

Organizational Meeting – NASULGC/DOE Collaboration

February 2-3, 2004

Washington, DC

Participants:

Department of Energy (DOE)-Energy Efficiency and Renewable Energy (EERE)
National Association of State Universities and Land Grant Colleges (NASULGC)
Board on Agriculture Assembly (BAA) / Policy Board of Directors (PBD)
Regional Executive Directors (REDs)
National Center for Food and Agricultural Policy (NCFAP)

Purpose:

- Establish a common understanding of the intent of the NASULGC/EERE Agreement and the processes necessary to successfully execute it.
- Identify the REDs and NASULGC staff who will work with Jim Fischer on planning, implementation and reporting responsibilities for each of the five projects covered by the DOE/EERE-NASULGC Agreement.
- Initiate discussions on identifying the key programmatic content areas.
- Establish an agreed-upon written timeline of activities and associated assignments that will assure successful completion of the projects.

Output:

- REDs and NASULGC staff aligned with projects
- Role and responsibilities of NCFAP
- Action items identified and responsibilities assigned for each project
- Project timelines established with milestone identified

Outcome:

- An understanding of the work and excitement involved in developing a new partnership model for Land-Grant Universities and a Federal Agency (DOE)

Agenda

Monday, February 2, 2004

2:00-5:00 p.m. NASULGC Kellogg Conference Room (4th Floor)
[1307 New York Ave., NW, Suite 400, phone: 202-478-6040]

Introduction of Participants

Review of the Cooperative Agreement between NASULGC/BAA/PBD and NCFAP

Reporting arrangement to the BAA/PBD, BAA/PBD/Budget and Advocacy Committee (BAC), and Blue Ribbon Team (BRT)

Working arrangement between the REDs, NASULGC Staff and NCFAP

DOE/EERE Agreement

Working arrangement with James Fischer, Members of the Board and other DOE/EERE Staff

Assignment of Responsibility for DOE/EERE Agreement Projects

Other Issues and Questions

6:30-8:30 p.m. Dinner with James and Sharon Fischer, EERE Board of Directors Members
Oceanaire Seafood Room Restaurant, 1201 F St., NW, phone: 202-347-2277)

Tuesday, February 3, 2004

8:15-11:30 a.m. NCFAP Conference Room
(1616 P Street, NW – Suite 100, phone: 202-328-5048)
[Note: parking garage under building—entry to West of main entry on P Street]

Organization of DOE/EERE and Expectations for the Agreement with
NASULGC/BAA/PBD – James Fischer, EERE Board of Directors Member

Review of General Plan for Handling the Agreement with DOE/EERE, Roles of
NCFAP, REDs, BAA/PBD, NASULGC Staff
(Summary of agreements from the meeting the previous day)

Reactions and Suggestions from James Fischer, EERE Board of Directors
Member

Finalization of the General Plan for Managing and Execution of the DOE/EERE
Agreement

Assignments for the Projects under the DOE/EERE Agreement

Specific Project Plans

11:30 a.m.-12:30 p.m. Working Lunch
(NCFAP Conference Room)

Reflections on the Meetings and Conclusions Reached

Review of Action Plans for Specific Projects within the DOE/EERE Agreement.

12:30 p.m. Adjourn