update.pdf</a></p> <p>Identify new partner org opportunities</p> <p>Target partner orgs to give presentations</p> <p>Slide for FLC info with talking points for affiliated groups</p>	<p>Identify at least two new SA groups to partner with this year</p> <p>Target orgs to give presentations</p> <p>Create slide for FLC info with talking points for affiliated groups</p> <p>Begin work on stakeholder interview questions</p>	<p>Utilize guidance from IE program to set tech topics for the year</p> <p>Start planning tech events, lab showcases, and member connect events</p> <p>Identify partner events to participate in</p>
2	<p>Invite one partner company to give a talk about their technical capabilities</p> <p>Work with at affiliate groups to execute least presentations about FLC to their constituents</p> <p>Finalize production of USPTO/FLC/AUTM Green Tech event in May and identify one other national event to produce</p> <p>Create one material for external distribution</p> <p>Invite 3 partner organizations to highlight their companies through marketing</p>	<p>Execute stakeholder interviews</p> <p>Conduct presentations to SA groups</p> <p>Create one material for external distribution</p>	<p>Plan tech events</p> <p>Host lab showcases</p> <p>Host member connects</p> <p>Sponsor, moderate, or execute booth space at partner events</p>
3	<p>Execute USPTO/FLC/AUTM Green Tech event in May</p> <p>Build partner searchable page on the FLC website</p> <p>Create one material for external distribution</p> <p>Begin work one other national event to produce</p>	<p>Analyze stakeholder interviews</p> <p>Conduct presentations to SA groups</p> <p>Create one material for external distribution</p>	<p>Execute tech events</p> <p>Host lab showcases</p> <p>Host member connects</p> <p>Sponsor, moderate, or execute booth space at partner events</p>



Federal Laboratory Consortium  
for Technology Transfer

4	Execute additional national event  Advertise partner searchable page on the FLC website  Create final material for external distribution  Finalize all tech talks, partner lightning talks, and presentations to groups	Report on stakeholder interviews and new tactics  Conduct final presentations to SA groups  Create final material for external distribution	Execute final tech events  Host final lab showcases  Host final member connects  Sponsor, moderate, or execute booth space at partner events  Analyze successes
---	---	---	---