**Project: BHL Joint Meeting & 10 Year Anniversary Celebration**

**Project Charter**

This draft requires further input from the BHL Executive Committee, the BHL Global Executive Committee, and the Program Planning Committee. Members of the BHL Executive Committee will coordinate collecting input from the other committees.

**Project Purpose**

The 2016 BHL Joint Meeting & 10 Year Anniversary Celebration will provide opportunities for BHL partners to discuss current state of BHL, set the direction for the coming year, and increase visibility of the BHL for both users and potential new Members and Affiliates. The event will be held over three days in London and will consist of several sessions including: BHL Global Business Meeting; BHL Day & 10 Year Anniversary Reception; BHL All Partners Meeting; BHL Members’ Business Meeting & Executive Session.

**High Level Requirements**

1. The meetings will provide updates from (in order of appearance) the BHL Global Partners, BHL Executive Committee, BHL Secretariat, BHL Members and BHL Affiliates.
2. The meetings will remind or newly inform participants of the value of BHL as a consortium and as an open access content provider.
3. The business meetings will establish the goals and outcomes for at least the next 12 months.

**Measurable Objectives and Outcomes**

**Objective 1:** At the end of the **BHL Global Business Meeting**, Global Partners will be energized with continued commitment to participating in BHL and will reach consensus on goals for coming year.

**Outcome:** At the end of the BHL Global Business Meeting, Global Partners will reach consensus and vote approval of bylaws revisions.

**Outcome:** Each partner will bring up any issues with their operations or other aspects of their program.

**Objective 2:** By the end of the **BHL Day**, participants will learn about what BHL is and does, know about the history of BHL, its recent accomplishments, and its value to the research community as demonstrated by guest speakers, and an understanding of BHL’s vision for the future.

**Outcome:** Attendees will demonstrate engagement through questions, significant activity on social media about the event, and other forms of interaction with presenters

**Outcome:** Using a post-session evaluation survey, majority of respondents will have an overall positive response to BHL Day.

**Outcome:** Using a post-session evaluation survey, majority of respondents will indicate that they learned something new about the BHL and that they would attend another event if one were offered.

**Outcome:** BHL will identify opportunities for building new partnerships or recruiting new Members or Affiliates.

**Objective 3:** As a result of the **10 Year Anniversary Celebration**, all attendees will be excited to have learned more about BHL or re-energized about participating in and promoting BHL.

**Outcome:** Participants will be enthusiastic about the future of BHL.

**Objective 4:** By the end of the **BHL Partners Open Meeting**, attending BHL Partners will be informed of the bigger picture of the current status of the BHL consortium and where it is going in the next 3 years, including knowledge each other’s contributions to the consortium.

**Outcome:** All partners will provide brief, useful reports on their activities of the past year.

**Outcome:** Using a post-session evaluation survey, majority of respondents will indicate that they learned something new about their BHL partners.

**Objective 5:** By the end of the **BHL Members’ Business Meeting**, participants will have reached consensus on the technical, financial, organizational, and collection goals of the consortium for the next 12 months.

**Outcome:** Vote: Targets set for Membership growth for next twelve months

**Outcome:** Vote: Budget Approved

**Outcome: Discussion:** Participants will define what success looks like by next Meeting?

**Outcome: Discussion:** Participants will identify anticipated challenges

**Outcome: Discussion:** Participants will identify strategies for addressing challenges

**Outcome:** Using a post-session evaluation survey, some participants will indicate that they learned something new about the governance of BHL.

**Outcome:** Using a post-session evaluation survey, some participants will indicate that they felt they had an opportunity contribute to the governance of BHL.

**Outcome:** Using a post-session evaluation survey, some participants will indicate that they felt informed about the current state of BHL.

**Outcome:** Using a post-session evaluation survey, some participants will indicate that they felt informed about the goals of BHL.

**Assumptions and Constraints**

1. Dues budget will cover up to $2,000 in swag
2. Smithsonian travelers will cover travel expenses for NEG, MRK, and CAS using non-Dues funds; travel expenses for BC and GC will be covered by Dues
3. NHM & Kew will cover all costs for catering, meeting rooms, and some printing (see also summary budget)
4. NHM London End of Year funds: large scale orders must be placed by **February 12**; things that can be purchased with credit card must be purchased by and arrive by **March 31**.
5. Selection of speakers will be complete in time to design and print a brochure before the NHM-London end of year funds need to be spent
6. NHM London requires badges for building access
7. BHL Day Reception at NHM London must start at 5:30pm
8. Printing for handouts and brochure will occur in London on A4 paper
9. Swag (tote bags, folders, stamps) will be designed and printed by Secretariat and paid for with Dues
10. Packets will be assembled in London by Rachael, Grace, Carolyn and possibly others
11. Grace will use Constant Contact to design and send Save the Date e-cards to invited guests
12. If guest names and contacts are not listed here (<https://docs.google.com/spreadsheets/d/1X_Bg20OKj9EMVVTBdZIi6_bpDu1xktv57fTQQNIpkhA/edit>), Grace will not be sending the invitation
13. Meeting will be co-hosted by NHM-London and Kew with locations alternating on different dates
14. It is assumed that all participants will be moderately to highly fluent in English.

**High Level Risks**

1. Since the number of speakers for BHL Day will impact the start time of the event, delays in confirming speakers could impact the distribution of Save The Date e-card to invited guests since we will not have a start time to include on the card. NOTE: The only possible change to Start Time would be later; BHL Day cannot start any earlier because it would conflict with the Global Meeting.
2. Delays in identifying and confirming speakers could impact the schedule for designing and printing the brochure.
3. Guest headcount could be under projections and incur unnecessary catering costs for BHL Day and 10 Year Anniversary Reception.
4. Delays in defining a goal or theme-and sharing that with the invited speakers-for BHL Day and Reception may reduce ability to achieve desired impacts or outcomes.

**Summary Milestone Schedule**

1. BHL @ 10 Logo approved: **1/15/2016**
2. Speakers confirmed: **2/15/2016?**
3. RSVP Deadline for BHL Day: **3/29/2016** (additional RSVPs could potentially be accepted if not over capacity for space)
4. Participant lists for all sessions confirmed: **4/4/2016**
5. RSVPs for invitation-only dinner: **3/10/2016**
6. Brochure design approved: **3/1/2016?**
7. Meeting agendas approved by stakeholders and uploaded online: **3/15/2016?**
8. Analysis of meeting evaluations shared with stakeholders: **4/28/2016**

**Summary of funding sources**

1. Printing expenses: BHL @ 10 swag (folders, tote bags, stamp for field notes): To be covered by BHL Dues
2. Printing expenses: Brochure, banner, agendas and other handouts to be covered by NHM London
3. Catering expenses, Day One: To be covered by NHM London
4. Catering expenses, Day Two: To be covered by Kew
5. Catering expenses, Day One: To be covered by NHM London
6. Travel expenses: BHL Secretariat: To be covered by the Smithsonian Libraries and BHL Dues.