

## FY02 Work Plan for the Biomass Technical Advisory Committee

### Advisory Committee Priorities and Deliverables

Priority	Deliverable	Deliverable Date
1	Guidance Document for Biomass – Developed in conjunction with USDA, industry, academia, and trade associations.	September 15, 2002
2	Portfolio and opportunity analysis of the Federal biomass activities - Detailed advice to the Secretaries of Energy and Agriculture on technical focus and direction of request for proposals.	September 30, 2002
3	Strategy Recommendations - Written recommendations to the R&D Board on the strategy for the implementing the initiative.	October 31, 2002
4	Annual Report – Report on committee activities during the year.	October 31, 2002

### **PRIORITY 1**

With industry, academia, and trade associations, develop a guidance document for biomass which defines near, mid, and long term goals for the industry, technology development and deployment needs, barriers to success, strategy for implementation, resource needs, and areas of critical Federal, state, and local participation.

**Why is this a Priority?** - This guidance document is needed in biomass to help unite the various efforts and directions presently being pursued by the federal agencies. It will allow portfolio analysis to be completed followed by gap or opportunity analysis. The results of these analyses, with identified future goals and performance milestones will allow the committee to provide specific recommendations for investment to the Biomass R&D Board and the Secretaries of Energy and Agriculture. To date there is not one document that incorporates the best thoughts from industry, the technology views from academia and our national laboratories, and the policy drivers that can garner wide support and the buy-in of the federal investors in biomass activities. Such a document could provide the initial step in advance of a detailed planning effort for the implementation of the Biomass R&D Act of 2000.

**Scope of the Effort** - This will require organizing meetings with stakeholder groups to obtain their support and involvement and to develop future scenarios for biomass.

**What will the End Product Look Like?** - It will contain: 1) a clear analysis of what is the current state of the biomass industry in the United States is needed; 2) what the biomass industry is envisioned to be in the future is provided. 3) barriers and challenges need to be identified in order to develop strategies to overcome each or to change paths to avoid others; and 4) a strong framework for action including the role of industry, policy makers, public-private partnerships, and academia.

**Estimated Cost:** \$40,000 to \$60,000.

### **PRIORITY 2**

*Using the results from priority number 1, complete a portfolio and opportunity analysis of the Federal biomass activities. Provide detailed advise to the Secretaries of Energy and Agriculture on technical focus and direction of request for proposals.*

**Why is this a Priority?** - A portfolio analysis is needed to help the Committee fulfill its responsibilities under the Biomass R&D Act of 2000 and ultimately to assist in achieving the objectives of the Act and make its recommendations to the Biomass Research and Development Board. The portfolio analysis is also needed to support the Committee's responsibilities in reporting to the Secretaries of Energy and Agriculture on whether funds appropriated for the Initiative have been distributed and used in a manner that is consistent with the Act.

**Scope of the Effort** - This effort will entail assembling information on current biomass research activities being funded by the DOE and USDA including: project objectives, milestones and accomplishments, and other data. Projects will be analyzed against areas of emphasis in the R&D Act and guidance documents. Information will be collected from existing databases and other resources available from DOE and USDA. A summary document will be provided to the Committee in hardcopy and electronic format, followed by an interagency program review with presentations by DOE and USDA staff on their research activities.

**What will the End Product Look Like?** - A recommendations paper to the Secretaries of Energy and Agriculture on future technical focus and direction.

**Estimated Cost:** \$75,000 – \$110,000.

### **PRIORITY 3**

*The Committee will develop recommendations to the R&D Board on strategies to implement the Initiative.*

**Why is this a Priority?** - The Biomass R&D Act of 2000 requires that the committee evaluate and perform strategic planning on program activities relating to the Initiative. It will also help to ensure that a sound strategy is implemented for achieving the goals of the R&D Act.

**Scope Of The Effort** - It will entail a thorough evaluation of program activities at USDA and DOE related to the Initiative. Also, industry, laboratory and other stakeholders will be queried as to how we can best inform and work with their institutions to effectively implement the Initiative. From these reviews and analyses, a list of recommendations will be distributed to the Committee to obtain feedback.

**What will the End Product Look Like?** - The end product will be a letter of from the Committee Chairs to the Biomass R&D Board of specific strategic recommendations for implementing the Initiative.

**Estimated Cost:** \$40,000 – 60,000

### **PRIORITY 4**

*The Committee shall submit an Annual Report on its activities and accomplishments during the FY.*

**Why is this a Priority?** - The Biomass R&D Act of 2000 states that for each fiscal year for which funds are made available to carry out the Act, the Secretary of Energy and the Secretary of Agriculture shall jointly submit to Congress an annual report. It requires specific inputs from the Advisory Committee.

**Scope of the Effort** - Committee inputs can be obtained in a dedicated session of the last Committee meeting of the FY. Alternatively, a questionnaire can be developed to obtain Committee member inputs. Inputs can be compiled and distributed for review and concurrence.

**What will the End Product Look Like?** - The Annual Report will include the status and progress of the Initiative. It also will include: a report on whether funds appropriated for the Initiative have been distributed and used in a manner that is consistent with section 307(b) of the Act, uses the set of criteria established under subsection (a)(3), and takes into account any recommendations that have been made by the Advisory Committee. In addition, the Advisory Committee will report on whether the points of contact are funding proposals that are selected under section 307(c)(2)(C). In addition, the Secretaries must report on their plans for addressing concerns raised by the Advisory Committee

**Estimated Cost:** \$40,000 – \$60,000.