

April 19, 2012

QUESTIONS FOR SIT WORKSHOP RECOMMENDATIONS

Please Note: All recommendations must be submitted through a webform that can be located from this site: <http://gsi.nist.gov/global/index.cfm/L1-4/L2-14/A-639>. Once you begin the submission process you will need to complete it in the same session. You will not be able to save and return to your work at a later time. It is strongly recommended that you review these questions in advance and prepare your responses prior to beginning the submission process. Thank you.

All recommendations must address each of the following:

PART ONE

1. **Recommending Organization and Primary Contact Information**

Provide a primary point of contact, including the contact's name, organization, title, mailing address, telephone number and e-mail address. Include a description of the recommending organization(s).

PART TWO

2. **Recommended Workshop(s) and Principal Topics**

What is the subject of the recommended workshop? Provide a description of the recommended workshop theme(s), industry sector(s) of focus, and targeted country or region. Provide a list of preliminary suggested topics for the workshop and a description of each topic.

3. **Goals and Objectives of Recommended Workshop**

What are the recommended workshop goals and objectives to be attained? Include why they are important to U.S. industry and how they support new U.S. exports or sustain or expand current U.S. exports. Include a detailed list outlining the specific recommended workshop objectives.

Demonstrate the possibility of significant progress during and immediately after the recommended workshop(s), as well as lasting benefits extending beyond the recommended workshop(s).

4. **U.S. Stakeholders**

Who will likely participate at the recommended workshop and support the recommended workshop? Include a list of interested U.S. stakeholders, including U.S.-based manufacturers, U.S. industry trade associations, and federal, state and local government agencies, who are likely to participate at the workshop and support the proposal. Additional stakeholders may include standards organizations, academia, professional societies, testing and certification organizations, etc.

5. **Link to NIST and/or Other Federal Agencies**

Is the recommended workshop linked to NIST activities and/or research? If yes, how is the recommended workshop linked to NIST activities and/or research? What are the appropriate NIST organizational units, laboratories or programs? If known, identify the specific staff who could serve as the point of contact for NIST and experts who could provide technical expertise and participate at the recommended workshop.

Is the recommended workshop linked to other agency activities and/or research? If yes, how is the recommended workshop linked to activities and/or research at other federal agencies? What are the appropriate other agency organizational units, laboratories or programs? What is the relevance of the activity to the other federal agencies? If known, identify the specific staff who could serve as the point of contact for the agency and experts who could provide technical expertise and participate at the recommended workshop.

6. **Suggested Timing for Workshop(s)**

Indicate the number of workshops recommended over a defined period of time which may be necessary to achieve the stated goals and objectives outlined above.

- a) Can the goals and objectives outlined in this recommendation be achieved in one workshop? Please provide an explanation if the number of recommended workshops is more than one.
- b) What are some possible timeframes in which the recommended workshop might take place (e.g. fall 20XX, April-May 20XX)? The recommended workshop should not be expected to start earlier than 6 months from the date the recommendation is submitted.

- c) Is the recommendation time sensitive (e.g. Is there a proposed regulation in another country that will have a significant bearing on U.S industry and U.S. exports? Is there a window of opportunity that will close by a certain date? Is there a relevant event that coincides with the recommended workshop?)? If yes, please provide an explanation.

7. **Expected Outcomes/Measures of Success**

What are the expected outcomes and measures of the recommended workshop's success? Include a description of the following, including data and the sources of the data, where applicable:

- a) Anticipated short and long-term benefits of the recommended workshop to U.S. industry for trade and market access;
- b) Potential for future opportunities for collaboration and trade as a result of the recommended workshop; and
- c) Desired short and long-term results of the recommended workshop and appropriate short and long-term measures for evaluating the success of the recommended workshop, including a suggested timeline.

PART THREE

All recommendations should also consider and may address the following:

8. **Additional Resources**

What external funding, including cost share capability and in-kind cost sharing, is available to support the recommended workshop and what is the source of this funding?

Identify possible in-country partners if recommended workshop is to take place outside of the U.S.

9. **Related Site Visits and Events**

Workshops may include visits to relevant business sites or events. Provide a list of suggested site visit locations, events or other areas of interest and discuss the relevance of each to the overall purpose of the recommended workshop's goals. Some examples include, but are not limited to, testing laboratories, training facilities, manufacturing plants, and trade shows.