Appointment

From: Chu, Rebecca [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=527CD5B55E9A465894BD6756BD3B291E-CHU, BECKY]
Sent: 8/6/2020 10:11:42 PM
To: Chu, Rebecca [Chu.Rebecca@epa.gov]; Szelag, Matthew [Szelag.Matthew@epa.gov]; Baca, Andrew [Baca.Andrew@epa.gov]

Subject: Bristol Bay Draft Letter Check In
Location: Microsoft Teams Meeting

Start: 8/7/2020 2:30:00 PM
End: 8/7/2020 3:00:00 PM
Show Time As: Busy

Probably won't take ½ hour. Matt- I know this is super early so thank you if you are caffeinated this early in the AM!

And Andrew- adding the following if we have a minute to get your input on the briefing schedule/process that Matt is putting together:

8/11 RA Briefing

- Meeting materials: no formal briefing paper needed, provide Chris latest version of draft letter (if different than what we plan to share tomorrow). I can ask Pam to attach it to the meeting invite when ready.
- Roles: Assuming Andrew or you will want to provide an intro, turn it over to Patty and Molly for more details and open it up for discussion and feedback.
- Other: Get Chris's feedback on approach for 8/13 political briefing.

8/12 Career Leadership Discussion

- Meeting materials: letter will have already been provided to this group.
- Roles: Matt facilitates, assuming Andrew or you will want to provide an intro, turn it over to Patty and Molly for any more details but primarily open it up for discussion and feedback.
- Other: additional agenda items include preparing for next day's political briefing (roles, briefing document, logistics, etc.) and litigation update.

8/13 Political Briefing

- Meeting materials: briefing paper is currently briefing drafted, see link below. Cindy may provide OFA template and Matt will reformat. Matt plans to send to career leader group by COB Monday after accepting edits from team below and ask for edits by COB Tuesday.[Andrew- do you want a review by you and Dan before it goes to the career leaders' group? Should that include an RA review as well?] I would like to send the final version to RA's Office right after career leadership discussion on 8/12 in case there is last minute feedback.
- Roles: See agenda and the shell of a briefing document . Need to identify roles/speakers.
- Other: anything special to be aware of for navigating a Teams briefing for political leadership? [Andrew- given your experience at HQ- maybe you have some suggestions?]

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