InnovATE Partners’ Work Plan Development Meeting
The Atherton Hotel, State College, PA
Penn State University
June 3-5, 2014

Goal of meeting: To have a clear path forward for year 3 of innovATE, with definitive tasks disaggregated among the core team for writing the work plan due August 1, 2014.

Meeting objectives:
- Review of Year 2 Work Plan activities
- Priority setting for Year 3 Work Plan

Desired outcomes:
- Action plan for writing assignments for year 3 work plan
- Increased collaboration on activities

June 3, 2014 (Tuesday)

- Arrival in State College late afternoon - evening
- Check in, The Atherton Hotel
- Dinner on your own (see logistics document for suggestions)

June 4, 2014 (Wednesday)

8:00 AM  Breakfast
8:45 AM  Introductions

- Welcome and Introductions – Tom Gill
- The goal for this meeting - Tom Hammett

9:00 AM  Year 2 overview and progress report

Facilitator:  Tom Gill
Session Goal:  Obtain overview from each of the partner institutions as to the current status of activities under their lead.
- Each institution will have 5-7 minutes to highlight:
  o Country assessment activities (pre and post-scoping)
  o Cross-cutting issues updates
  o Any Associate Award updates
  o Tool development and workshop and training updates
- We will also have 5 minute synopses from the following (sub-)teams (as necessary/appropriate):
9:45 AM  Brain storming for Year 3

Facilitator: Kurt Richter

Session Goals: Discuss innovATE priorities and generate an overall “map” and consensus of the way forward for the innovATE program in year 3.

10:30 AM  Break

The rest of the day’s sessions will revolve around key innovATE activities to generate strategic thinking for year 3. The three general questions that will be asked of each set of activities will be:

1)  What is the current status?
2)  What are the conceivable deliverables?
3)  What are the next steps?

10:45 AM  Year 3 – countries and associate awards

Facilitator: Nikki Kernaghan

Session Goals: Discuss and build strategies for specific countries in which innovATE currently has and/or intends to have activities in year 3. Key questions for each country will follow the general model for the rest of the day’s sessions.

We will split into two groups. Each group will discuss four countries. Each group will fill out a spreadsheet with answers to these questions (above) for each country.

Countries to discuss include (*subject to change, as this is usually a list in flux):

<table>
<thead>
<tr>
<th>Group 1</th>
<th>Group 2</th>
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<tbody>
<tr>
<td>Cambodia</td>
<td>Nepal</td>
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<td>Mali</td>
<td>DR Congo</td>
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<td>Honduras</td>
<td>Jordan</td>
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<td>Armenia</td>
<td>Nicaragua</td>
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<td>Myanmar</td>
<td>Tajikistan</td>
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12:15 PM  Lunch
Executive Boardroom, Atherton Hotel

1:15 PM  Cross-cutting (case) studies
Return to: Vanderbilt Room
Facilitator: Kristal Jones

2:00 PM  Trainings and tools
Facilitator: Kurt Richter

2:45 PM  Break
3:00 PM Update on the research agenda and RFA
Facilitator: Ed Rajotte

3:30 PM Standardization of reports/templates
Facilitator: Johanna Cricenti

3:55 PM Review of materials and publications
Facilitator: Tom Hammett

4:20 PM Walking tour of campus to the PSU Berkey Creamery for famous ice cream

7:30 PM Dinner at The Tavern
   220 E College Ave, State College
   For all participants with additional guests from PSU faculty and staff

June 5, 2014 (Thursday)

7:30 AM Breakfast

8:30 AM Recap of previous day’s discussion

8:45 AM (Sub-)teams discussion
Facilitator: Ntam Baharanyi
Session goals:
- Confirming team members
- Identifying lead people for each team
- Setting schedule for regular calls
- Setting regular (quarterly?) update deadlines to the innovATE core team on sub-team activities

9:15 AM Bringing the pieces together
Facilitator: Tom Hammett
Session goal:
Devise a list of activities and deliverables (with deadlines) for year 3 work plan

10:00 AM Break and walk to campus-wide seminar

10:30 AM Campus-wide Seminar: Feed the Future and innovATE
   101 Agricultural Sciences and Industries (ASI) Building
   - Speakers: Clara Cohen and Tom Hammett

12:00 PM Box lunch at Atherton Hotel
   Executive Boardroom

1:00 PM onwards Departure

For those staying beyond 1pm, potential meetings with PSU faculty and groups could be arranged.