

SRST Meeting Schedule & Format Expert Panel Role & Interactions

April 2010 South River Science Team Meeting
College of William and Mary

April 23, 2010

Jim Dyer

DuPont Engineering Research & Technology



Meeting Design Task Team

Jim Dyer

Nancy Grosso

Kathy Adams

Calvin Jordan

Reed Harris

Mike Newman

Gary Bigham

Meeting Schedule

Continue with quarterly meetings

- Webmeetings in January & July (1 day)
- Face-to-face meeting in April (1 day)
- Expert panel meeting in October (2 days)

Post schedule of upcoming meetings (quarterly meetings, workgroup meetings, etc.) on ftp site and/or send out to SRST DL

Meeting Upgrades

- Review expert panel recommendations at each meeting
- Future “note taking” will focus on capturing major action items
 - Calvin Jordan lead with support from Dyer, Grosso, & Kain
- Review major action items with meeting attendees as last agenda item

Expert Panel Meeting Design

- Expert panel reviews key questions in advance for clarification and buy in
- Hold webmeeting for expert panel 1-2 weeks before expert panel meeting to review data and learnings in more detail
- Day 1: Same format as 2009
 - presentations guided by key questions
 - time for panel discussion and feedback following each session
 - expert panel meets at end of Day 1 for ~ 2 hrs before and/or after group dinner

Expert Panel Meeting Design

- Day 2: Revised format
 - expert panel meets for breakfast if desired/necessary
 - workgroup and research updates begin at 9 am with expert panel in attendance
 - expert panel discussion and feedback session
 - recommendations made by panel members including general feedback on the overall SRST program
 - time for questions from participants (floor is open)

Expert Panel Meeting Follow-Up

- Process panel feedback soon after expert panel mtg.
 - develop action items
 - assign responsibility & form task teams
 - identify timing for completion
- Hold follow-up conference call or webmeeting with expert panel members
 - feedback from SRST members who must respond to recommendations
 - clarify and further refine recommendations
- Influences upcoming year's field program
- Written feedback to panel members & larger SRST by Thanksgiving

Ongoing Expert Panel Interactions

- Involve expert panel members in work groups/task teams throughout year as appropriate
 - Newman: ROPs, Biological, Trophic Modification
 - Bigham: ROPs, Conceptual Model, Mass Balance
 - Turner: ROPs, Engineering Options, Methylation/Demethylation
- Invite expert panel members to quarterly meetings
- Consider interim review of progress against recommendations at April or July meetings with opportunity for written/oral feedback from panel members