



Federal Laboratory Consortium
for Technology Transfer

FACILITATE COMMITTEE CHARTER

Last Updated: October 2021

Mission/Charge: This committee is created to proactively engage and leverage partnerships that connect relevant private sector partners with individual Federal laboratories to increase measurable outcomes

FACILITATE Goals: GOAL 1: Provide pilots, programs, and events that deploy “outreach” efforts to increase company to lab transactional opportunities. (pilots and programs)

GOAL 2: 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. (Strategic Partnerships)

2022 Operational Tactics: **Tactic 1: Implementation of Industry Engagement Program (IEP)**

- Identify and engage industry partners and associations aligned with specific technology sectors for creating shared value between our federal laboratory members and industry and enter into formal partnership agreements via MOUs.
- Identify emerging national issues (Emergent National Needs) that could benefit from federal laboratory technologies and connect federal laboratories with those entities who can provide technical solutions to those national issues.
- Expand activity with current partners through creation of events and programming.
- Create Facilitate IEP materials to market and tell the Facilitate IEP story through various channels.
- Define, capture, analyze and share relevant metrics from IEP efforts.
- Tap into Industry Engagement partners for participation and engagement in Regional Meetings.

Tactic 2: Implementation of Strategic Alliances (SA) Program

- Continue to engage existing alliances that cut across technology boundaries to expand partnerships and promote mutually beneficial activities and events.



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Facilitate

- Identify new SAs and enter formal partnering relationships via MOUs.
- Create SA tools to aid in creation of pilots, evaluation of partners and metrics collection.
- Create Facilitate SAs materials to market and tell the SAs story through various channels.
- Educate member laboratories on Facilitate initiatives by creating education materials on facilitate efforts with a focus on the how and why.
- Tap into Strategic Alliances partners for participation and engagement in Regional Meetings.
- Develop a recommendation in support of SBA/SBIR Roadshow involvement.

Tactic 3: Produce and Execute Pilots

- Work with the six regions to conduct facilitate pilot programs in 2022, and support programmatically and financially as needed.
- Define, capture, analyze, and share relevant metrics from these efforts.
- Explore pilots at the national and regional level to increase transactional opportunities.

Tactic 4: Recruit Non-Involved Federal Labs

- Promote initiatives to member laboratories by creating regular intervals of communications through various channels.
- Engage member laboratories in order to increase opportunities for measurable outcomes.

Facilitate Committee Chair: Jenna Dix, USN

- Members:** Facilitate Committee:
- Jennifer Stewart, USN, Strategic Alliances Subcommittee Chair
 - David Kistin, DOE, Industry Engagement & Technology Focused Partnerships Subcommittee Chair
 - (Vacant) Regional Subcommittee Chair
 - Dick Paul, USAF, Industry (retired)

Strategic Alliances Subcommittee



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- Jennifer Stewart, USN, Strategic Alliances Subcommittee Chair
- Christie A. Canaria, NIST
- Vladimir Popov, NIH
- Dick Paul, USAF, Industry, (retired)
- Claudia Haywood, NIH
- Jack James, NASA (retired)

Industry Engagement & Technology Focused Partnerships Subcommittee

- David Kistin, Chair, DOE
- Kathleen Graham, EPA
- Jack James, NASA (retired)
- Dan Powers, CoLabs
- Vladimir Popov, NIH
- Dick Paul, USAF, Industry (retired)
- Jennifer Stewart, USN
- Claudia Haywood, NIH
- Lee Finewood, DOE

Regional Subcommittee

- Chair (Vacant)
- David Lee, NE Co-RC, Army
- Laurie Bagley, NE Co-RC, DOE
- Joe DiRenzo, NE DRC, Coast Guard
- Paige George, SE RC, Navy
- Ben Henry, SE DRC, DHS
- Sabra Tomb, MW RC, Air Force
- Annie Bullock-Yoder, MW DRC, USN
- Dave Nicholson, FW RC, USDA ARS
- FW Deputy (Vacant)
- David Kistin, MC RC, DOE
- MC Deputy (Vacant)
- Vladimir Popov, MA RC, NIH
- Claudia Haywood, MA DRC, NIH

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

- **Strategic Alliances Subcommittee**
Purpose: Develop long-term formal partnerships with the organizations previously described to the mutual benefit of both FLC and the partner organization. The formal partnerships could include collaboration in the other two pillars as well as Facilitate.
- **Industry Engagement & Technology Focused Partnerships Subcommittee**



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Purpose: Work with strategically aligned industry partnerships in various technical areas, including emergent national needs. Develop relationships, identify beneficial activities and establish partnerships via formal mechanism.

• **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 35

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
- Chair to attend quarterly Executive Board Meetings

Committee/Subcommittee Chair Expectations:

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)

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



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

- Attend the National Meeting

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

New Member Recruitment:

New Members will continue to be recruited as needed and in line with the transitions of the board

Facilitate Committee Budget:

Budget: \$590,149
Appendix A

Timeline:

Appendix B

Lead Staff Liaisons:

Corin Hindenach & Beth Thomas

Other Staff Members:

Support from additional pillar members as needed

Appendix A

Committee Budget (11/1/21 – 10/31/22)

As approved by the Board July 2021

ITEM	SUBITEM	INCOME	EXPENSE	SUBEXPENSE	TOTAL
Facilitate			\$125,000		\$125,000
	Facilitate Initiatives		\$83,000		
	Regional Initiatives		\$42,000		
Labor/Admin		\$465,149			\$465,149
Total		\$590,149			\$590,149



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Appendix B

Timeline

<u>Date</u>	<u>General</u>	Tactic 1: Implementation of Industry Engagement Program (IEP)	Tactic 2: Expand and deepen relationships with current Strategic Alliances (SAs), identify new SAs and broaden awareness and participation of member laboratories with SAs.	Tactic 3: Produce and Execute Pilots	Tactic 4: Recruit Non- Involved Federal Labs
October	<p>New Committee Members Identified</p> <p>Select new Subcommittee Chair (as needed)</p> <p>Overview of responsibilities and Charter provided to all Members</p> <p>Email sent to rolling off Members</p>	<ul style="list-style-type: none"> Develop over the next quarter a Working Plan outline and populate with tasking to support Tactic 1. Create a program plan for wildfires, an emerging national-level issue, to run with pilots conducted by the regions. 	<ul style="list-style-type: none"> Develop over the next quarter a Working Plan outline and populate with tasking to support Tactic 2. Build a calendar of engagements with SAs existing partners and future partners for committee members to attend. Investigate digital tools to support SA efforts and working plan. 	<ul style="list-style-type: none"> ((Regional tactics and brief – calendar an information session with regions)) 	<ul style="list-style-type: none"> Work with the Promote Pillar to develop materials to market to and engage labs.
November	<p>Conference Call</p> <p>Revise Committee Charter</p>	- TBD from above action one.	- TBD from above action one.	-	-
December	<p>Conference Call</p> <p>Develop implementation plan for CY 22</p>	-	-	-	-
January	<p>Conference Call</p> <p>Provide Committee Update to Executive Board</p>	-	-	-	-



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February	Conference Call [Specific deliverable timeline]	-	-	-	-
March	Conference Call [Specific deliverable timeline]	-	-	-	-
April	Conference Call [Specific deliverable timeline]	-	-	-	-
May	Conference Call [Specific deliverable timeline]	-	-	-	-
June	Conference Call [Specific deliverable timeline]	-	-	-	-
July	Conference Call [Specific deliverable timeline]	-	-	-	-
August	Conference Call [Specific deliverable timeline]	-	-	-	-
September	Wrap up Conference Call Recap of past year Exit Interview of retiring Committee Members	-	-	-	-