

# CANEUS Sector Consortium Preparation for Brazil Meeting (Guidelines for Appointed Directors)

Director's Goal: Putting together the Sector Consortium's **Strategic Work Plan**, that will lead to **Project** definitions that compel participation and attract funding.

## August - September 2008

- Review past CANEUS activities associated with your consortia subject area (from past conferences and documents provided by CANEUS staff).
- Carry out a top level **environmental assessment of the Aerospace community** relative to your sector consortium subject area –
  - Identify:
    - potential **stake holders** (end users, systems integrators, technology providers, involved institutions, etc.),
    - Micro/nano **technology** development needs,
    - **application** areas impacted by the consortium,
    - and any **barriers** that hamper the proliferation of MNT relative to the sector consortium subject area (like the need for standards for example)
- Prepare initial draft of Sector Consortium **Strategic Work Plan** with help from CANEUS staff including mission, goals, strategies (making sure they correspond to CANEUS' mission, goals and strategies.) and describe the support needed by your consortium from the CANEUS Working Boards and identify the work programs of the other Boards your consortium will support (ask CANEUS staff for descriptions of the other Boards' work programs):
  - Mission
  - Goals
  - Strategies
  - Support of CANEUS Working Boards
    - Outreach
    - Technology Development
    - Stake Holders (supply chain)
    - Application Areas
    - Business Development
    - Education Requirements

This document establishes the background needed for future **Project** definitions. Projects and initiatives will in turn respond to the identified strategies of the Consortium.

- With the help of CANEUS staff, identify experts and interested parties in the Aerospace community to be recruited for the Consortium.
- Using the draft Sector Consortia Strategic Work Plan as a sales tool and with the help of CANEUS staff, invite panellists for the Workshop in Brazil.
- Organize teleconference(s) with experts/panellists to obtain input on and refine **Strategic Work Plan**.
- Invite interested parties to present a **Project Concept, Initiative Concept** or subject matter background at the Brazil meeting that relates to any one of the proposed consortium strategies
- Identify potential project leads and delegate tasks, if projects are defined.

Ensure participation of Sector Consortium participants/experts/panellists in Sector Consortium Workshop to be held at the CANEUS 2008 Conference in Brazil, November 9-14.

## October 2008

- Continue to refine Sector Consortium Strategic Plan as needed
- Continue to recruit participants
- Continue to oversee Project Concept presentations
- Continue to prepare for Panel Review
  - Panellists (4-5) make 5-minute presentation on their area of expertise in relation to Sector Consortium objectives.
  - In open discussion, panellists respond to questions **prepared by chairs**.
  - In open discussion, participants and panellists work to complete session output requirements.
- Submit final documentation by **October 17th**
- Prepare Sector Consortium and project subgroups for Workshop at CANEUS 2008:
  - For guidance, please see Workshop schedule on CANEUS 2008 website: [http://www.caneus.org/2008/Workshops\\_programs.html](http://www.caneus.org/2008/Workshops_programs.html)