



## Expectations for ISEED Collaborative Members

Activities & Milestones	Description
<b>Phase I</b>	
Kick-Off Meeting (Milestone)	Launch of ISEED project by early 2025
Quarterly Reporting (Milestone)	<p>Each Collaborative member will submit a quarterly report to IEDO. Reports to include, but not limited to:</p> <ul style="list-style-type: none"> <li>• Project progress</li> <li>• Challenges</li> <li>• Changes to their approach (as relevant)</li> <li>• Stakeholder outreach and engagement activities conducted.</li> <li>• Activities that integrate DEIA elements</li> <li>• Requests for Steering Committee support/technical assistance</li> </ul> <p>Reporting templates with required metrics will be provided by IEDO.</p>
Phase I Reporting (Milestone)	<p>Each Collaborative member will submit a report to DOE at the end of Phase 1 summarizing:</p> <ul style="list-style-type: none"> <li>• All elements from routine reporting,</li> <li>• Implementation outcomes (as relevant),</li> <li>• How Collaborative members will incorporate feedback from IEDO,</li> <li>• Plans for implementation, and</li> <li>• Collaborative members will also be asked to provide feedback to IEDO to facilitate continuous improvement of the ISEED program.</li> </ul> <p>Reporting templates with required metrics will be provided by IEDO.</p>
Routine Member Meetings (Activity only)	<p>During the project initiation phase, the IEDO will meet with each Collaborative member monthly to discuss:</p> <ul style="list-style-type: none"> <li>• Progress towards goals.</li> <li>• Challenges they may be facing.</li> <li>• Any resources that could support their work (for example through the workshops or summit described below).</li> </ul> <p>Early meetings will focus more on scoping, while later calls will focus more on progress, deliverables, and outcomes.</p> <p>As the projects progress, the frequency of meetings will transition to bi-monthly or even quarterly, as determined by the level of guidance required from the committee members.</p>
Mid-Year Virtual Collaborative Meeting (half day) (Milestone)	Collaborative members will meet virtually to share and offer peer feedback on progress and challenges in developing and piloting programs/content. Subject matter experts may be brought in depending on needs of members.

End of Phase 1 Presentations (Full day Virtual Meeting) (Milestone)	Members will present on progress, outcomes, plans, and next steps. Members will receive feedback on the content of their presentations from other Collaborative members, Steering Committee, DOE, and other subject matter experts.
Training enhancement & delivery (Milestone and Go/No-Go)	Each Collaborative member will complete the scope of work for Phase 1 committed to in the application and agreement. This will include but is not limited to completing any enhancements to existing training materials, developing expanded outreach and delivery plans, and engagement of potential training recipients.
<b>Phase 2</b>	
Kick-off training program implementation (Milestone)	Each Collaborative member will organize an event (in-person or virtual) to launch their new training effort.
Routine meetings (Activity only)	IEDO will meet with each Collaborative member monthly to discuss: <ul style="list-style-type: none"> <li>• Progress towards goals.</li> <li>• Challenges they may be facing.</li> <li>• Any resources that could support their work.</li> <li>• Provide feedback to IEDO to facilitate continuous improvement of the ISEED program.</li> </ul>
Quarterly Reports (Milestone)	Each Collaborative member will submit a quarterly report to IEDO. Reports to include, but not limited to: <ul style="list-style-type: none"> <li>• Project progress</li> <li>• Challenges</li> <li>• Changes to their approach (as relevant)</li> <li>• Stakeholder outreach and engagement activities conducted.</li> <li>• Activities that integrate DEIA elements</li> <li>• Requests for Steering Committee support/technical assistance</li> </ul>
Phase 2 & Final Report (Milestone)	Each Collaborative member will submit a report to DOE summarizing: <ul style="list-style-type: none"> <li>• All elements from quarterly reporting, and</li> <li>• Implementation outcomes</li> <li>• How the member will incorporate feedback (see below)</li> <li>• Lessons learned and recommendations for future work.</li> </ul>
End of Phase 2 meeting (Milestone)	Members will present on progress, outcomes, plans, and next steps. Members will receive feedback on the content of their presentations from other Collaborative members, Steering Committee, IEDO and other subject matter experts.