Message

From: Ellison, Mardiko [Ellison.Mardiko@epa.gov]
Sent: 5/17/2017 2:21:07 PM
To: Phillips, Anna [Phillips.Anna@epa.gov]
CC: Ex. 7(c); Chmielewski, Kevin [chmielewski.kevin@epa.gov]; Kasman, Mark [Kasman.Mark@epa.gov]; Doroski, Brenda [Doroski.Brenda@epa.gov]; Finman, Hodayah [Finman.Hodayah@epa.gov]; Besch, Brianna [besch.brianna@epa.gov]; Rourk, Alexis [Rourk.Alexis@epa.gov]; Jones, Iris [Jones.Iris@epa.gov]; Allen, Reginald [Allen.Reginald@epa.gov]; Thomas, Paula [Thomas.Paula@epa.gov]
Subject: RE: Fiscal Data for Administrator's Italy Mission
Attachments: Italy June 2017.docx

Good Morning All,

Please see attached AO's accounting information for the Italy fund cite. If there are any questions regarding funding, contact me. Also, please send me a copy of the final fund cite. Thank you.

Mardiko Ellison
Office of the Administrator
Office of Administrative and Executive Services(OAES)
202-564-0401 Office
202-564-2744 Fax
Ellison.mardiko@epa.gov

"Management's job is to convey leadership's message in a compelling and inspiring way. Not just in meetings, but also by example."-- Jeffrey Gitomer

---

From: Phillips, Anna
Sent: Tuesday, May 16, 2017 1:18 PM
To: Thomas, Paula <Thomas.Paula@epa.gov>; Ellison, Mardiko <Ellison.Mardiko@epa.gov>; Vogel, Carol <Vogel.Carol@epa.gov>
Cc: Ex. 7(c); Chmielewski, Kevin <chmielewski.kevin@epa.gov>; Kasman, Mark <Kasman.Mark@epa.gov>; Doroski, Brenda <Doroski.Brenda@epa.gov>; Finman, Hodayah <Finman.Hodayah@epa.gov>; Besch, Brianna <besch.brianna@epa.gov>; Rourk, Alexis <Rourk.Alexis@epa.gov>; Jones, Iris <Jones.Iris@epa.gov>
Subject: Fiscal Data for Administrator's Italy Mission
Importance: High

Dear Paula, Mardiko and Carol,

Attached is a draft fund cite cable which outlines anticipated OECA and AO expenses for the Administrator's upcoming travel to Italy June 5-13. These estimates are based on extensive consultation among OECA (PSD), AO, OITA and the U.S. Embassy in Rome and reflect our current understanding of the expected costs.

FYI, we will be having a planning call with Embassy Rome tomorrow (Wednesday) morning that might result in some (slight) changes to this draft and final estimates. However, I wanted to share what we have now to let you know that we will be needing fiscal data from your respective offices in the next few days in order to complete the fund cite.

I will be back in touch tomorrow after our call to share the final version and will appreciate receiving your fiscal data as soon as you can and no later than **Monday, May 22nd.**

Many thanks, as always, for your help!

Best,
Anna

~~~~~~

Anna Phillips
Program Manager for Europe
U.S. Environmental Protection Agency (EPA)
Office of International & Tribal Affairs
Washington, D.C. 20460

Tel: (+1) 202.564.6419
E-mail: phillips.anna@epa.gov
http://www2.epa.gov/international-cooperation

~~~~~~

Please consider the environment before printing this message.