InnovATE Partners and Program Advisory Committee (PAC) Meetings

Theme: Report, plan, and build internal capacity

Kellogg Hotel and Conference Center, Tuskegee University
Tuskegee, AL
February 25-27, 2014

Meeting Focus
- Empowering the innovATE partners
- Establishing the PAC
- Priority setting and intellectual leadership

February 25, 2014

AM to Early PM: Travel to Tuskegee, AL

Check in, set up, and Campus tour for early arrivals

5:00PM – 6:30 PM
Meeting Room B
InnovATE & Tuskegee University Networking Meeting

7:00 PM
PAC Dinner at Dorothy’s restaurant in the Kellogg Hotel and Conference Center
- Initial PAC orientation
- Presentation of PAC material

February 26, 2014

7:30 AM
Breakfast in Meeting Room A at the Kellogg Hotel and Conference Center

8:30 AM-9:00 AM
Meeting Room B
Introductions

- Welcome and Introductions – Consortium partners, PAC members (led by Ntam Baharanyi) (5 minutes)
- Presentation and Discussion: Empowering innovATE: The goals for this meeting (led by Tom Hammett) (10 minutes)
• Presentation and Discussion: USAID, InnovATE and other BFS related programs (led by Clara Cohen) (15 minutes)

9:00 AM-10:15 AM
Meeting Room B
Title: Operationalizing the FY2014 work plan to align with core functions and goals for innovATE 2014: Part 1
Facilitator: Kurt Richter
Session Goal: Create a detailed list of activities and a timeline that will meet innovATE’s FY14 goals
  - Which activities are priorities?
  - Is the work plan timeline accurate?
  • Break out talking points:
    o Strategies for priority setting
    o What are the operational “choke points”

10:15 AM – 10:30 AM – AM Break

10:30 AM – 11:30 AM
Meeting Room B
Title: Operationalizing the FY2014 work plan to align with core functions and goals for innovATE 2014: Part 2
Facilitator: Sandra Russo
Session Goal: Evaluate FY 14 activities in terms of:
  - Do assignments need to change?
  - Are the resource allocated correctly?

11:30 AM – 12:00 PM
Meeting Room B
Report Back: Participants report back on previous session findings
Facilitator: Tom Hammett
Desired session outcome: Clarified planning, implementation, thought development

12:00-1:00 PM - light lunch at Meeting Room B

1:00-1:50 PM
Meeting Room B
Title: Balancing mining lessons learned and creating new knowledge
Facilitator: Tom Gill
Session Goal: Clarified planning, implementation, thought development
  • Tool Review
    o Revisit Innovate Assessment Tools
    o Is there a role for an RFA?
      ▪ What will the RFA request?
What will the RFA reward?
- Utilization of the PAC

2:00 – 3:00 PM
Henderson Hall
Campus-wide Seminar, Topic: USAID and the Feed the Future Programs
By Clara Cohen, Senior Science Policy Adviser, USAID/BFS, TU faculty and students encouraged to attend

3:00 – 3:15 PM Coffee Break

3:15-4:30 PM
Meeting Room B
Title: Communications and Knowledge Sharing for the Stakeholder Communities
Facilitator: Donna Westfall-Rudd
Session Goal: Solicit ways to expand innovATE’s communications with innovATE stakeholders
Desired Session Outcome: Better understand how we can use the Community of Practice and innovATE’s communications strategies

- Presentation of innovATE stakeholder communications tools: An Introduction to the Community of Practice, Donna Westfall-Rudd
- Discussion on innovATE-USAID mission communications, Clara Cohen

- Break-out talking points:
  - How can we actively solicit mission engagement/interest?
  - How is the project doing in terms of cultivating mission and bureau interest and being responsive? What could be improved? How is the engagement with stakeholders going?
  - Ideas on how to use the CoP

4:30-5:30 PM
Meeting Room B
Title: Defining intellectual leadership in AET
Session Goal: Better understand the intellectual body of AET scholarship

- Presentation: Defining the current landscape of AET intellectual leadership, Rick Rudd
- Roundtable discussion

6:00 PM - Dinner meeting in Meeting Room A at the Kellogg Hotel and Conference Center

- After dinner presentation: “Tuskegee University CAENS International Programs and InnovATE” By Conrad Bonsi and Ntam Baharanyi, TU
February 27, 2014

7:30 AM
Breakfast in Meeting Room A at the Kellogg Hotel and Conference Center

8:30-9:00 AM
Meeting Room B
Recap of previous day’s discussion

9:00-10:15 AM
Meeting Room B
Title: How can innovATE earn the title of AET Intellectual Leader
Facilitator: Kurt Richter & Rick Rudd
Session goal: Gain PAC member’s perspective on role of innovATE
  • Solicit feedback from PAC

10:15 - 10:30 AM – coffee break

10:30 AM -11:50PM
Meeting Room B
Bringing the pieces together
Facilitator: Tom Hammett

Discussion points:
  • Operational Plan
  • Communication Pathways
  • Earning the title of Intellectual Leader

11:50 AM -12:00 PM
Meeting Room B
Closing comments – Clara Cohen and Tom Hammett

12:00 – 1:00 PM – light lunch at Dorothy’s restaurant in the Kellogg Hotel and Conference Center

1:00 - 2:00 PM
Meeting Room B
Scoping Workshop

  1. Engaging TU faculty in scopings
     • What is it?
     • Why the use of scoping methodology?
     • How is it conducted?
     • Selected tools and examples
     • Expected contribution from each scoping trip participant
1:00 - 2:00 PM
Meeting Room A
Side meeting for PAC members

PM - for those who can stay: campus tours, meetings and discussion with small groups of TU faculty and administration, class visits

Departure late PM or on February 28, 2014

**Contact numbers:**
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**Map of Kellogg Hotel and Conference Center**