

# NEON Coordination and Implementation Conference

September 4 - 6, 2003

Convened by the American Institute of Biological Sciences with support from the National Science Foundation and the National Museum of Natural History's Department of Systematic Biology

Smithsonian Institution's Museum of Natural History  
10th Street and Constitution Ave., NW  
Washington, D.C. 20560  
Phone: 202-357-2700

## --Agenda --

**Meeting Objective:** Discuss how to form, manage, govern, and operate the NEON network of observatories, including further exploration of the consortium model for coordinating NEON (recommended by the IBRCS Work Group).

### **Thursday, September 4, 2003**

	<b><u>Topic</u></b>	<b><u>Lead</u></b>
<b>8:30</b>	<b>Light Breakfast Available.</b> Served Continental style; optional attendance.	N/A
<b>9:00 - 10:30</b>	<b>Opening Remarks/Setting the Stage.</b> <ul style="list-style-type: none"><li>• Welcome to the Museum</li><li>• Group introductions</li><li>• What is NEON?</li><li>• What is unique about this NSF initiative?</li><li>• What is IBRCS, and how does it relate to NEON?<ul style="list-style-type: none"><li>- Context for meeting</li><li>- Meeting purposes and desired outcomes</li></ul></li><li>• NEON management/governance discussions to date</li><li>• Key management/governance issues needing attention now</li><li>• How we are going to get at those issues: review of agenda and ground rules</li></ul>	Cristian Samper, Museum Director All participants Liz Blood, NSF Program Officer for NEON Jeff Goldman, AIBS' IBRCS Project Manager  Hilary Swain, Exec. Director, Archbold Biological Station Peter Arzberger, UCSD Facilitated

	<u>Topic</u>	<u>Lead</u>
<b>10:30 - 11:00</b>	<b>Break</b>	
<b>11:00 - 12:15</b>	<b>The Challenges of Network Management:</b> <ul style="list-style-type: none"> <li>• Organizational Development Perspective</li> <li>• Innovation Adoption &amp; Diffusion Perspective</li> <li>• Discussion</li> </ul>	Andrew Neitlich, The Sago Group Jean McKendry, CESU Facilitated
<b>12:15 - 1:15</b>	<b>Lunch.</b> Served family style.	N/A
<b>1:15 - 2:30</b>	<b>Overview of Models for Governing/Coordinating Big Science Projects, Organizations, &amp; Networks.</b> <ul style="list-style-type: none"> <li>• Orientation to multi-model matrix.</li> <li>• Federalism model.</li> <li>• Discussion.</li> </ul>	Jeff Goldman John Orcutt, Dep. Director, Scripps
<b>2:30 - 3:00</b>	<b>Break</b>	
<b>3:00 - 4:45</b>	<b>Establishing Key NEON Reference Points:</b> <ul style="list-style-type: none"> <li>• <b>Enumerating NEON Governance/Coordination Tasks.</b> Plenary exercise, focusing on identifying the governance / coordination tasks that will need to occur in these 3 phases. “Strawdog” list will be provided as a starting point. To be followed by discussion of challenges likely if these phases overlap, &amp; strategies for coping with these challenges.</li> <li>• <b>Defining “the NEON Community” &amp; Its Needs.</b> Plenary exercise to identify the members of the biological &amp; ecological community that NEON seeks to serve, what is known about the needs they have of NEON, &amp; potential incentives for them to participate. “Strawdog” list of community members will be provided as a starting point.</li> </ul>	Facilitated

	<u>Topic</u>	<u>Lead</u>
4:45 - 5:00	<b>Closing Comments/Adjourn.</b>	Jeff Goldman
<b><u>Friday, September 5, 2003</u></b>		
8:30	<b>Light Breakfast Available.</b> Served Continental style; attendance optional.	N/A
9:00 - 9:15	<b>Opening Remarks.</b> -- Review Agenda for the Day -- Reflections from Day 1	Facilitated
9:15 - 10:45	<b>Exploring Models for Coordinating / Governing NEON.</b> Small group exercise(s) in 4 groups of 10-12. Two of the small groups will be asked to diagram 1-2 models they think would be effective in governing/ coordinating NEON (e.g., internal govern- ance for the coordinating body & relationship between coordinating body & observatories.) Handout will be distributed, listing variables to consider in developing model(s), e.g: <ul style="list-style-type: none"> <li>○ Entities to include in diagram<sup>1</sup></li> <li>○ Relationships between entities</li> <li>○ Accountability mechanisms</li> <li>○ Top-down/bottom-up balance</li> <li>○ Differences in model, if needed, for design, implementation, &amp; operations phases</li> </ul> The other 2 small groups will be asked to diagram a possible model for the <u>process</u> of reaching closure on the governance structure for NEON; their work is intended to support the 1:30 p.m. discussion. All groups will be asked to reflect on pros & cons of their models.	Facilitated
10:45 - 11:00	<b>Break</b>	

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<sup>1</sup> Using as a starting point the list of community members developed on Day 1.

	<u>Topic</u>	<u>Lead</u>
<b>11:00 - 12:15</b>	<b>Small Group Reports to Plenary: Governance Models.</b> 10 minutes for each of the small groups that worked on governance models to explain the resulting model(s), using flip chart illustrations. Presentation should explain the strengths & limitations of the model(s) presented. Full group discussion re: insights, themes, & common elements of the models proposed.	Facilitated
<b>12:15 - 12:30</b>	<b>Group Photo.</b>	
<b>12:30 - 1:15</b>	<b>Lunch.</b> Served family style.	
<b>1:15 - 2:30</b>	<b>Small Group Reports to Plenary: Process for Reaching Closure on Model.</b> 10 minutes for each of the small groups that worked on models for the <u>process</u> of getting closure on NEON's governance to explain the resulting model(s), using flip chart illustrations. Presentation should explain the strengths & limitations of the model(s) presented. Full group discussion re: insights, themes, & common elements of the models proposed.	Facilitated
<b>2:30 - 3:00</b>	<b>Break</b>	
<b>3:00 - 4:00</b>	<b>Realizing NEON's Unique Potential.</b> Plenary discussion to generate creative ideas about how to ensure that NEON focuses on those research initiatives that are uniquely possible through inter-observatory scientific collaboration.	Facilitated

	<u>Topic</u>	<u>Lead</u>
4:00 - 4:45	<b>Plenary Advice to Report-Writers.</b> Full group will have an opportunity to offer suggestions to the subgroup that will remain on site the next day to organize the production of a report to NSF. Focus will be on articulating themes that have emerged regarding governing/coordinating NEON during this meeting.	Facilitated
4:45 – 5:00	<b>Closing Comments/Adjourn</b>	Jeff Goldman

**Saturday, September 6, 2003**

8:30 – 9:00	<b>Light Breakfast Available.</b> Served Continental style; optional attendance.	N/A
9:00 - 9:15	<b>Opening Remarks.</b> -- Review Agenda for the Day -- Reflections from Workshop	Facilitated
9:15 - 10:15	<b>Development of Report Outline.</b> -- Overview of “Strawdog” Outline (to be developed) -- Participant-Suggested Revisions	Facilitated
10:15 - 10:30	<b>Break</b>	
10:30 - 11:15	<b>Individual Writing Responsibilities.</b> -- AIBS “Strawdog” Proposal (to be developed) -- Participant-Suggested Revisions	Facilitated
11:15 - 11:45	<b>Work Plan/Procedures for Collaborative Report Writing.</b> -- Overview of “Strawdog” List of Tasks (to be developed) -- Participant-Suggested Revisions	Facilitated
11:45 – Noon	<b>Review/Refine Next Steps.</b>	Facilitated
Noon	<b>Adjourn</b>	