

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:
 - Country assessment activities (pre and post-scoping)
 - Cross-cutting issues updates
 - Any Associate Award updates
 - Tool development and workshop and training updates
- We will also have 5 minute synopses from the following (sub-)teams (as necessary/appropriate):

- COP (Johanna)
- Gender (Emily)
- Tools and training database (Kurt)
- *Research and RFA (Ed)* - this will take place at 3pm*

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*):

Group 1	Group 2
Cambodia	Nepal
Mali	DR Congo
Honduras	Jordan
Armenia	Nicaragua
Myanmar	Tajikistan

*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 Facilitator:	Update on the research agenda and RFA Ed Rajotte
3:30 PM Facilitator:	Standardization of reports/templates Johanna Cricenti
3:55 PM Facilitator:	Review of materials and publications Tom Hammett
<i>4:20 PM</i>	<i>Walking tour of campus to the PSU Berkey Creamery for famous ice cream</i>
7:30 PM	Dinner at The Tavern <i>220 E College Ave, State College</i> 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 Facilitator: Session goals:	(Sub-)teams discussion Ntam Baharanyi 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 Facilitator: Session goal:	Bringing the pieces together Tom Hammett Devise a list of activities and deliverables (with deadlines) for year 3 work plan
<i>10:00 AM</i>	<i>Break and walk to campus-wide seminar</i>
10:30 AM	Campus-wide Seminar: Feed the Future and innovATE <i>101 Agricultural Sciences and Industries (ASI) Building</i> <ul style="list-style-type: none">• Speakers: Clara Cohen and Tom Hammett
12:00 PM	Box lunch at Atherton Hotel <i>Executive Boardroom</i>
1:00 PM onwards	Departure

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