Message

**From**: Almodovar, Lisa [Almodovar.Lisa@epa.gov]
**Sent**: 5/2/2018 4:12:59 PM
**To**: Hupp, Millan [hupp.millan@epa.gov]; Kasman, Mark [Kasman.Mark@epa.gov]; Greenwalt, Sarah [greenwalt.sarah@epa.gov]
**CC**: Troche, Luis [Troche.Luis@epa.gov]; Daniell, Kelsi [daniell.kelsi@epa.gov]; Hong, Nadtya [Hong.Nadtya@epa.gov]
**Subject**: RE: Updated Council Session Program & materials

Millan,

My understanding is that no. The hotel cost is $159 plus tax.

Lisa

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**From:** Hupp, Millan
**Sent:** Wednesday, May 02, 2018 10:07 AM
**To:** Almodovar, Lisa <Almodovar.Lisa@epa.gov>; Kasman, Mark <Kasman.Mark@epa.gov>; Greenwalt, Sarah <greenwalt.sarah@epa.gov>
**Cc:** Troche, Luis <Troche.Luis@epa.gov>; Daniell, Kelsi <daniell.kelsi@epa.gov>; Hong, Nadtya <Hong.Nadtya@epa.gov>
**Subject:** RE: Updated Council Session Program & materials

Lisa – good morning to you. Are these rooms reserved at per diem?

Millan Hupp
Director of Scheduling and Advance
Office of the Administrator
Cell: 202.380.7561 Email: hupp.millan@epa.gov

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**From:** Almodovar, Lisa
**Sent:** Thursday, April 12, 2018 12:03 PM
**To:** Hupp, Millan <hupp.millan@epa.gov>; Kasman, Mark <Kasman.Mark@epa.gov>; Greenwalt, Sarah <greenwalt.sarah@epa.gov>
**Cc:** Troche, Luis <Troche.Luis@epa.gov>; Daniell, Kelsi <daniell.kelsi@epa.gov>; Hong, Nadtya <Hong.Nadtya@epa.gov>
**Subject:** RE: Updated Council Session Program & materials

That is correct. Only reserved, they have no money allocated to these rooms.

Lisa

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**From:** Hupp, Millan
**Sent:** Thursday, April 12, 2018 11:20 AM
**To:** Almodovar, Lisa <Almodovar.Lisa@epa.gov>; Kasman, Mark <Kasman.Mark@epa.gov>; Greenwalt, Sarah <greenwalt.sarah@epa.gov>
**Cc:** Troche, Luis <Troche.Luis@epa.gov>; Daniell, Kelsi <daniell.kelsi@epa.gov>; Hong, Nadtya <Hong.Nadtya@epa.gov>
**Subject:** RE: Updated Council Session Program & materials

Thank you Lisa.

So, just to confirm, the Secretariat has only reserved the rooms for the delegations at the per diem rate? They have not allotted money in the budget to pay for these rooms?

Millan

Millan Hupp
Director of Scheduling and Advance
Office of the Administrator
Cell: 202.380.7561 Email: hupp.millan@epa.gov

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**From:** Almodovar, Lisa
**Sent:** Wednesday, April 11, 2018 11:44 AM
**To:** Hupp, Millan <hupp.millan@epa.gov>; Kasman, Mark <Kasman.Mark@epa.gov>; Greenwalt, Sarah <greenwalt.sarah@epa.gov>
**Cc:** Troche, Luis <Troche.Luis@epa.gov>; Daniell, Kelsi <daniell.kelsi@epa.gov>; Hong, Nadtya <Hong.Nadtya@epa.gov>
**Subject:** RE: Updated Council Session Program & materials

Update: Hotel reservations and credit card
Each participant will have to provide their credit card information in advance. On 23 April, we will be transmitting to all the delegations the procedure they need to follow to reserve at the two hotels (Skirvin and Renaissance).

Thanks

Lisa

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**From:** Almodovar, Lisa
**Sent:** Wednesday, April 11, 2018 10:54 AM
**To:** Hupp, Millan <hupp.millan@epa.gov>; Kasman, Mark <Kasman.Mark@epa.gov>; Greenwalt, Sarah <greenwalt.sarah@epa.gov>
**Cc:** Troche, Luis <Troche.Luis@epa.gov>; Daniell, Kelsi <daniell.kelsi@epa.gov>; Hong, Nadtya <Hong.Nadtya@epa.gov>
**Subject:** RE: Updated Council Session Program & materials

Millan thanks for checking back with us and sorry for the delay. I'm trying to get confirmation on some of the questions, but here is my initial response below.

I will update you as soon as possible on the other two items.

Lisa

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**From:** Hupp, Millan
**Sent:** Tuesday, April 10, 2018 11:08 AM
**To:** Almodovar, Lisa <Almodovar.Lisa@epa.gov>; Kasman, Mark <Kasman.Mark@epa.gov>; Greenwalt, Sarah <greenwalt.sarah@epa.gov>
**Cc:** Troche, Luis <Troche.Luis@epa.gov>; Daniell, Kelsi <daniell.kelsi@epa.gov>
**Subject:** RE: Updated Council Session Program & materials

Good morning. I have a few additional questions as well...

1. How many rooms does the Secretariat have budgeted for the EPA delegation at the Skirvin? 12 rooms

1 Administrator (suite)
2 Sarah Greenwalt
3 Jane Nishida
4 Mark Kasman
5 Luis Troche
6 Lincoln Ferguson
7 Millan Hupp
8 Forrest McMurray
9 Kelsi Daniel

Ex. 7(e)

2. Will we need to provide our government CCs to cover the rooms upon check in or just for incidentals? Checking on this. My take is that you would provide credit card information at the time of check in for payment of room and incidentals.

3. You mentioned that funds have been set aside for three vehicles, one for each minister. May I get more details on that such as who will be driving Minister McKenna and Minister Pacchiano as well as the type of vehicle these funds cover. Additionally, for the Administrator, the funds for these vehicles typically come from OECA but I assume that will not be the case this time? I'm checking on this. This might not be possible.

Finally, what additional security related questions do you have at this time? Will wait for Luis to return on Monday, he is more in tuned with this issues.

Thank you,

Millan Hupp
Director of Scheduling and Advance
Office of the Administrator
Cell: 202.380.7561 Email: hupp.millan@epa.gov

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**From:** Almodovar, Lisa
**Sent:** Monday, April 9, 2018 2:44 PM
**To:** Kasman, Mark <Kasman.Mark@epa.gov>; Greenwalt, Sarah <greenwalt.sarah@epa.gov>
**Cc:** Troche, Luis <Troche.Luis@epa.gov>; Daniell, Kelsi <daniell.kelsi@epa.gov>; Hupp, Millan <hupp.millan@epa.gov>
**Subject:** RE: Updated Council Session Program & materials

Sarah,

Hi. Mark forwarded to me your email with questions related to cost and contracts for the CEC ministerial. I'm working on a solution to the contracts of venues and food at this time. I will have an answer for you tomorrow afternoon.

See below for answers to each of your other questions. Hope these address your concerns.

Lisa

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**From:** Kasman, Mark
**Sent:** Friday, April 06, 2018 6:43 PM
**To:** Almodovar, Lisa <Almodovar.Lisa@epa.gov>
**Cc:** Troche, Luis <Troche.Luis@epa.gov>
**Subject:** Fwd: Updated Council Session Program & materials

Lisa,

Given the issues you raised yesterday , I am forwarding this message to you to prepare a response on Monday.

Mark

Sent from my iPhone

Begin forwarded message:

> **From:** "Greenwalt, Sarah" <greenwalt.sarah@epa.gov>
> **Date:** April 6, 2018 at 6:34:50 PM EDT
> **To:** "Troche, Luis" <Troche.Luis@epa.gov>, "Nishida, Jane" <Nishida.Jane@epa.gov>
> **Cc:** "Kasman, Mark" <Kasman.Mark@epa.gov>, "Hupp, Millan" <hupp.millan@epa.gov>, "Daniell, Kelsi" <daniell.kelsi@epa.gov>
> **Subject: RE: Updated Council Session Program & materials**
>
> Thank you, Luis. I have a few follow up items. Also, I would like to start looping in Kelsi Daniell on communications regarding the CEC so she can get up to speed and help us with the media questions.
>
> 1. You mention that AO will need to secure tickets to the National Cowboy and Western Heritage Museum. How should we go about that? Do we need to have someone with a purchase card buy those? I'm not sure who I need to connect with to make that happen. Also, does the quote of $111 include a discount for government personnel? I'd like to make sure we can save money where we can. There seems to be an offer for these tickets to be waived for the ministers plus 2. We are working with ethics on what this means for each one of you.
>
> And actually, that brings something to mind about overall spending. I am confident that you have been conscientious about this, but I want to make sure we are striking the right balance between appropriately welcoming two foreign dignitaries and being economical with our budget. If instances arise where you feel we might be able to save money, please let me know.
>
> 2. What do I need to do to start the contracting process you mention for the Ministers' lunch, Ministers' gathering at the ballpark, and the closing dinner? I'm looking into ways these can be done. Will get back to you tomorrow.
>
> 3. The itinerary lists the visit to the Oklahoma City National Memorial and Museum as "private," but I thought it was going to be open to the public. Would you please clarify? You are correct. We will clarify the itinerary and remove "private.
>
> 4. Just to confirm – we are looking at proactively creating/facilitating partnerships with the National Weather Center and the Fab Lab prior to our visit, correct? That way we can have press releases etc. teed up? We are exploring what potential partnerships could be created with Canada, Mexico, and the NWC or the Innovation hub. Some partnerships already exist. If we can develop something new and positive, we would develop materials and comms in advance accordingly.
>
> 5. I don't recall having seen anything on the Ministerial Statement. Are those negotiations happening now? Negotiations can start after the alt reps meeting, April 25th.
>
> **Notes for Millan**:

1. Luis has stated that OITA will need AO's direction for security at the Budweiser Deck and suite. Flagging for you so you can help coordinate.
2. We will need to secure gifts for Secretary Pacchinao and Minister McKenna (I know you are already aware of this).
3. We have also decided to inform McKenna and Pacchiano that it would be appropriate for them to leave something on the fence at the National Memorial. We floated the idea of suggesting flags. I'd like to know your thoughts on this. If we like it, we will need to make sure the Administrator has an American flag with him.

**Sarah A. Greenwalt**

U.S. Environmental Protection Agency
Work: 202-564-1722 | Cell: 202-816-1388
Greenwalt.Sarah@epa.gov

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**From:** Troche, Luis
**Sent:** Tuesday, April 3, 2018 5:00 PM
**To:** Nishida, Jane <Nishida.Jane@epa.gov>; Greenwalt, Sarah <greenwalt.sarah@epa.gov>
**Cc:** Kasman, Mark <Kasman.Mark@epa.gov>; Hupp, Millan <hupp.millan@epa.gov>; Hong, Nadtya <Hong.Nadtya@epa.gov>
**Subject:** Updated Council Session Program & materials

Hi Jane & Sarah,

Attached are updated Council Session materials reflecting our meeting and decisions and guidance provided. Attached:

- Council Session program/run of show with updates highlighted in yellow

- asset/decision list (for advance/security consideration)

- Press/social media opportunities for AO/OPA consideration

- EPA funded events status and cost estimates (working with Secretariat to obtain draft contract proposals for AO)

quick status on action items:

- Cheevers private room reserved for Ministers lunch

- First pitch cancelled

- Exploring audience and moderation of Q&A for Facebook Live @ Council Session

- Consulting with OGC on ethics

- Preparing scheduling request for Governor Falling for closing dinner & consulting on entertainment options

- Exploring if there is an OK Economic Development agency

Please let me know if i missed anything or if there are any further updates.

Regards,

Luis Trake

Senior Advisor for North American Affairs

CEC General Standing Committee

Office of Regional and Bilateral Affairs

Office of International and Tribal Affairs

U.S. Environmental Protection Agency

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