

**U.S. Environmental Protection Agency
EPA Science Advisory Board
Scientific and Technological Achievement Awards Panel
Closed Meeting - Draft Agenda
August 5-7, 2003**

August 5, 2003

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	

August 6, 2003

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.)	

August 7, 2003

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	