



PEER REVIEW AGENDA, PURPOSE AND SCOPE



Peer Review
January 13-14, 2004

**Solar Installation on
Navajo Nation**



PEER REVIEW

Agenda (Tuesday January 13th)

9:00 a.m.	Welcoming Remarks	Thomas Sacco
9:15 a.m.	Introductions	All
9:45 a.m.	Agenda and Peer Review	Lizana Pierce
	Purpose and Scope	
10:10 a.m.	Break	
10:30 a.m.	Tribal Energy Program	Thomas Sacco
	Overview	
11:30 a.m.	DOE Laboratory Overview	
	National Renewable Energy Laboratory	Roger Taylor
	Sandia National Laboratories	Sandra Begay-Campbell



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Agenda (Tuesday January 13th)

12:30 p.m.	Lunch	
1:30 p.m.	Program Management	Thomas Sacco
2:00 p.m.	Project Management	Lizana Pierce
2:40 p.m.	Technical Assistance,	Lizana Pierce
	Information and Education	
	National Renewable Energy	Roger Taylor
	Laboratory (NREL)	
	Sandia National Laboratories (SNL)	Sandra Begay-Campbell



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Agenda (Tuesday January 13th)

3:20 p.m.	Roadmap and Metrics	Lizana Pierce
3:30 p.m.	Break	
3:45 p.m.	Discussion of Evaluation Criteria	All
5:45 p.m.	Peer Review Process and Products	Lizana Pierce
6:00 p.m.	Adjourn	

Agenda (Wednesday January 14th)

8:30 a.m.	Panel Discussion	Review Panel Only
10:30 a.m.	Panel Feedback	Review Panel
12:30 p.m.	Closing Remarks	Thomas Sacco
1:00 p.m.	Adjourn	



PEER REVIEW

Purpose

The primary purpose is to provide information that assists program managers and staff to improve program performance.

The Goal of the Peer Review is to:

- 1) Improve decision-making and program leadership;**
- 2) Improve productivity and management;**
- 3) Encourage stakeholders to learn about the Program and projects; and**
- 4) Provide public accountability for the use of public funds**



PEER REVIEW

Scope

The scope of the Peer Review is limited to activities since the previous peer review and includes solicitations issued in FY2002 and FY2003 and the resultant projects.

Preceding activities are included for historical context only.



PEER REVIEW

Process

- ✓ Program presentations;
- ✓ Independent review;
- ✓ Discussion and verbal feedback;
- ✓ Individual ratings and written comments;
- ✓ Review panel meets and discusses criteria;
- ✓ Document panel comments and recommendations;



PEER REVIEW

Process (Continued)

- ✓ **Assign consensus rating to each criterion;**
- ✓ **Provide verbal feedback; and**
- ✓ **Provide written individual and consensus review results.**



PEER REVIEW

Materials

Materials for review by the panel consist of:

- 1) Peer Review Plan;**
- 2) Tribal Energy Annual Operating Plan;**
- 3) Tribal Energy Program Roadmap;**
- 4) Strategic Planning Session Report;**
- 5) Competitive Solicitation Peer Review Report; and**
- 6) Peer Review Presentation Material.**

Additional informational materials:

- 1) Tribal Energy Brochure;**
- 2) Solar Way magazine; and**
- 3) Tribal Energy Guide flyer.**



PEER REVIEW

Evaluation Criteria

The Peer Review is intended to review the Tribal Energy Program for:

- 1) The appropriateness of the scope and objectives relative to available resources;**
- 2) Effectiveness in meeting the stated goals within available resources;**
- 3) Adequacy of reaching the intended audience; and**
- 4) Quality of the competitive process.**



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Rating Scale

- 5 **Superior:** The Program effectively achieved all stated goals and objectives. There were no practical ways identified to improve the Program.
- 4 **Good:** The Program comprehensively addressed the stated goals and objectives with minor areas identified for improvement.
- 3 **Satisfactory:** The Program adequately met the stated goals and objectives with some areas identified for improvement.
- 2 **Marginal:** The Program minimally addressed the goals and objectives and contained major areas in need of improvement.
- 1 **Unsatisfactory:** The Program failed to meet the stated goals and objectives and had significant areas of weaknesses requiring improvements.