

TTWG

DOE Technology Transfer Working Group

Executive Board – 2010

Working Document



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I. Technology Transfer Working Group (TTWG) Charter

Introduction:

Historically, several groups have existed within the Department of Energy (DOE) to facilitate technology partnerships, coordinate technology transfer activities, and share lessons learned among practitioners. These groups have operated formally and informally, as small subsections and larger Working Groups, and with variations in membership, to improve technology transfer activities within the Department and its Laboratories. Examples include the former Technology Transfer Working Group and the Technology Partnerships Working Group.

With the passage of the Energy Policy Act of 2005, Title X, Sec. 1001, the Secretary of Energy is directed to establish a Technology Transfer Working Group (TTWG), to include representatives from DOE National Laboratories and single purpose research facilities. The same section of the Act also directs the Secretary to appoint a Technology Transfer Coordinator, which the Secretary did in June 2007. The duties of the Technology Transfer Coordinator include overseeing the activities of the TTWG. In addition, the Secretary established a Technology Transfer Policy Board, chaired by the Coordinator, to coordinate and oversee implementation of DOE technology transfer policies and the activities of the TTWG. The Policy Board consists of career DOE officials from the constituent elements of the Department which support and oversee the DOE National Laboratories, single purpose research facilities, and other DOE facilities; this composition assures that institutional knowledge, continuity, and appropriate consistency is maintained with the technology transfer activities across the DOE complex. In establishing the TTWG, the Coordinator has required that its membership include, in addition to the statutory requirements, members from other DOE facilities authorized to conduct technology transfer activities and members from DOE field offices responsible for overseeing these technology transfer activities.

This Charter incorporates previous organizations' roles and responsibilities, addresses the requirements of the Energy Policy Act for a TTWG, and establishes the purpose, roles, and responsibilities of the new TTWG.

The TTWG primarily includes technology transfer professionals from the National Laboratories, single purpose research facilities and production facilities, and DOE/NNSA field elements. This group shall work together to improve the technology transfer activities of the laboratories/facilities and the Department. The members will promote the implementation of DOE Laboratory technology transfer policy in a mutually beneficial, supportive, and non-adversarial working environment that encourages open communication, teamwork, and professional development.

Purpose:

The TTWG will operate to address technology transfer activities, issues, and concerns at the working level. This group does not establish policy, but will work collegially under the oversight of the Technology Transfer Coordinator and in conjunction with the Technology Transfer Policy Board. The objectives of the Working Group are to:

1. Coordinate technology transfer activities occurring at National Laboratories and single purpose research and production facilities, such as:
 - Enhancing existing processes and, where appropriate, recommending new processes.
 - Promoting consistency of purpose and process across DOE field elements and laboratories/facilities.
 - Functioning as a "Facilitator" to supplement existing DOE field element and laboratory/facility reviews, comments, and recommendations on new initiatives.



2. Exchange information about technology transfer practices, including alternative approaches to resolution of disputes involving intellectual property rights and other technology transfer matters. This includes:
 - Enhancing communication by fostering a “team” approach among the DOE field elements and the laboratories/facilities and encouraging mutual buy-in.
 - Addressing process and procedure issues for multi-laboratory partnerships.
 - Providing an avenue to raise and discuss issues of concern to members and their respective organizations.
 - Facilitating communication between the TTWG membership and the Technology Transfer Coordinator/Technology Transfer Policy Board.
 - Promoting the use of the Technology Transfer Ombudsmen and alternative approaches to resolution of disputes involving intellectual property rights and other technology transfer matters
3. Develop and disseminate to the public and prospective technology partners information about DOE/NNSA technology transfer matters, including:
 - Opportunities for partnering.
 - Procedures supporting alternative approaches to resolution of disputes involving intellectual property rights.
 - Other technology transfer matters.

The TTWG will utilize this forum to share information, to transfer lessons-learned, to inform and be informed on current policy, procedures, and industry partnership mechanisms. Discussion of policy concerns will be encouraged with recommendations and/or comments forwarded by the TTWG to the Coordinator and the Policy Board, as well as through other appropriate channels.

Goals:

The goal of the TTWG is to promote a more efficient, timely transfer of DOE technology from its laboratories and facilities to the marketplace while supporting the Department’s missions of:

- Promoting America’s energy security through reliable, clean, and affordable energy
- Ensuring America’s nuclear security
- Strengthening U.S. scientific discovery, economic competitiveness, and improving quality of life through innovations in science and technology
- Protecting the environment by providing a responsible resolution to the environmental legacy of nuclear weapons production.

Organization:

General Membership:

All DOE/NNSA field elements, laboratories/facilities, and headquarters employees involved with technology partnership activities are invited to participate as non-voting members of the Working Group.

Representative Membership:

Each laboratory/facility will appoint and each DOE/NNSA field element may appoint a representative from its organization (Representative Members) for voting purposes. If an appointed Representative Member can not serve on the TTWG, then the representative’s organization will appoint a replacement Representative Member.

Each Representative Member will be empowered by his/her organization to speak on behalf of his/her field element/facility/laboratory on technology transfer matters. Representative Members are called upon to:

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- Keep their respective organizations advised of the activities of the Working Group.
- Identify issues and areas for improvement related to technology transfer activities for potential resolution by a TTWG committee.
- Disseminate information within their individual organizations.
- Obtain the necessary information, approvals, and management support for TTWG activities.
- Recommend objectives and initiatives to the Coordinator/Policy Board.
- Work on various TTWG committees to develop and/or enhance technology transfer processes.
- Resolve issues or concerns involving technology partnerships between DOE laboratories or facilities and nonfederal entities.
- Nominate candidates for and elect members of the Executive Board and committees of the TTWG.

Executive Board:

The Executive Board of the TTWG will consist of:

Board Chair,
Vice Chair (Incoming Chair), and
Recording Secretary
Past Chair (Ex-officio Member)

The term of office for the positions of Chair and Vice Chair will be one year. The Vice Chair will be expected to provide two years of service and assume the position of Chair in the second year of service. Representative Members will elect the Vice Chair annually.

The term of office for the Recording Secretary will be one year, with the option to continue in the position for successive terms with the approval of the Board Chair and Vice Chair. Representative Members will elect the Recording Secretary annually.

The Past Chair will serve as time permits as a Member of the Executive Board for 1 year following their term as Chair. There will be no obligation on the part of the Past Chair to participate as a member of the Executive Board other than in an advisory capacity unless the Past Chair is willing to do so.

A term will be synchronized with a fiscal year.

Members of the Executive Board will consist of Federal and Contractor employees who are Representative Members of the TTWG and who are actively engaged in the activities of the TTWG. If an Executive Board member cannot fulfill his/her obligation, the Board Chair will seek nominations from the TTWG Representative Members and will appoint from among the nominees an individual to fill the remainder of the open term. A laboratory or field office may only have 1 member of the Executive Board at any one time. The Board Chair will serve as the DOE-HQ liaison, with the Vice-Chair serving as back-up liaison.

The Executive Board members will:

- Annually call for recommendations to appoint new or revise existing ad hoc committees to conduct focused research and analysis of policy issues in support of the Technology Transfer Coordinator.
- Annually call for nominations and/or conduct elections of TTWG General or Representative Membership to serve as the chairpersons of the ad hoc committees. Committees chairs may, at their discretion, identify and appoint volunteer members of the TTWG to serve with them and support these assignments.
- Annually call for reports of the Committees that provide the results of their analyses and deliberations regarding particular objectives and initiatives.

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- Recommend objectives and initiatives to the Technology Transfer Coordinator through the Technology Transfer Policy Board and other appropriate communications channels.
- Serve as a contact point for communication among DOE-HQ, DOE field elements and laboratories/facilities.
- Plan and facilitate TTWG activities.
- Oversee report preparation and presentations.
- Maintain records (to include recording minutes of meetings and presentations).
- Report annually on the TTWG's accomplishments to members, the Technology Transfer Coordinator, and the Technology Transfer Policy Board

Standing Committees:

The standing committees of the TTWG will include, but not be limited to, the Member Services Committee and Metrics Committee. The Member Services Committee will be chaired by the Recording Secretary and will maintain lists of current members, maintain membership interaction and communication, coordinate meetings of the TTWG, and organize elections on behalf of the Executive Board. The Metrics Committee will coordinate the annual DOE Technology Transfer Data Call and other tasks in support of DOE reporting requirements.

Ad Hoc Committees:

Other ad hoc committees will be identified by vote of the General and Representative Membership of the TTWG, or at the discretion of the Executive Board in the event of a request or need to evaluate new subject matter.

The Vice Chair will coordinate the Committees' activities.

Communications:

The Executive Board shall meet as needed but at least annually with the Technology Transfer Coordinator and/or the Policy Board. The Executive Board shall coordinate committee activities to accomplish the goals and objectives of the Working Group. The Executive Board is responsible for scheduling meetings.

The Executive Board will facilitate communications with and between the Representative Members, including meetings with the Representative Members at least on an annual basis. Alternative means of communication (teleconferences, newsletters, web postings, etc.) will be used as appropriate. TTWG meetings will be held periodically to discuss current issues, exchange information, establish project committees, report on accomplishments, and provide relevant training.



II. Executive Board – 2010

<u>Name</u>	<u>Org</u>	<u>Phone</u>	<u>Email</u>
Steve Wach (Chair)	Savannah River National Laboratory	(803) 725-3020	Steve.wach@srnl.doe.gov
John Mott (Vice Chair)	Los Alamos National Laboratory	(505) 665-0883	jmott@lanl.gov
Debra L. Covey (Recording Secretary)	Ames Laboratory	(515) 294-1048	covey@ameslab.gov
Cheryl Cejka (Past Chair)	Pacific Northwest National Laboratory	(509) 375-3700	Chery.cejka@pnl.gov



III. Goals & Plans

<u>TTWG Goal/Deliverables</u>	<u>TTWG Lead</u>	<u>PB Contact</u>	<u>Date Due</u>
1. Develop and maintain TTWG	Exec Board		
a. Monitor Committee deliverables	Mott		
1. Provide monthly committee summary for PB update	Mott		
b. Seek input from membership on additional TTWG thrusts			Monthly
1. Survey membership for areas of interest (goals/committee objectives). Include Marketing committee interest	Covey		
c. Serve as the primary linkage between labs and the DOE Technology Transfer Coordinator			
1. Provide briefing for new Tech Transfer Coordinator	Wach		TBD
d. Continue to coordinate with activities of Policy Board	Wach	Koegel	Monthly
1. Deliver monthly TTWG updates for Policy Board Meetings.	Wach		
2. Integrate efforts with FY10 Policy Board Goals	Wach		TBD
e. Plan and conduct voting membership meeting.			4/30/10
f. Increase buy-in and participation of membership by demonstrating success			
2. Promote more efficient, timely transfer of impactful DOE technology from its laboratories and facilities to the marketplace			
a. Continue to participate in selection and implementation of whiter paper recommendations on Indemnification, Advance Payments, US Competitiveness, and Disposition of IP from WFO's. Champion the most aggressive changes identified	Executive BD		
b. Conduct Business Process Mapping at several DOE facilities; analyze results and suggest improvements as a foundation for streamlining the DOE approval/submission process and model agreements for CRADAs and WFOs.			
1. Draft Statement of Work			12/31/10
c. Continue to surface and communicate new ideas and novel mechanisms to accelerate Tech Transfer			
1. Surface and develop new/innovative TT mechanisms to propose to DOE; work with LDC	Cejka	Streit	

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3. Enhance Tech Transfer communications and synergism:			
a. Equip and encourage TTWG membership to promote recognition of DOE Technology Transfer.			
1. Create Overview Presentation on DOE TT activities, role of TTWG and priority goals	Cejka		
b. Communications including web and meetings	Covey	Koegel	Ongoing
1. Use TTWG website as a document repository	Follett		Ongoing
c. Promote recognition of Tech Transfer professionals	Covey		
1. Issue letter of concern on new FLC policy on awards criteria	Wach		Complete
d. Update and enhance metrics	Hamilton	Hamilton	
1. Implement revised metrics to collect TT dataset and compile results	Hamilton	Hamilton	In progress
2. Resolve metric for commercialized technologies	Hamilton	Hamilton	3/31/10
e. Establish customer feedback mechanism(s)	Sprake; Covey	Koegel	
1. Develop pilot survey and identify participating labs/facilities	Sprake	Koegel	Complete
2. Begin survey	Sprake	Koegel	
3. Complete pilot customer survey and identify lessons learned.	Sprake; Covey	Koegel	9/30/10
f. Pole TTWG membership to see what organizations they are involved in			
g. Strengthen connection with National Laboratory Directors Council			
4. Continue and expand sharing of Tech Transfer best practices			
a. Share licensing best practices	Betten		
1. Provide summary of licensing best practices from Licensing Meeting	O'Dower	Blaustein	Complete
b. Establish annual general membership meeting	Covey		August, 2010



IV. Sub Committee Structures and Plans

A. Membership Services Committee

1. Members

<u>Name</u>	<u>Org</u>	<u>Email</u>	<u>Phone</u>
Deb Covey (Chair)	Ames	covey@ameslab.gov	(515)233-9073
Kathleen McDonald	LANL	kathleen_m@lanl.gov	(505) 667-5844
Carrienne McDonough	NREL	carrienn_mcdonough@nrel.gov	
Joe Scarcello	JLAB	scarcell@jlab.org	(757)269-7027
Charity Follett (Website)	INL	Charity.follett@inl.gov	208-526-9353

2. Goals & Plans

- *Develop Web site to communicate with members and DOE Policy Board.*
- *Conduct Executive Board Election.*

B. Metrics Committee

1. Members

<u>Name</u>	<u>Org</u>	<u>Email</u>	<u>Phone</u>
Steve Ban	ANL	sban@anl.gov	(630) 252-8111
Bob Hamilton (Co-Chair)	ORO	hamiltonrl@oro.doe.gov	(865) 576-7723
Don Moody	PNSO	Don.moody@pnso.science.doe.gov	(509) 372-4262
Belinda Padilla	LANL	bee@lanl.gov	(505) 667-9896
Charles Russomanno (Co-Chair)	HQ-EERE	Charles.russomanno@ee.doe.gov	(202) 586-7543
John Wengle	HQ-EM	John.wengle@em.doe.gov	(202) 586-0396
Darren Mollot	HQ-FE	Darren.mollot@hq.doe.gov	(301) 903-2238

User Facility Subcommittee (to work only on the user facility measure)

<u>Name</u>	<u>Org</u>	<u>Email</u>	<u>Phone</u>
Jerry Kekos	LBNL Advanced Light Source	jmkekos@lbl.gov	(510) 486-6889
Bill Painter	ORNL Partnerships Directorate	painterwp@ornl.gov	(865) 576-6938
Susan Strasser	ANL Advanced Photon Source	strasser@aps.anl	(630) 252-5981
Francesca Verdier	LBNL National Energy Research Scientific Computing Center	fverdier@lbl.gov	(510) 486-7193

2. Goals & Plans

- *Objective 1. Develop performance metrics to measure success of DOE technology transfer activities and provide recommendations to cognizant Program Secretarial Officer for implementation.*



- *Objective 2. Review and update the DOE Reporting and Appraisal Guide for Technology Partnering Programs to reflect a more complete reporting standard, improved definition of terms and performance measurement.*

C. Industry Interaction Committee – to be developed by May 6 meeting

1. Members

<u>Name</u>	<u>Org</u>	<u>Email</u>	<u>Phone</u>
Susan Sprake (Chair)	LANL	sprake@lanl.gov	505-665-3613
Tom Berg	Y-12	bergta@y12.doe.gov	865-574-0907
a member to be named	INL		
Joe Scarcello	JLAB	scarcell@jlab.org	(757)269-7027
W. Holland (POC)	EE	Wendolyn.holland@ee.doe.gov	202-586-3003

D. Agreements Committee – to be developed by May 6 meeting

1. Members

<u>Name</u>	<u>Org</u>	<u>Email</u>	<u>Phone</u>
Tom Berg (Chair)	Y-12	bergta@y12.doe.gov	865-574-0907
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Steve Lake	ANL		(630) 252-5685
Charity Follett	INL	Charity.Follett@inl.gov	208-526-9353
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a member to be named	LBL		
Gary Drew	BSO	Gary.drew@bso.science.doe.gov	510-486-6703
Bob Hamilton	ORO	hamiltonrl@oro.doe.gov	(865) 576-7723
Steve Sheetz	SRNL	slake@anl.gov	803-725-6432

E. Licensing Committee

1. Members

<u>Name</u>	<u>Org</u>	<u>Email</u>	<u>Phone</u>
Paul Betten	Argonne	betten@anl.gov	630-252-4962
Laboratories Licensing Staff	ALL		

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2. Goals & Plans

- *Provide an opportunity for information sharing on best practices at the sites.*
- *Help each other with solutions to licensing questions/issues that arise throughout the year.*
- *Provide support to the TTWG when licensing topics need review.*

V. Membership List – Voting and Non-Voting

[*ttwg Phone Book.pdf*](#)

TTWG Phone Book

DOE NONVOTING

Contact Name	Laboratory/DOE	Business Phone	Email
Kathleen Binder	DOE	202-586-6972	kathleen.binder@hq.doe.gov
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Julie Herward	DOE HQ	202-586-2269	Julie.Herward@science.doe.gov
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Bruce McNamara	DOE		Bruce.McNamara@science.doe.gov
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Committees:

DOE VOTING MEMBER

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Committees:

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Committees:

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Committees: Agreements, Metrics

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Committees:

Patrick Jackson	Savannah River Operations Office	(803) 725-3813	patrick.jackson@srs.gov
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Committees: Industrial Interactions

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Committees:

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Committees:

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LAB NONVOTING

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Committees:			

LAB VOTING MEMBER

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Thomas Berg	BWXT Y-12	865-574-0907	bergta@y12.doe.gov
Committees: Agreements, Industrial Interactions, Licensing			
Christine Brakel	Brookhaven National Laboratory	631-344-7134	brakel@bnl.gov
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