

**USDA FOREST SERVICE
COLLABORATIVE FOREST LANDSCAPE RESTORATION PROGRAM
ADVISORY PANEL MEETING**

Tuesday, October 18, 2011, through Thursday, October 20, 2011
Peery Hotel, 110 West Broadway, Salt Lake City, UT, 84101, (801) 521-4300

--Draft Agenda--

Objectives:

- Jointly evaluate FY 11 proposals
- Recommend which proposals should receive FY 12 funds
- Discuss status of Panel and additional options for contributing to FS collaborative capacity building efforts

TUESDAY, October 18, 2011 *(Please note that if all of the time allotted for calling proposal points of contact to ask questions of clarification, or for public comment, is not needed for those purposes, we will use the extra time to continue reviewing proposals.)*

<u>Topic</u>	<u>Lead</u>
8:00	
<i>Arrive / sign in / get settled</i>	
<u>Opening Remarks</u>	
• Welcome / introductions	DFO Bill Timko
• Context-setting remarks	
• Overview of agenda & meeting norms	Facilitator
<u>Ethics Refresher</u>	
• Review of applicable ethics guidelines	Rainee Luciano (via phone)
• Disclosure of any actual or potential conflicts of interest	Panelists
BREAK	
<u>Public Comment</u>	Facilitated
• 5 minutes per speaker	
• 1 speaker associated with any given proposal	
<u>On-Site Sifting</u>	Facilitated
• Review pre-meeting scores	
• Determine whether there are any proposals to remove from further consideration (only done by consensus)	

Identify Initial Questions For Proposal Authors Facilitated

- Panel will jointly generate list of any questions of clarification they already have on their minds about particular questions in preparation for after-lunch conference calls

Lunch On your own

Questions of Clarification Proposal Contacts (optional) Bill Timko

- DFO calls point of contact for proposals discussed in am if questions have arisen
- Answers given via speaker phone so full Panel can hear responses

Proposal Review Facilitated
(25-30 min. / proposal if reviewing all 26)

For each proposal:

- FS staff gives 1-min. overview
- Panel has 2-3 min. of quiet to review
- Panel identifies strengths, weaknesses, & any questions of clarification to ask proposal contacts

BREAK

Proposal Review (continued) Facilitated

Adjourn DFO Bill Timko

(Co-Chairs, facilitation team, and FS staff will debrief on-site for 20 minutes or so to discuss whether any agenda modifications are needed for Day 2.)

WEDNESDAY, October 19, 2011

8:00 *Arrive / sign in / get settled*

Opening Remarks

- Welcome DFO Bill Timko
- Agenda review Facilitator M. DuPraw
- Identify any additional questions of clarification that Panelists may have identified overnight All

Public Comment

- 5 minutes per speaker Facilitated
- 1 speaker associated with any given proposal

Proposal Review (continued) Facilitated

BREAK

Proposal Review (continued) Facilitated

LUNCH On own

Questions of Clarification Proposal Contacts (optional) Bill Timko

Proposal Review (continued) Facilitated

BREAK

Proposal Review (continued) Facilitated

Closing Comments/Adjourn DFO Bill Timko

Panel Members Individually Update Their Proposal Scores (by 7pm) Panelists

FS Staff Compile Updated Scores L. Marshall

THURSDAY, October 20, 2011

Arrive / sign in / get settled

Opening Remarks

- Welcome DFO Bill Timko
- Agenda review Facilitator M. DuPraw
- Identify any additional questions of clarification that Panelists may have identified overnight All

Discussion of Revised Scores

- Orientation to revised spreadsheet L. Marshall
- Reflection on revised scores Facilitated
- Consensus-building on recommendation

BREAK

Consensus-Building on Recommendation (continued) Facilitated

LUNCH

Consensus-Building on Recommendation (continued) Facilitated

BREAK

Recognition of Panel DFO Bill Timko

- Appreciation for Panelists' Service
- Invitation to participate in Empowering Collaborative Stewardship Project
- Process debrief / evaluation Facilitated
- Status of Panel/Next Steps Facilitated

Public Comment Facilitated

Adjourn DFO Bill Timko