

HTAC Meeting Agenda

November 17, 2006, 12 Noon (EST) – Phone Conference Call-In Number: 301-903-9196

Anticipated Duration: 2 h

Time	Topic	Speaker	Explanation
12:00 - 12:15 p.m.	Welcome. Introduction of members and public participants. Review of the agenda.	Alan Lloyd, Chair	Provide your name before speaking every time. One person speaks at a time. The public meeting is being recorded to facilitate preparation of the minutes.
Outcomes from the 1st Meeting, October 2-3, 2006 For presentations and attendance, see http://www.hydrogen.energy.gov/htac_meetings06.html			
12:15 - 12:20 p.m.	Debriefing of Nov. 1 Robert Walker Meeting with the Secretary of Energy (S-1) and first HTAC outcome.	Robert Walker, Vice Chair	The first HTAC product is the letter to S-1 from the Chair and Vice-Chair with the HTAC Resolution on the Composition of the Interagency Task Force (Resolution terms circulated to all members for concurrence).
12:20 - 12:30 p.m.	Review the Executive Summary of the first HTAC meeting and approve for posting on HTAC's site.	Alan Lloyd and all members	Discuss content issues of Executive Summary and Minutes. Please send editing suggestions by Tuesday, November 21, to HTAC Staff: Helena_Chum@nrel.gov .
12:30 - 12:45 p.m.	Review the Minutes from the first HTAC meeting and approve for posting on HTAC's site.		
Update from DOE's Acting Hydrogen Program Manager, JoAnn Milliken			
12:45 - 1:00 p.m.	DOE Posture Plan Update - expected release date.	JoAnn Milliken	Review of document is a major deliverable of HTAC.
Committee Priorities			
1:00 - 1:30 p.m.	Subcommittee Structure – Suggestion of a possible subcommittee by the chair: <i>Overcoming near-term implementation barriers</i> (include codes and standards).	Alan Lloyd and all members	At a future HTAC meeting, the DOE Program and IWG to give presentations of their activities on topic. Subsequently, HTAC subcommittee analyzes and makes recommendations to HTAC for actions. (Clarification: If Subcommittee meetings require travel of HTAC members and non members, DOE will reimburse travel expenses.)
	Posture Plan Review – Suggestion of possible subcommittee(s) to review.		

HTAC Meeting Agenda - continued

Time	Topic	Speaker	Explanation
Future Meetings			
1:30 - 1:40 p.m.	Suggestions for topics for the next meetings	Alan Lloyd and Kathi Epping, DFO*	Make suggestions or send them ahead of time to Helena_Chum@nrel.gov for compilation prior to the meeting.
	January 9-10, 2007, in DC		
	April (?) at GM		Establish date.
Committee Tools			
1:40 - 1:45 p.m.	HTAC Extranet for members, DOE, and staff: Posting documents under review, posting or hyper-linking documents for HTAC members' attention.	Kathi Epping, DFO*	Would this tool be useful to members to prepare documents? All members can upload and download documents. Follow-up items from meetings would be posted on this extranet.
Action Items			
1:45 – 2:00 p.m.			Review action items.

* HTAC Designated Federal Officer