

Strategic Initiative Annual Review Meeting

The primary role of the Strategic Initiative (SI) Expert Panel (EP) is to provide direction and long-term stewardship for the AwwaRF strategic initiative on behalf of the AwwaRF Board of Trustees (BOT). This role entails ongoing review, refinement and stewardship of the strategic plan (i.e., objectives and multi-year research agenda) for the SI. A key source of input to the EP in carrying out this role is results from research already in progress under the SI, as well as results of ongoing related research by others. The Annual Review Meeting helps ensure that the EP receives relevant information on ongoing projects in order to inform their ongoing review of the SI strategic plan.

Purpose

The purpose of the Annual Review Meeting is to bring the EP and SI researchers together once a year to:

- Review results of ongoing research under the SI
- Review results of related ongoing or recently completed work by others
- Assess progress towards meeting the SI objectives in light of these results and of current industry needs
- Reassess the multi-year research agenda for the SI in light of these results, and refine the agenda as appropriate
- Identify project ideas that will be recommended to the BOT for funding the following January
- Identify opportunities for collaboration and cooperation between different research projects being funded under the SI

A draft agenda for the Annual Review Meeting is attached.

It is important to distinguish between the role of the EP and the Project Advisory Committee (PAC) with respect to individual projects presented at the Annual Review Meeting. The EP's focus is on long-term strategic direction and subscriber responsiveness for the SI; the PAC's role is to provide ongoing oversight and direction of individual projects. Researchers participate in the Annual Review Meeting to provide the EP with information that helps the EP direct the initiative. The meeting is not intended to be a project-specific review by the EP. It is possible, of course, that the EP may have questions or comments about the direction and approach of the individual projects. These can be discussed at the Annual Review Meeting as time allows; also, the PAC for the particular project will be advised of any EP questions and comments.

Participants

The following individuals will participate in the Annual Review Meeting:

- EP members
- The principal investigator (PI) for each ongoing project under the SI (project co-PIs may participate in some instances)
- Representatives of ongoing related research efforts (as necessary and appropriate)
- The AwwaRF staff lead for the SI

- The AwwaRF Research Management Director, if needed/appropriate

PIs will typically participate in each Annual Review Meeting for which there are new research results to report for their particular project. PIs for projects just getting underway at the time of the meeting may not be required to participate. The need for participation by specific PIs will be determined in conjunction with the EP prior to each Annual Review Meeting.

Because the Annual Review Meeting is not intended to be a project-specific review, other members of the project teams, including researchers, PAC members and AwwaRF Project Managers (PMs), typically will not participate in the meeting.

Timing

The Annual Review Meeting is typically held in June or July. This roughly coincides with the Research Advisory Council (RAC) annual meeting to plan the Solicited Program research agenda. The timing helps ensure that the RAC and EP are aware of each other's preliminary recommendations, and allows sufficient time for each group to review the recommended projects and coordinate on any related ideas. It also allows sufficient time for the EP to refine their recommendations, as appropriate, prior to soliciting subscriber feedback through the annual web-based survey in September.

Logistics

The AwwaRF staff lead will coordinate with other participants to schedule the Annual Review Meeting at least several months prior to the planned meeting date each year, and will provide all appropriate notifications, instructions, background materials and support for the meeting.

The meeting location will be determined in conjunction with the EP to balance both travel costs and access/convenience for the participants. AwwaRF will cover all necessary and appropriate travel costs for meeting participants. In most cases, travel costs for the PI will be covered outside of the project budget.

Draft Agenda
Strategic Initiative Annual Review Meeting

Day 1 (all participants)

- 8:00 – 8:30 Welcome, introductions, objectives
- 8:30 – 2:00 PI presentations on individual projects
- 2:00 – 4:00 Presentations on related ongoing research efforts (as necessary and appropriate)
- 4:00 – 5:00 Discussion and closing remarks

Day 2 (EP and staff only)

- 8:00 – 8:30 Reassess/refine SI objectives
- 8:30 – 10:00 Reassess/refine multi-year research agenda
- 10:00 – 11:00 Select projects for following year funding recommendation
- 11:00 – 12:00 Other recommendations, next steps and action items
- 12:00 Adjourn