



U.S. DEPARTMENT OF
ENERGY

TTWG
Technology Transfer
Working Group

DOE TECHNOLOGY TRANSFER WORKING GROUP CHARTER

PREPARED BY THE FY2019 EXECUTIVE BOARD

REVISED BY THE FY2023 EXECUTIVE BOARD

REVISION DATE: JUNE 2023

INTRODUCTION

Historically, several groups have existed within the Department of Energy (DOE) to facilitate technology partnerships, coordinate technology transfer activities, and share lessons learned among practitioners. These groups have operated formally and informally, as small subsections and larger working groups, and with variations in membership, to improve technology transfer activities within the Department and its Laboratories. Examples include the former Technology Partnerships Working Group and the active National Laboratory Technology Transfer Council (NLTT), a standing sub council of the National Laboratory Directors Council.

With the passage of the Energy Policy Act of 2005, Title X, Sec. 1001, the Secretary of Energy is directed to establish a Technology Transfer Working Group (TTWG), to include representatives from DOE/National Nuclear Security Administration (NNSA) National Laboratories and single purpose research facilities, hereafter referred to as “Labs/Facilities.” The same section of the Act also directs the Secretary to appoint a Technology Transfer Coordinator, hereafter referred to as “Coordinator,” whose duties include oversight of the TTWG. In a 2007 memo, the Secretary established a Technology Transfer Policy Board (TTPB), chaired by the Coordinator, to coordinate and oversee implementation of DOE technology transfer policies and the activities of the TTWG. The Policy Board consists of DOE officials from the constituent elements of the Department which support and oversee the Labs/Facilities, and other DOE facilities, as well as officials with responsibilities for various elements of technology transfer.

In 2015, the Secretary of Energy authorized the formation of the Office of Technology Transitions (OTT), led by the appointed Director of OTT, which also serves as the Technology Transfer Coordinator. In 2018, DOE later designated the Director of OTT as the Chief Commercialization Officer with responsibilities for driving private sector uptake of clean energy technologies as the steward of commercialization activities across DOE. In the Energy Act of 2020 (EA2020), the Chief Commercialization Officer position was codified and replaced the Technology Transfer Coordinator. EA2020 also codified OTT’s mission to expand the commercial impact of the research investments and to focus on commercializing technologies that support the missions of the Department.

This charter incorporates previous organizations’ roles and responsibilities, addresses the requirements of the Energy Policy Act for a TTWG, and establishes the purpose, roles, and responsibilities of the TTWG.

The TTWG primarily includes technology transfer professionals from the National Laboratories, single purpose research facilities and production facilities, and DOE field elements. This group shall work together to improve the technology transfer and commercialization activities of the laboratories/facilities and the Department. The members will promote the implementation of DOE Labs/Facilities technology transfer policy in a mutually beneficial, supportive, and non-adversarial working environment that encourages open communication, teamwork, and professional development.

PURPOSE

The TTWG will operate to address technology transfer activities, issues, and concerns **at the working level**. This group does not establish policy but will work collegially under the oversight of and in coordination with OTT and in conjunction with the TTPB, while coordinating with the NLTT. The objectives of the TTWG are to:

1. Facilitate communication between the TTWG membership, OTT, TTPB, and NLTT.
2. Engage with OTT on outward focused activities.
3. In close coordination with OTT, improve technology transfer and commercialization activities across the Department by:
 - Enhancing existing initiatives and processes and, where appropriate, recommending new initiatives and processes
 - Promoting consistency of purpose and process across DOE field elements and laboratories/facilities
 - Functioning as a “facilitator” to supplement existing DOE field elements and laboratory/facility reviews, comments, and recommendations on new initiatives
4. Exchange information about technology transfer and commercialization best practices on a wide range of matters, including:
 - Providing access to services/opportunities to technology transfer professionals across the Department, such as peer mentoring and professional development
 - Working collaboratively with OTT to collect and report impactful technology transfer metrics
 - Developing and publicly disseminating information about opportunities and procedures for technology transfer within the Department
 - Developing and publicly disseminating alternative approaches to resolution of disagreements and/or roadblocks involving intellectual property
 - Enhancing communication across the Department by fostering a “team” approach among the laboratories/facilities, OTT, TTPB, NLTT, and the DOE field elements - encouraging mutual buy-in
 - Addressing process and procedure issues for multi-laboratory partnerships and agreements
 - Providing an avenue to raise and discuss issues of concern to members and their respective organizations
5. Administer a Technology Transfer Awards Program jointly with OTT to recognize excellence in technology transfer practices at the Labs/Facilities.
6. Lead communications on behalf of Labs/Facilities for the benefit of national efforts, including but not limited to the Federal Laboratory Consortium (FLC) and interagency committees.

The TTWG will utilize this forum to share information, to transfer lessons learned, and to inform and be informed on current policy, procedures, and industry partnership mechanisms. Discussion of policy concerns will be encouraged with recommendations and/or comments forwarded by the TTWG to OTT and the TTPB, as well as through other appropriate channels.

GOALS

The goal of the TTWG is to promote a more efficient, timely transfer of DOE technology from its laboratories and facilities to the marketplace while supporting the Department's mission of:

- Promoting America's energy security through reliable, clean, and affordable energy
- Ensuring America's national security
- Strengthening U.S. scientific discovery, economic competitiveness, and improving quality of life through innovations in science and technology
- Protecting the environment by providing a responsible resolution to the environmental legacy of nuclear weapons production

GENERAL MEMBERSHIP

All DOE field elements, Labs/Facilities, and headquarters employees involved with technology partnership activities are invited to participate as non-voting, General Members of the TTWG.

DOE REPRESENTATIVE MEMBERSHIP

Each DOE field element may appoint a representative from its organization (representative members). If an appointed representative member cannot serve on the TTWG, then the representative's organization will appoint a replacement representative member. The Secretary and Membership Coordinator will review the representative membership annually to capture personnel changes within the group.

Each representative member will be empowered by his/her organization to speak on behalf of his/her field element on technology transfer matters. Representative members are called upon to:

- Keep their respective organizations advised of the activities of the TTWG
- Identify issues and areas for improvement related to technology transfer and commercialization activities for potential resolution by a TTWG committee
- Disseminate information within their individual organizations
- Obtain the necessary information, approvals, and management support for TTWG activities
- Recommend objectives and initiatives to the Technology Transfer Working Group Executive Board for consideration by OTT and TTPB
- Work on or lead various TTWG committees

ORGANIZATION

ORGANIZATION continued

VOTING MEMBERSHIP

Each laboratory/facility will appoint a voting member and alternate selected by the appropriate leadership of the respective organization. Each laboratory/facility will be allotted one vote to be cast by the voting member. If an appointed voting member cannot serve on the TTWG, then the representative's organization will appoint a replacement voting member. The Secretary and Membership Coordinator will review the voting membership annually to capture personnel changes within the group.

Each voting member will be empowered by his/her organization to speak on behalf of his/ her laboratory/facility on technology transfer matters. Voting members are called upon to:

- Vote on questions put forward by the executive board, including but not limited to ratification of committee reports and recommendations to OTT
- Nominate candidates for and elect members of the Executive Board and committees of TTWG
- Nominate personnel/technologies within their organization for annual TTWG awards programs as applicable
- Resolve issues or concerns involving technology partnerships between DOE laboratories or facilities and non-federal entities

In addition, similar to DOE representative members, voting members are called upon to:

- Keep their respective organizations advised of the activities of the TTWG
- Identify issues and areas for improvement related to technology transfer and commercialization activities for potential resolution by a TTWG committee
- Disseminate information within their individual organizations
- Obtain the necessary information, approvals, and management support for TTWG activities
- Recommend objectives and initiatives to the Technology Transfer Working Group Executive Board for consideration by the Technology Transfer Coordinator/ Technology Transfer Policy Board
- Work on or lead various TTWG committees

EXECUTIVE BOARD

The Executive Board of the TTWG will consist of:

- Board Chair
- Vice Chair (Incoming Chair)
- Secretary and Membership Coordinator
- Past Chair (Ex-officio Member)
- Optional: Advisor (Ex-officio Member)

The term of office for the positions of Chair and Vice Chair will be one year. The Vice Chair will be expected to provide two years of service and will assume the position of Chair in the second year of service. Voting members will nominate and elect the Vice Chair annually. In the event that only one nominee is put forward for the Vice Chair, the voting members will be given the opportunity to ratify the nomination.

ORGANIZATION continued

The term of office for the Secretary and Membership Coordinator will be one year, with the option to continue in the position for successive terms with the approval of the Chair and Vice Chair. Otherwise, voting members will elect the Secretary and Membership Coordinator annually.

The Past Chair will serve as time permits as a member of the executive board for one year following their term as Chair. There will be no obligation on the part of the Past Chair to participate as a member of the Executive Board other than in an advisory capacity unless the Past Chair is willing to do so. A Past Chair from a previous year may elect to voluntarily continue to serve as advisor to the Executive Board.

A term will be synchronized with a fiscal year.

Members of the Executive Board will consist of federal laboratory and site employees who are voting members (or alternates) of the TTWG and who are actively engaged in the activities of the TTWG. If an executive board member cannot fulfill his/her obligation, the Chair will seek nominations from the TTWG voting members and will appoint from among the nominees an individual to fill the remainder of the open term. In the event the Chair position is vacated, the Vice Chair will assume the role and seek nominations for a new Vice Chair. Both will serve out the remainder of the term in addition to ensuing obligation. A Lab/Facility may only have one member on the Executive Board at any one time.

The Chair will serve as the DOE-HQ and National Laboratory Technology Transfer (NLTT) executive liaison, with the Vice Chair serving as back-up liaison. The Chair will coordinate meetings of the TTWG Executive Board.

The executive board members will:

- Plan and facilitate TTWG activities, including semi-annual hybrid meetings of the membership
- Serve as a contact point for communication among DOE-HQ (OTT, TTPB, etc.), DOE field elements and laboratories/facilities
- Recommend objectives and initiatives to OTT and/or TTPB and other appropriate communications channels
- Annually call for recommendations to appoint new or revise existing ad hoc committees to conduct focused research and analysis of policy issues in support of OTT, other DOE-HQ, or TTWG membership priorities
- Annually call for nominations and/or conduct elections of TTWG voting membership to serve as the chairpersons of the standing and ad hoc committees. Committee chairs may, at their discretion, identify and appoint volunteer members of the TTWG to serve with them and support these assignments
- Identify and maintain records of the major deliverables or events for the current fiscal year, including the current list of executive board members, representative members, committee and subcommittee chairs and members

ORGANIZATION continued

- Annually call for committee reports providing results of their analyses and deliberations regarding objectives and initiatives
- Annually report on the TTWG's accomplishments to members and OTT
- Oversee report preparation and presentations
- Maintain records (to include recording minutes of meetings and presentations)
- Annually call for award nominations and coordinate the award submission and review process

The Secretary and Membership Coordinator will maintain lists of current members, maintain membership interaction and communication, and organize elections on behalf of the Executive Board.

STANDING COMMITTEES

The standing committees of the TTWG includes, but shall not be limited to, the Metrics Committee. The Metrics Committee informs the annual DOE Technology Transfer Data Call and other tasks in support of DOE reporting requirements.

AD HOC COMMITTEES

Other ad hoc committees will be identified by vote of the general and representative membership of the TTWG, or at the discretion of the executive board in the event of a request or need to evaluate new subject matter. Ad hoc committees are time limited and have specific deliverables or outputs to be presented to the TTWG Exec Board, Membership and OTT. Generally speaking, these will run for a fiscal year, with new selections made annually.

The Vice Chair will coordinate the committees' activities. At times when committees develop recommendations for adoption or ratification by the whole TTWG, and in cases where recommendations are intended for consideration by OTT, the executive board will call for a vote of all the voting members. A two thirds vote will be required to pass any motion.

COMMUNITIES OF PRACTICE

When desired by the membership or OTT, a standing community of practice may be created to provide a forum for interested members to engage informally about a particular domain area of interest. These groups focus on sharing best practices and knowledge to help advance professional practice. These are informal groups and do not have annual work plans or deliverables to the TTWG Exec Board/OTT. An example is the OTT-led Market Analysis Community of Practice, which is a monthly webinar series that provides members the ability to learn about applications of market analysis across a broad range of clean energy topics, while learning from each other via question and answer sessions with the speakers.

ORGANIZATION
continued

COMMUNICATIONS

The executive board shall meet as needed but at least quarterly with the Chief Commercialization Officer or his/her designee(s). The executive board shall coordinate committee activities to accomplish the goals and objectives of the Working Group. The executive board is responsible for scheduling meetings of the membership.

The executive board will facilitate communications with and between the representative members, including periodic meetings with the representative members. Alternative means of communication (teleconferences, newsletters, web postings, etc.) will be used as appropriate. TTWG meetings will be held semi-annually to discuss current issues, exchange information, establish project committees, report on accomplishments, and provide relevant training.

COST

Members will cover the labor and non-labor costs of participation.

AMENDMENTS

This Charter may be amended by two thirds vote of the TTWG voting members at a regularly scheduled meeting or by email, after OTT has been given an opportunity for comment. The Executive Board will review the charter every three years to ensure compliance with current laws, policies and practices.