



Federal Laboratory Consortium
for Technology Transfer

Facilitate Committee Charter as of July/2020

Facilitate

FACILITATE COMMITTEE CHARTER

Last Updated:	7/21/2020
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:	<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 & local governments, etc.) with Federal labs for interactions. (Strategic Partnerships)</p>
2020 Operational Tactics:	<p>Tactic 1: Identify 4 national level strategic partners for approval by the Executive Board by end of fiscal year 2020 (Alliances Subcommittee)</p> <p>Tactic 2: Enter into MOUs with 4 national partners and 6 regional partners by end of fiscal year 2020 (Alliances Subcommittee; Regional)</p> <p>Tactic 3: Increase industry participation at FLC meetings by 10% by end of fiscal year 2021 (Industry Engagement Subcommittee; Regional)</p> <p>Tactic 4: Develop a federal laboratory census that can clearly provide information on our laboratories, their locations and mission. (Facilities Subcommittee; Regional)</p> <p>Tactic 5: Increase engagement non-involved federal labs with the FLC by 10% by the end of fiscal year 2021. (Facilities Subcommittee; Regional)</p> <p>Tactic 6: Continue to experiment with TFAs and recommend how these functions proceed. (Industry Engagement Subcommittee, Regional)</p>



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Facilitate Committee Chair:	Facilitate Committee Chair TBD (Chair will be elected in September 2020 and will take office October 1, 2020.)
Members:	<ul style="list-style-type: none">• Alliances Subcommittee Chair• Industry Engagement Subcommittee Chair• Facilities and Census Subcommittee Chair• Regional Coordinators
Subcommittees under this Committee (if any):	<ul style="list-style-type: none">• Alliances Subcommittee• Industry Engagement Subcommittee• Facilities and Census Subcommittee• Regional Coordinators
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:	<ul style="list-style-type: none">• 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:	<ul style="list-style-type: none">• In-person Meeting 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: <ul style="list-style-type: none">• 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



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	<ul style="list-style-type: none">• Update this Charter initially and annually with the CAP staff member (Committee Chair/regional Coordinators only)
Committee/TF Expectations:	Committee Members are expected to: <ul style="list-style-type: none">• 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: <ul style="list-style-type: none">• 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 be added following Committee formation and after new Committee elections. Transition will occur in October 1 following Committee Chair election.
Facilitate Committee Budget:	Budget: \$ 558,230.00 Appendix A
Timeline:	Appendix B
Lead Staff Liaison:	Beth Thomas & Corin Hindenach
Other Staff Members:	Stephanie Perason



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Appendix A

Template Committee Budget (11/1/19 – 10/31/20)

Facilitate Costs	
TFA	\$ 140,000.00
Interagency Communication	\$ 10,000.00
Staff	\$ 101,295.00
Materials (Equipment, Travel, Etc.)	\$ 306,935.00
Total	\$ 558,230.00



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Appendix B

Template Timeline

<u>Date</u>	<u>General</u>	Tactic 1: Identify 4 national level strategic partners for approval by the Executive Board by August 2020	Tactic 2: Enter into MOUs with 4 national partners and 6 regional partners by December 2020	Tactic 3: Increase industry participation at FLC meetings by 10% by end of 2020	Tactic 4: Develop a federal laboratory census that can clearly provide information on our laboratories, their locations and mission.	Tactic 5: Increase engagement non-involved federal labs with the FLC by 10% by the end of 2021.
January	<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>	-	-	-	-	-
February	<p>Conference Call</p> <p>Revise Committee Charter</p>	-	-	-	-	-



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March	Conference Call Develop Committee agenda for National Meeting	-	-	-	-	-
April	Conference Call Provide Committee Update to Executive Board (includes successes to date and plans for 2020-2021)	-	-	-	-	-
May	Conference Call [Specific deliverable timeline]	-	-	-	-	-
June	Conference Call [Specific deliverable timeline]	-	-	-	-	-
July	Conference Call [Specific deliverable timeline]	-	-	-	-	-
August	Conference Call [Specific deliverable timeline]	-	-	-	-	-
October	Conference Call	-	-	-	-	-



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	[Specific deliverable timeline]					
November	Wrap up Conference Call Recap of past year Exit Interview of retiring Committee Members	-	-	-	-	-