



Partnership Meeting - 8 & 10 February 2017

Meeting Agenda

National Renewable Energy Laboratory
15013 Denver W Pkwy, Golden, CO 80401

We gratefully acknowledge support for this meeting from KSS partners and Skoll Global Threats Fund

The KSS Partners' Business meeting is being held in concert with the JISEA-KSS Scoping Meeting at the National Renewable Energy Laboratory (NREL) in Golden, CO. The Partners' meeting will occur in two parts on either side of the KSS Scoping Meeting. The first day will start on Wednesday, 8 Feb, at 8:00am, transitioning to the Scoping meeting after 3:00pm. The second day, Friday 10 Feb, will run from 8:00am to 1pm. Over the course of these two days, we will review progress since our last meeting in August, plan next steps for KSS, and prepare for/debrief from the Scoping Meeting. Meeting logistics and a draft agenda are included below.

Please note, NREL is a secure U.S. Department of Energy (DOE) facility. You will be registered with security and you must present a valid government issued photo on the day of your visit.

Logistics

Please plan to arrive at NREL by 8:00am, Wednesday 8 February 2017. NREL is located on the west side of Denver (15013 Denver W Pkwy, Golden, CO 80401), an approximate 45-minute ride from Denver International Airport (DEN) via Lyft, taxi or rental car.

The NREL site is in close proximity to the Marriott Denver West hotel and you may reach the site either by walking, using the hotel's complimentary shuttle or driving. As you approach the NREL site you will be required to stop at the East Site Entrance Building (left lane) where security will verify you are on the visitors list and will check your identification. You will then be directed to the Research Support Facility (RSF) where the receptionist will check your identification and issue you a visitor badge. You will be met in the RSF lobby and escorted to the meeting room.

Feel free to contact Debbie Meixner at 303-275-3709; jisea.coordinator@jisea.org, or Travis Andrews 608-663-5174; tandrews2@wisc.edu, should you have any questions or need any additional information.

Meeting Agenda for Knowledge Systems for Sustainability Partners' Business Meeting: 8 & 10 February 2017

All meeting sessions will be held at National Renewable Energy Laboratory, 15013 Denver W Pkwy, Golden, CO 80401

Wednesday 8 February 2017

Time	Topic	Proposed process and notes
08:00	Arrive at the NREL front gate for security clearance - directed to Research Support Facility Morning reception with coffee & tea Welcome and orientation	Meet at the Research Support Facility lobby for escort to the NREL conference room (RSF X344 San Juan)
8:30-10:00 (09:30-10:00) coffee break	Review this agenda and logistics, KSS principles of collaboration and purpose, confirm confidentiality policy for meeting transactions and business-sensitive documents, grateful acknowledgment of continued support from SGTF Brief organization and KSS-related updates from each partner Review of meeting objectives: <ul style="list-style-type: none"> - Review progress since our previous meeting in Austria - Plan next steps for KSS - Prepare for/debrief from the 9 Feb Scoping Meeting 	All, moderated by Jahn Obersteiner, Govaerts, Grundy, Levy, Arent, Jahn, Mourad Arent, Engel-Cox, Jahn
10:00-12:00	Progress toward 2016 objectives <ul style="list-style-type: none"> - Business Plan <ul style="list-style-type: none"> - Synthesize business plan and partner budgets - Operations Agreement Review engagement with sponsors & KSS sponsorship "asks" <ul style="list-style-type: none"> - What happens if we receive \$1M, \$10M? - How to engage with the Belmont Forum, others? 	Dane, Engel-Cox
12:00-13:00	Working lunch Rehearse & review KSS introduction for 9 Feb Scoping Meeting	Catered in the meeting room Levy
13:00-15:00	Review 9 Feb KSS Scoping Meeting agenda	Arent, Sarah Alexander
15:00-22:00	Engagement with Scoping Meeting Invitees <ul style="list-style-type: none"> - NREL Tour - Reception (at the Marriott Denver West) - Working dinner (at the Marriott Denver West) 	All <i>See 9 Feb Scoping meeting agenda for details</i>

Thursday 9 February 2017

See separate 9 Feb Meeting agenda

Panel Session Format

KSS leads and guests sit in front of room

(~10-min) KSS lead provides an overview of the topic (with slides)

The "lead" KSS panelist, opens with overview of the KSS understanding of the theme -- how we diagnose the needs; the nature of our solution set; and our vision for leveraging KSS as a new organization to meet the identified needs. Slides would be useful in doing this.

(~10/15-min) Facilitator (Sarah Alexander) asks panel series of questions (KSS leads make questions)

Panelist get ~3 minutes to respond to a question. An example of a question would be "In your experience, how serious are the problems KSS is designed to address in this theme [these problems would have been summarized clearly in the opening overview] -- what are the consequences of these problems for you and what would success at responding to them mean to you concretely?"

(~10/15-min) Facilitator/moderator engages audience

The facilitator/moderator lead a group discussion with the audience, collecting reactions, questions, criticisms, voices of agreement, etc. The moderator can choose to try to group the reactions into a 2-3 discrete themes or categories, or just let them stand as they are offered.

(~10/15-min) Panel engages with attendees

If the facilitator/moderator groups the reactions into a few themes or categories, they could have the panelists each respond briefly to one of the themes/categories. Brief responses with the moderator asking brief follow-up questions could be one way to go. If the moderator chooses not to group the reactions into themes then the same basic idea could work but the panelists would simply be asked to offer a very brief response to one of the audience observations.

Friday 10 February 2017

Time	Topic	Proposed process and notes
08:00	Morning reception with coffee & tea	Meet at the Research Support Facility lobby for escort to the NREL conference room (TBD)
8:30-10:30 (9:00-10:30) SAC meeting (10:00-10:30) Coffee break	Scoping Meeting debrief and review of main action items Summary of meeting feedback Project & action item planning - Map leads, timelines, tasks, and expected products	All, moderated by Arent & Engel-Cox
10:30-12:00	Revisit KSS guiding documents after Scoping Meeting feedback - Business plan & staffing - Operations Agreement & roles and responsibilities - Collaborative management tools - Roadmap & concept materials	All, moderated by Dane
12:00-13:00	Group picture Working Lunch - Discussion of KSS operational support needs for 2017-	All Catered in the meeting room All, moderated by Engel-Cox
13:00	Depart for airport	All