

1. Primary Goal Draft and Finalize Workshop & Meetings Report - the report should be very brief (2-5 pages)
 - a. Outline for Report - ("strawman")
 - i. Description of Need
 1. More data, too fast
 2. Science changing
 3. Reproducibility of science going out the window
 4. etc., etc.
 - ii. Opportunity costs of not addressing the need
 1. Potential negative impact to US science & innovation, national security, economy, jobs
 2. Argument should be on a level that suggests a major response
 - a. ?? Cite Australian drought example, and allocating >\$400 mil to build an information system to fix ??
 - iii. Recommendation
 1. Convene a high-level panel of experts to make recommendations to fix the identified problems
 2. Generate report
 - a. High level, high impact
 - iv. Appendices
 1. Piece we shopped around to Moore & others
 2. Eos piece?
 3. Summary timeline of activities to date
 - a. Summer 2012 Panel
 - b. BRDI presentation
 - c. AGU 2013 Events
 - d. Winter 2014 Meeting Panels
 4. Draft charge letter?
 5. [Annotated] bibliography?
 6. Summary of Workshop Content
 - a. e.g. List of challenges
 - b. e.g. List of recommendations
 7. Other?
 - v. List of Contributors
 - vi. References
 - b. Collateral Materials - presentations; raw notes; community forum comments (put in as Appendix to main report)
2. Develop Messaging [After report complete, use report as a basis to develop the message]
 - a. Identify Key Audiences (e.g. Congress, agencies, other networks, universities, NRC)

- i. themes from workshop - more coordination; need a science data infrastructure agency; national strategy
- b. What, Why, When, How & Who (related to Numbers 1.a above)
 - i. fundamental need/problem not being addressed
- 3. Building Community Support (after 1, 2 are done)
 - a. Identify Key Audiences
 - b. Identify Key Messengers for Data Study
 - c. Develop Outreach Plan
 - d. Conduct Briefings by Key Messengers

Other things to consider:

- Literature Review of Past Reports
- Analysis and Synthesis of past results and resulting actions (is there a provenance tracker for this? a mapping tool that could help here?)