

**Long Term Research on Agricultural Systems (LTRAS)
 Assessment and Planning Meeting
 November 3 - 4, 2005
 Rooms PES 3001 & 2004 – Plant and Environmental Sciences Building
 UC Davis, CA**

Agenda - Thursday – November 3rd:

9:00	Convene meeting & confirm purpose/plan (Rm 3001)	Steve Kaffka
	<ul style="list-style-type: none"> • Purpose of Review & Meeting: Start of process to assess the strengths and weaknesses of the LTRAS project and make improvements in its design and operation for the future. 	
9:15	Confirm process & plan for day	Jim Brenner
9:30	Review of LTRAS historical time line	Steve and Jim
10:00	Brief discussion of timeline	Jim
10:05	Overview of LTRAS project	Steve Kaffka
	<ul style="list-style-type: none"> • <u>Purpose</u> • <u>Principles</u> • What do we mean by <u>sustainability</u>? 	
10:35	Value of long-term research, reasons for the LTRAS project	Ken Cassman
11:05	Overview of project management	Dennis Bryant
11:30	Bio-Break & Travel to LTRAS project site. Lunch at LTRAS and short tour (weather permitting)	
1:30 PM	Reconvene in PES - Room 3001/2004	
1:45	Long term research at Rothamsted	David Powlson
2:15	Review of work to date at LTRAS	Steve Kaffka, Johan Six, Lynn Epstein, Will Horwath,
3:15	Break	

- 3:30 **Continue review of work to date at LTRAS**
- 4:15 **Closing comments & overview of Nov. 4th meeting** Steve K. & others
- Evaluate Today's Session** Jim B.
- “+” – *what worked well today was....*
 - “++” – *to make it better in the future...*
- 5:00 **Adjourn for evening**

Agenda - Friday, (Room 2004) Nov. 4th:

- 9:00 **Reconvene & review plan & process for day** Steve K. & Jim B.
- Issues in Experimental Design Criteria** Emilio Laca, Richard Plant
- Proposals for Project Improvement**
Volunteer proposals: Kaffka, Horwath.
- Break for reflection & discussion**
- 11:00 aprx. **Group evaluation of new ideas** Jim B.
(Guided discussion of the “pros” & “cons”)
- 12:00 PM **Lunch break**
- 1:00 **Group evaluation of new ideas (continues)** Jim B.
(Guided discussion)
- Classification of proposals/recommendations for the LTRAS project over the next 12+ years** Jim B.
- Summary of ideas for project operation/management
 - Classification as:
 - Clear consensus & easy to implement;
 - Further analysis & discussion needed;
 - Next steps.
- 3:30 **Next steps & closing comments** Steve K.

3:45

Evaluate Meeting

Jim B.

- “+” – *what worked well today was....*
- “++” – *to make it better in the future...*

4:00

Adjourn

Suggested Roles for LTRAS Meeting Participants -

LTRAS Director and Management Group:

- Plan process.
- Define overall purpose and parameters for meeting.
- Encourage full and thoughtful involvement.
- Participate fully in retreat.
- Make final decisions as needed.
- Ensure follow-up on agreed upon actions.

Meeting participants:

- Participate fully.
- Focus on the “content.”
- Operate as “peers” in planning the future.
- Share responsibility for success of the meeting and LTRAS.
- Support each other and the process.
- Maintain meeting agreement.

Facilitator:

- Focus on the “process” – suggest and guide.
- Stay neutral and out of the content.
- Encourage full involvement.
- Help group stay on task and on time.
- Protect individuals and ideas from attack.

Recorder:

- Capture key ideas on chart paper.
- Honor the words of the speaker – not edit.
- Support the group and the process.

Meeting Agreement –“Ground Rules” for meeting:

- Honor our time commitments.
- Listen actively – “One person speak at a time.”
- Encourage full and equal involvement – give everyone a voice.
- Focus comments on the topic at hand.
- Keep an open mind, “Give all ideas and input full consideration.”
- Be mindful of your own process in moving towards agreed upon outcomes.

- Help build understanding and consensus.
- Take care of yourself – “Misery is optional.”