

2006 Work Plan
December 1, 2005 – November 30, 2006
Biomass R&D Technical Advisory Committee

Background

The Biomass Technical Advisory Committee, in its advisory capacity, is chartered to provide the following to the Secretaries of Agriculture and Energy and their points-of-contact (the Under Secretary for Natural Resources and Environment, U.S. Department of Agriculture and the Assistant Secretary for Energy Efficiency and Renewable Energy, Department of Energy):

- Advice on the technical focus and direction of requests for proposals issued under the Biomass Research and Development Initiative (Initiative), and
- Advice on the procedures for reviewing and evaluating the proposals.

The Committee shall also:

- Facilitate consultations and partnerships among Federal and State agencies, agricultural producers, industry, consumers, the research community, and other interested groups to carry out program activities relating to the Initiative, and
- Evaluate and perform strategic planning on program activities relating to the Initiative.

Additionally, the Committee shall have the following duties:

- Advise the points-of-contact with respect to the Initiative;
- Make recommendations in writing to the Biomass Research and Development Board to ensure that:
 - Funds authorized for the Initiative are distributed and used in a manner that is consistent with the objectives, purposes, and considerations of the Initiative;
 - Solicitations are open and competitive with awards made annually and that objectives and evaluation criteria of the solicitations are clearly stated and minimally prescriptive, with no areas of special interest;
 - The points-of-contact are funding proposals under this title that are selected on the basis of merit, as determined by an independent panel of scientific and technical peers predominantly from outside the Department of Agriculture and Energy; and
 - Activities under the Initiative are carried out in accordance with the Biomass Research and Development Act of 2000.
- For each fiscal year for which funds are made available to carry out the Initiative, provide a report 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 objectives, purposes, and additional considerations described in subsections (b) through (e) of section 307;
 - Uses the criteria established under subsection (a)(3),
 - Achieves the distribution of funds described in paragraphs (2) and (3) of section 307(g); and
 - Takes into account any recommendations that have been made by the Advisory Committee.

Required 2006 Activities

- Recommendations to Secretaries
 - Feedback on results of the FY 2006 Joint Solicitation and make recommendations for FY 2007 joint solicitation.
 - Progress of R&D funded under the joint solicitation in achieving the Committee's *Vision* goals, as revised after the Energy Policy Act of 2005 (EPAct).

Recommended 2006 Activities

- Update the Committee's *Vision* document.
- Organize regional *Roadmap* update workshops, according to the update requirement in EPAct. Report out to Board on update progress.
- Establish subject-specific subcommittees, to report on their progress in Policy and Analysis to the full Committee at quarterly meetings.
- Identify other Federal Advisory Committees relevant to biomass (e.g. climate change) and coordinate activities.
- Meet with the R&D Board.

2006 Deliverables

- Matrix tracking the progress of USDA and DOE biomass R&D portfolios.
- Revised *Vision* document.
- Recommendations to the Biomass R&D Board (required per section 309(b) of the Biomass R&D Act of 2000).
- Complete *Roadmap* Workshops.

Timeline for Generation of Recommendations

In order to provide recommendations for the annual report to Congress for fiscal year 2006 before its due date of December 20, 2006, formal approval of recommendations must be expedited. During its March 2-3, 2006 public meeting, the Committee agreed to collect recommendations during a specific session at meetings throughout FY 2006.

Members also agreed to allow submission of recommendations up to the final due date via email at harriet.foster@ee.doe.gov. Submission via other means is possible. Please contact Harriet Foster at 202-586-4541. Two weeks after each public meeting, a list of all submitted recommendations will be provided to all Committee members. If members cannot access email, the list is provided as a hard copy. The following timeline provides all deadlines for submission of recommendations for the FY 2006 annual report.

Timeline for Developing Committee Recommendations

Date	Action
April 13, 2006	Committee Meeting - Members make initial recommendations.
April 27, 2006	Distribute draft recommendations from 4/13/06 Committee meeting.
June 6, 2006	Administrative Conference Call - Members receive update on FY 2006 joint solicitation. Members develop additional recommendations.
June 20, 2006	Distribute draft recommendations from 4/13/06 and 6/6/06 meetings.
July 14, 2006	Deadline for submitting recommendations.
July 21, 2006	Final draft of recommendations submitted to Committee for review.
August 10, 2006	Approve Recommendations - Members discuss the recommendations during public quarterly Committee meeting. Approval is given by a majority vote from members present.
August 24, 2006	Distribute text of approved recommendations to Committee.
September 8, 2006	Deadline for Submitting Minority Report - Reports received by deadline will be distributed to Committee for review.
September 15, 2006	Minority Report Vote Deadline - Committee members must vote in writing on whether to include Minority Report(s) as an appendix to approved Committee Recommendations. (Approval of including any minority opinion with the Committee recommendations requires a simple majority vote.)

Recommended Committee Meeting Schedule

In 2006, the full Committee will meet at least quarterly, as required by law.

Date	Purpose
March 2-3, 2006 2-Day Meeting	<ul style="list-style-type: none">▪ Status of the FY06 Joint Solicitation▪ Discuss <i>Vision</i> Update▪ Plan Regional <i>Roadmap</i> workshops▪ Develop Policy and Analysis subcommittee deliverables
April 13, 2006 1-Day Meeting	<ul style="list-style-type: none">▪ Receive an update on the FY 2006 joint solicitation
August 10, 2006 1-Day Meeting	<ul style="list-style-type: none">▪ Receive an update on the status and awardees of the FY 2006 joint solicitation▪ Receive an update on the status of the FY 2007 joint solicitation▪ Approve Recommendations to Secretaries▪ Receive information on Federal Advisory Committees relevant to biomass.
November 28-29, 2006 2-Day Meeting	<ul style="list-style-type: none">▪ Receive review of topics covered and materials received in 2006▪ Joint meeting with R&D Board▪ Develop topics for the 2007 Work Plan▪ Receive a presentation on the updated USDA/DOE Portfolio Analysis by <i>Roadmap</i> category document