

**U.S. Environmental Protection Agency  
EPA Science Advisory Board  
Scientific and Technological Achievement Awards Panel  
Closed Meeting - Draft Agenda  
August 10-12, 2004**

**Tuesday, August 10, 2004**

9:00 a.m.	Collection of any ratings not previously reported Completion of summary table. Copying.	
9:30	Welcome	Kathleen White
9:40	Opening Remarks	Vanessa Vu
9:50	Introduction to the Review	Deborah Cory-Schlecta
	Confirmation/Correction of Ranking Tables	
	Initial Screening of Nominations into two Groups	All
	- Recommended for Awards	
	- Not Recommended for Awards	
	Re-categorize Nominations as Appropriate	
	Determine if Additional Reviews are Needed	
	Screening of "Recommended Nominations" into Categories (I, II, III or Honorable Mention)	
12:00	Lunch	
1:15 pm	Continue Screening of "Recommended Nominations" into Categories (I, II, III or Honorable Mention)	
	Screen "Not Recommended Nominations" to be sure none should be in the "Recommended Nominations" Group.	
4:00	Additional Reading Assignments followed by Reading Time	
5:00	Recess	
6:00	Committee Dinner - Location TBD	

**Wednesday, August 11, 2004**

9:00 am Continue Screening of “Recommended Nominations” into  
Categories (I, II, III or Honorable Mention)

10:30 General Discussion/Improving the Process

11:45 Identification of Main Process Points for Letter  
Deborah Cory-Schlecta

12:00 Lunch

1:15 Continuation of previous Discussion/Screening

3:00 Additional Reading Assignments followed by Reading Time  
5:00 Recess (time Approx.)

**Thursday, August 12, 2004**

9:00 am Reading Period  
Draft Text of Process Portion of Letter Available

9:30 Panel Review of Process Portion of Letter

10:00 Last run through of recommendations for awards  
Report Preparation

11:30 Lunch

1:00 pm Panel Review of Report for Approval of Content  
and final language if possible

3:00 Adjourn